




# Free Courses

and Funding Support for  
UNISON Members 2019



“I feel empowered  
with the information that  
I have retained from  
the training”

# Welcome To The 2019 Free Training Course Guide For UNISON Members In The East Midlands Region

UNISON is committed to supporting our members to engage in learning for personal and professional benefit.

Our education and training provision is designed to support all our members in the workplace, regardless of previous education or experience and equip you with the skills and confidence to develop further.

As massive cuts to public services continue, we are only too aware of the problems many of our members are facing with constant re-organisation and change and the anxiety this can cause.

With this in mind, we continue to offer practical help and support to members through our training provision which includes;

- **Mental Health Awareness and Well-Being**
- **IT Skills - Beginner and Intermediate**
- **Get That Job - Job Applicants Workshop**
- **Interview Skills**
- **Manage Your Stress**

All the courses are free of charge and are delivered by experienced adult education providers.

**For further information about any of the courses in this guide,  
please contact UNISON's Learning and Member Development Team on:  
0115 847 5457 or email [imd@unison.co.uk](mailto:imd@unison.co.uk)**

I hope that you will find a course to interest you and we look forward to receiving your completed applications.

Best wishes

*Helen*

Helen Black - UNISON Regional Secretary



# Build Your Confidence (2 days)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	18, 19 June 2019	02190040	21 May 2019
Lincoln	18, 19 September 2019	02190041	21 August 2019

**Aimed at - any UNISON member who would like to feel more confident.**

This two-day course is appropriate for both men and women who wish to explore their personal values, strengths and qualities.

## **This course will help you to**

- explore issues around confidence
- investigate the idea of a confident person
- recognise body language and unspoken communication
- raise your awareness of different behaviour types and hidden agendas
- deal with criticism constructively
- look to the future

## **By the end of the course, you will be able to**

- better understand your own confidence
- identify and use confident behaviour
- communicate assertively
- plan the changes required to behave in a more confident manner
- identify development opportunities

“I was impressed with the organisation,  
tutor and lovely atmosphere”



# Introduction To Mindfulness (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Leicester	25 March 2019	02190028	25 February 2019
Northampton	11 November 2019	02190029	14 October 2019

**Aimed at - UNISON members seeking an introduction to Mindfulness and its many benefits.**

This one day course is a taster or basic introduction to Mindfulness. No previous experience of Mindfulness is necessary, but it is unlikely to be beneficial to those with an established Mindfulness practice.

## By the end of the session, you will have

- an understanding of Mindfulness core concepts and principles
- experienced basic core practices, which can be used outside of the session
- gained an understanding of the benefits of using Mindfulness techniques both formally and informally
- a better understanding of how Mindfulness can help you to live in a more balanced and healthy way

The session is delivered in a fun, friendly and supportive manner and the skills you learn can be used straight away.





# Get That Job Job Applications Workshop (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Northampton	21 March 2019	02190026	21 February 2019
Nottingham - Regional Office	9 July 2019	02190027	11 June 2019

**Aimed at - any UNISON member thinking about or needing to apply for jobs.**

This one day workshop has been developed by UNISON and the WEA (Worker's Educational Association) who are experienced adult education providers.

**During the workshop, you will have an opportunity to**

- identify your existing levels of confidence
- acknowledge your strengths and skills
- explore the job application process and application forms
- look in detail at job descriptions, person specifications and scoring sheets

**By the end of the workshop, you will have**

- identified goals related to job search activities
- developed and practised skills and techniques - completing application forms
- the ability to identify future career opportunities and set personal goals in pursuit of these

“Excellent Tutor - Excellent Workshop”

# Interview Skills (2 days)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Northampton	17, 18 April 2019	02190031	20 March 2019
Leicester	10, 11 September 2019	02190032	13 August 2019

**Aimed at - any UNISON member who wishes to improve their practical skills in applying for work and produce materials that are current and relevant in today's job market.**

This course, developed by UNISON and the WEA (Workers' Educational Association) includes as part of the two days: individual and group activities, discussions, presentations, the use of ICT (where available) and mock interviews.

## **By the end of the workshop you will be able to**

- present yourself appropriately at an interview
- answer the interviewer's questions appropriately
- reflect on your performance in an interview
- develop an interview specific plan with SMART actions

**Please ensure that you have an up-to-date CV and current job description as you will be asked to bring these along to the course.**

“Really informative, in-depth course”



# Mental Health Awareness And Wellbeing (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	20 May 2019	02190033	22 April 2019
Lincoln	8 July 2019	02190034	10 June 2019

**Aimed at - any UNISON member who wants to increase their awareness of mental health issues and explore how to improve their own wellbeing.**

This updated, one-day workshop has been developed by UNISON and Traincon Learning.

## **By the end of this workshop you will be able to**

- have an understanding of the term “mental health”
- have an understanding of how stress affects your mental health
- understand how stigma affects mental health and wellbeing
- have an understanding of the early warning signs and the importance of talking at an early stage
- have a greater knowledge of the signs, symptoms, risk factors and recommended treatments for depression and anxiety disorders

“The training was very well structured  
and interesting”





# Manage Your Stress (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Derby	10 June 2019	02190038	13 May 2019
Northampton	14 October 2019	02190039	16 September 2019

**Aimed at - any UNISON member who wants to know about stress and how to develop positive coping strategies.**

This one day workshop has been developed by UNISON and Traincon Learning.

The workshop will consider both the causes of stress and positive approaches to managing stress.

## **By the end of the workshop you will**

- understand how stress can affect you physically and mentally
- have a greater knowledge of the signs, symptoms, risk factors and recommended treatments for stress
- be able to identify your own stress triggers
- have identified positive coping strategies to support your own mental health
- have created your own, basic, stress management plan

There will also be an opportunity within the workshop to explore how mindfulness can be used to celebrate the present rather than regretting the past or fearing the future.

“Brilliant course! The tutor made the course relaxed and enjoyable”



# Free IT Courses Offered Through UNISON

- **Microsoft Excel Beginners**
- **Microsoft Excel Improvers**
- **Microsoft PowerPoint Beginners**
- **Microsoft PowerPoint Improvers**

# Microsoft Excel Beginners (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	16 July 2019	02190044	18 June 2019

**Aimed at - new users of Microsoft Excel and those with very basic knowledge.**

To attend this training you need to be familiar with the basic functions of a computer e.g. using a mouse/keyboard, starting applications, copying/ pasting, formatting text, creating folders, opening/saving files and be able to access the Internet.

Microsoft Excel is the most popular and widely used spreadsheet software in the workplace. The course tutor will guide you through the basics of setting up a worksheet, show you how to improve your productivity and enhance the way you manage and present information.

**By the end of the course, you will be able to**

- navigate your way around Excel
- create a new workbook
- work with ranges in a worksheet
- use formulas to perform calculations
- copy and paste data
- use formula cell referencing to automate calculations
- format cells, rows and columns in a worksheet
- print your workbook data
- make your data stand out by using charts and colours

The training is tutor led using Windows PCs.

Please note that teaching instructions and materials for this course are specifically tailored to Windows PC users.

This course provides a foundation for the Excel Improver's course.

# Microsoft Excel Improvers (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	10 September 2019	02190045	13 August 2019

## Aimed at - those with a working knowledge of Microsoft Excel.

You should already be able to copy/paste, format text, create folders, open and save files and be familiar with accessing the Internet and popular web browsers. Specifically, you will need to be able to create, open, save, format and print a worksheet, be able to use simple formulas (A2+A3\*C7 e.g.) and the SUM function. Microsoft Excel is the most popular and widely used spreadsheet software in the workplace and this course is for people who want to extend their spreadsheet skills beyond the basics.

## Upon completion of this course you will be able to

- use paste special to copy and move cell contents
- hide columns, rows and sheets (worksheets)
- fill data automatically in worksheet cells
- create dropdown lists
- link between worksheets, workbooks, MS Word and PowerPoint
- use and create complex formulas
- understand absolute cell referencing
- name ranges - for use in calculations
- use AutoFilter for sorting and filtering
- create subtotals
- understand styles and themes
- add a Comment to a spreadsheet
- use the IF function
- understand conditional formatting
- use the CountIF and SumIf function
- understanding common error messages
- create a VLOOKUP table
- create and modify charts and drawing objects

This course is tutor led using Windows PCs.

Please note that teaching instructions and materials for this course are specifically tailored to Windows PC users.

# Microsoft PowerPoint Beginners (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	4 April 2019	02190042	7 March 2019

**Aimed at - new users of Microsoft PowerPoint and those with very basic knowledge.**

To attend this training you need to be familiar with the basic functions of a computer e.g. using a mouse/keyboard, starting applications, copying/ pasting, formatting text, creating folders, opening/saving files and be able to access the Internet. This course is designed for anyone who wants to gain an introductory understanding of Microsoft PowerPoint to create and develop engaging multimedia presentations for work and home.

The course tutor will guide you through the basics of setting up a presentation, show you how to improve your productivity and enhance the way you manage and present your information.

**After completing this course, you will be able to**

- navigate your way around PowerPoint - using the view menu
- develop and edit your PowerPoint presentation
- use the in-built layout tools
- add and modify graphics (objects) to your presentation including images and shapes
- add tables and charts to your presentation
- create transitions between slides
- prepare your presentation for a screen show
- print your slides

This course is tutor led using Windows PCs.

Please note that teaching instructions and materials for this course are specifically tailored to Windows PC users.

After completing this course, you can enhance your presentation skills by attending the PowerPoint Improver's course.

# Microsoft PowerPoint Improvers (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	2 May 2019	02190043	4 April 2019

**Aimed at - those with a working knowledge of Microsoft PowerPoint. You should also be able to copy/paste, format text, create folders, open and save files, and be familiar with accessing the Internet and popular web browsers.**

Microsoft PowerPoint is the most popular and widely used presentation software package in the workplace and this course is for people who want to extend their presentation skills beyond the basics. The course tutor will guide you through the skills needed to produce highly efficient and productive slideshows and presentations.

**By the end of the course, you will be able to**

- work with themes, styles and templates
- understand how to work with and modify the Master Slide(s)
- manipulate objects including images, shapes and text boxes
- align, group and order graphics (objects)
- work with different types of media including sound and video
- create animations within your presentation
- create Hyperlinks
- link data and information between MS Office documents and PowerPoint
- save and share your presentations
- work with Action Buttons
- rehearse and record your presentation

This course is tutor led using Windows PCs.

Please note that teaching instructions and materials for this course are specifically tailored to Windows PC users.

# Deaf Awareness & British Sign Language Taster

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Chesterfield	19 March 2019	02190023	19 February 2019
Leicester	23 October 2019	02190024	25 September 2019

**Aimed at - any UNISON member who has regular contact with members of the public and/or a deaf or hard of hearing colleague and who would like to ensure a more accessible working environment and service.**

This course has been developed between UNISON and the Nottinghamshire Deaf Society and will be delivered by experienced Deaf BSL users accompanied by interpreters.

## During the workshop, you will

- consider the challenges deaf people face every day, both as service users and employees
- consider the confidence issues raised around approaching a deaf service user, or colleague and how that can lead to dissatisfaction and awkwardness on both sides
- have an opportunity to learn and practice some British Sign Language (BSL), which will include the manual alphabet, greetings, numbers and time and family signs. You will be given time to practice your new-found skills, and to ask the trainer for any vocabulary specific to your job

## By the end of the course, you will be able to

- demonstrate an increased knowledge and understanding of effective communication with deaf and hard of hearing people
- provide a more accessible service to the deaf community
- provide a better working environment for deaf employees
- increase your confidence in communicating with deaf or hard of hearing colleagues and service users



# Introduction To British Sign Language (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Lincoln	30 April 2019	02190030	2 April 2019
Nottingham	19 November 2019	02190025	22 October 2019

**Aimed at - any UNISON member that has contact with members of the public and/or a deaf colleague and would like to ensure a more accessible working environment and service.**

This one day British Sign Language (BSL) course is fun, highly interactive and a great introduction to BSL. It is delivered by Nottinghamshire Deaf Society.

**During the course, you will have the opportunity to learn and practice BSL covering the following areas**

- meeting and greeting
- finger spelling
- exchanging information
- family
- weather
- emotions

The course will be taught by an experienced Deaf Tutor giving you first-hand experience of communicating with deaf people and learning this complex and beautiful new language.

“An excellent introduction to BSL and an enjoyable learning experience too!”



# Pre-Retirement Planning Workshop (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Leicester	13 May 2019	02190035	15 April 2019
Nottingham	27 June 2019	02190036	30 May 2019
Nottingham	10 October 2019	02190037	12 September 2019

**Aimed at - any UNISON member aged 55 years or over or within 3/5 years of retirement.**

UNISON, working in partnership with Nottingham and District Pre-Retirement Council is offering members the opportunity to attend a free, pre-retirement planning workshop.

The workshop is delivered in a friendly and informal manner by retirees who will be able to provide first-hand experience and help along with external expert speakers who will be available during breaks to answer personal queries.

## The workshop will look at;

- state pensions
- benefits
- national insurance contributions
- finance - income tax
- legal advice
- health issues

Hand-outs and resource packs will be provided to delegates to take away for future reference.

“Very comprehensive  
and thought provoking”

# How To Apply For A UNISON Course

The courses described in this brochure are free to all UNISON members.

To apply for a place on any of these courses, you will need to complete the **Course Application Form and Proportionality and Fair Representation Form** to be found in the middle of this programme. Additional application forms are available by contacting the **Learning & Member Development Team on 0115 847 5457**.

Application forms only require a branch signature if members wish to claim travel/ subsistence expenses, as these are payable by the branch. Members, who would like to make such a claim should their application be successful, need to tick the, "I wish to claim travel expenses" box on the Application Form. The Learning and Member Development Team will then forward the form to the relevant UNISON branch for consideration.

**N.B. We will be unable to process your application unless it is fully completed.**

If the course falls on a day when you would normally be at work, you will need to seek permission from your line manager to attend. Your completed Application Form and Proportionality and Fair Representation Form should be sent to the following address before the advertised closing date:

**Learning & Member Development Team, UNISON Regional Centre Vivian Avenue, Nottingham NG5 1AF  
Or via email to: [LMD@unison.co.uk](mailto:LMD@unison.co.uk)**

Please note, when courses are over-subscribed, course places are allocated to eligible applicants using the information given on the Fair Representation and Proportionality Form and **NOT** on a first come, first served basis.

## Confirmation Of A Place On A Course

Each course in this programme has a closing date for applications. You will be contacted after the closing date and advised whether or not you have a place. We will also provide you with details of the course arrangements, e.g. venue, start times etc. If you require time off to attend the training you are advised to seek this provisionally, pending confirmation of a place.

We may cancel a course if there is insufficient interest to make it viable.

You can request an email acknowledgement of receipt of your application form - this is **not** a guarantee of a place on the course. All applicants will be contacted after the closing date. **If you are unsure about your application or the course status please contact the Learning & Member Development Team on 0115 847 5457.**

# UNISON East Midlands Course Application Form

## How To Apply

Complete this Application Form and the Proportionality & Fair Representation Form (P&FR) and return both by the closing date to - **UNISON Learning & Member Development (LMD), UNISON Regional Office, Vivian Avenue, Nottingham NG5 1AF** or via email to **LMD@unison.co.uk**.

**NOTE** Applications may be declined if both forms are not submitted. Forms require a branch signature for ALL activists courses where a course fee is payable by the branch or where members wish to claim expenses for FREE courses. Course places are not allocated until after the closing date.

Where courses are oversubscribed a selection process will be undertaken based on information supplied on the P&FR form.

Course title .....

Course date(s) ..... Course code .....

Location / Venue .....

We use the following information to add your name to the training database for this event and to update your UNISON membership details.

Gender is used to ensure equal access to all gender groups.

Membership No. ....

Full Name .....

Home address .....

.....

Postcode ..... Contact number (day time) .....

Female    Male    Identify in some other way

# Course application form continued

Details of the course will be sent by email so please give the most suitable.

Email .....

Enter your email details above if you require an acknowledgement of your application - this is not a guarantee of a place - this email address will also be used to provide you with further course information.

Tick this box if you give consent for UNISON to contact you by email about other matters relating to UNISON.

The following information tells us if you have specific requirements that will assist you to participate fully in the course. This will be shared with the course tutor to ensure your needs are met.

**Dietary requirements** - please be specific.

.....

**Facilitation requirements** - please give details.

(eg learning support, large print, braille, coloured paper or disabled access/parking)

.....

We use the following information to help verify which branch you belong to.

**Branch Name** .....

**Dependant Care**

Tick here if you wish to claim care allowance for a child/adult dependant for additional costs you may incur whilst at the course. A claim form for care will be sent with the course joining details if a place is confirmed.

**Expenses**

Tick here if you wish to claim travel expenses if you are successful in gaining a place.

If you have requested travel expenses and the branch have NOT signed the form we will forward this form to your branch for approval.

## Course application form continued

**NOTE** Branch approval is not required for acceptance onto FREE member courses but if you wish to claim expenses your application will require branch authorisation prior to attendance.

### Declaration and signature

Applicant's signature ..... Date .....

#### **This section must be completed by the Branch Secretary or Education Co-Ordinator**

This application is approved by the branch who accept the terms and conditions of this booking and agree to abide by ALL charges including non-attendance/cancellations fees as advertised in the Education Programme or specific course advertisement.

Print Name ..... Signature .....

Branch Position ..... Date .....

Please note that your name and branch will be used on the course register provided to the tutor and/or registration desk. Details of your course attendance will be shared with your branch to update branch training records and where necessary for the invoicing of course fees.

**Any information given will be treated in the strictest confidence and will only be used for the purposes stated on the form. This form and any attachments will be securely stored and destroyed after one year.**

**For more information on how UNISON uses your personal data please go to: [www.unison.org.uk/privacy-policy](http://www.unison.org.uk/privacy-policy)**

# Proportionality & Fair Representation Form (P&FR)

Name ..... Membership no .....

Branch .....

Course title/dates .....

Have you previously applied for a course and been rejected? If "yes" please state reasons:

Course cancelled    Course oversubscribed    Other - please state

## Please tick the following boxes that apply:

1. Which of UNISON's groups are you in?

Local Government    Health Care    Higher Education    Energy    Police & Justice  
 Community    Water, Environment and Transport

2. Are you?    Female    Male    Identify in some other way

3. How would you describe your ethnic origin?

Bangladeshi    Chinese    Indian    Pakistani    Asian uk  
 Asian other    Black african    Black caribbean    Black uk    Black other  
 White UK    Irish    White other    Other mixed heritage

4. Do you describe yourself as one of the following:

A disabled person    Lesbian    Gay    Transgender

5. What is your age group?    16 - 26    27 - 39    40 - 49    50+

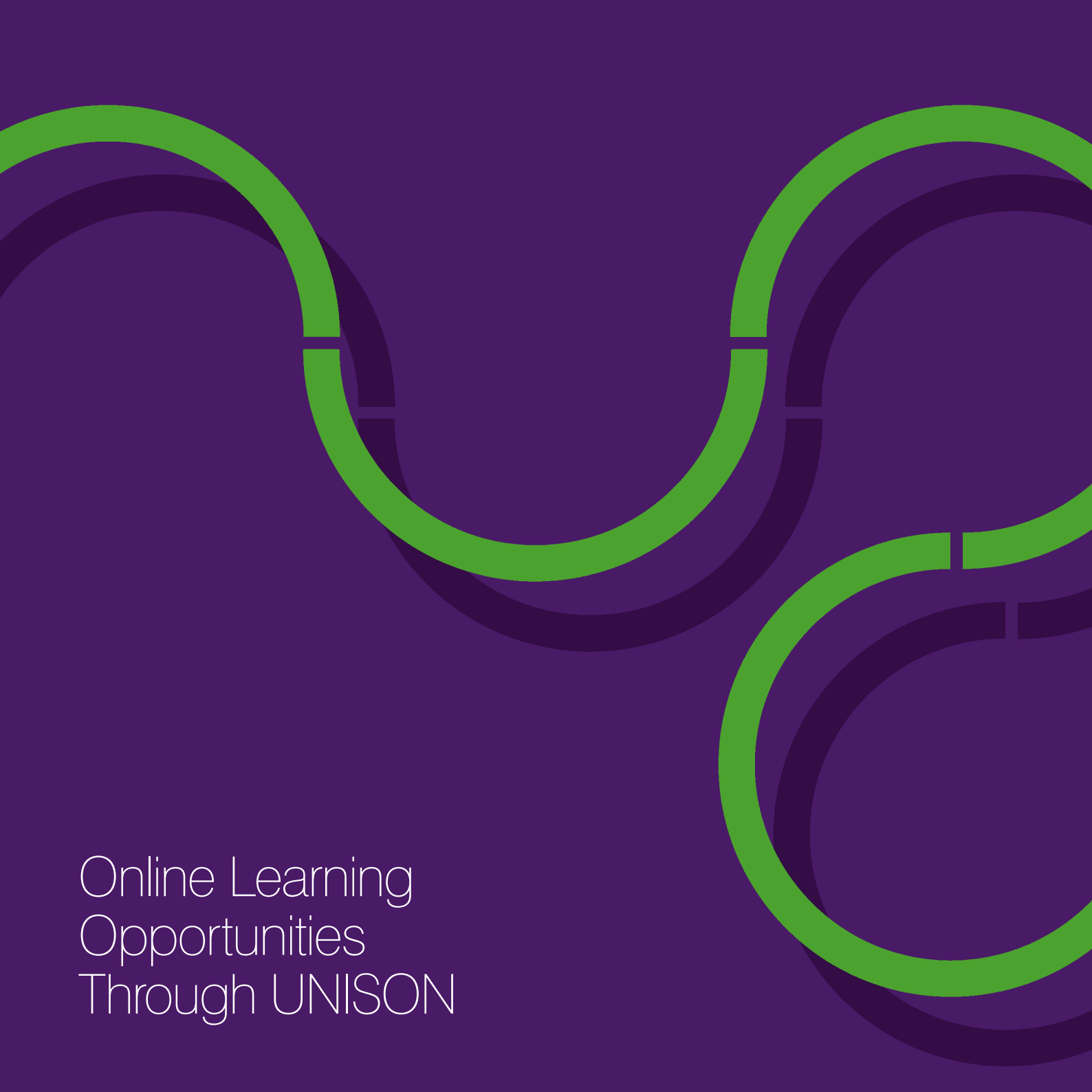
6. Which UNISON subscription band are you in?

Band	Yearly income £	Band	Yearly income £		
<input type="checkbox"/> A	up to 2,000	<input type="checkbox"/> B	2,001 to 5,000	<input type="checkbox"/> C	5,001 to 8,000
<input type="checkbox"/> D	8,001 to 11,000	<input type="checkbox"/> E	11,001 to 14,000	<input type="checkbox"/> F	14,001 to 17,000
<input type="checkbox"/> G	17,001 to 20,000	<input type="checkbox"/> H	20,001 to 25,000	<input type="checkbox"/> I	25,001 to 30,000
<input type="checkbox"/> J	30,001 to 35,000	<input type="checkbox"/> K	35,000 +		

7. How many hours per week do you work?

Less than 16    16-29    30-34    35 or more

UNISON is committed to achieving fair representation and proportionality in all its structures. The Regional MORE (Members Organising Recruiting Educating) Committee asks each course applicant to fill in this form to assist us in achieving this aim. This information is used to select, monitor and evaluate participation in regional education/branch training opportunities. NOTE: You do not have to disclose this information to your branch. You may prefer to send this form separately and direct to UNISON Learning & Member Development Team (LMD), UNISON Regional Office, Vivian Avenue, Nottingham NG5 1AF or to LMD@unison.co.uk. All information will be treated in absolute confidence. UNISON will store this data securely for one year then it will be securely destroyed.



Online Learning  
Opportunities  
Through UNISON

# Online Learning Opportunities For UNISON Members

**No time to attend a training course?**

**How about studying when and where it suits you?**

UNISON has developed a number of free online learning modules ('e-notes') for UNISON members. To access these online training resources, you will need to complete a self-registration form which can be found by following this link - <https://e-learning.unison.org.uk>

**The e-notes available are:**

## **The Path To Better Maths Skills**

This pathway gathers together a selection of fun, free, online resources to help you improve your maths. You can work through as many or as few of these activities as you like, at your own pace. You can use the tick box at the end of each activity to record which ones you have completed.

## **Stress Management**

This is a ten minute recording of a webinar (online seminar) on stress management presented by UNISON Learning and Organising Services. It talks about: symptoms and effects of stress, different kinds of stress, and ways of dealing with stress.

## **Coping With Care: Dealing With Health Needs In Schools**

This is aimed at staff working in schools that may be requested to support pupils with medical conditions. The module also looks at law changes in 2014 and the new guidance produced by UNISON for members. The e-note should take between 10 and 15 minutes to complete.

## **Your Skills, Your Future**

Your Skills, Your Future is a UNISON taster session, which you can complete in your own time.  
NB: The e-notes display best on a desktop computer. iPad users may experience difficulty loading them.



# National Extension College (NEC)

The NEC provides distance learning courses which include GCSEs and A Levels, and qualifications in childcare and early years. They offer a 10% discount to UNISON members on all its courses.

**The NEC is offering UNISON members free taster courses in a wide range of subjects including**

- Children's Growth and Development
- Personal Development Planning
- Critical Thinking
- Planning and Managing Your Work
- Spelling, Punctuation and Grammar

**To find out more visit - <https://www.nec.ac.uk/content/nec-taster-courses>**

## E-Careers

E-Careers are a leading eLearning provider, offering an exciting range of courses, whether you are interested in professional qualifications or skills development.

**Courses on offer include**

- Computing Basics
- Modern languages
- Book-keeping
- PRINCE2® project management
- Web design, blogging, and creative writing

As a UNISON member you can receive a 10% discount on the course fees by quoting, "**UNISON 10**".

**Visit their website at: <https://ecareers.unison.org.uk>**

# The Open University

The Open University have developed a suite of **free online courses** aimed at improving your study skills and confidence.

## The courses available are

- Supporting Children's Development
- Introducing Practical Healthcare
- Planning a Better Future
- Caring for Adults
- Starting your Small Business
- Taking part in the voluntary sector

You can collect badges for each section within a course and if you complete a full course, you can download a free Statement of Participation.

Follow the links at - [www.open.ac.uk/choose/unison](http://www.open.ac.uk/choose/unison)



# Get Back Into Learning! Develop Your Skills And Confidence!

UNISON aims to give all members the opportunity to get back into learning, to develop new skills, build self confidence and experience the enjoyment of learning and the satisfaction of achievement.

Many members who attend UNISON Lifelong Learning courses have few or no qualifications and have not studied for some time.

With the help of experienced WEA (Worker's Educational Association) tutors, students build their confidence, increase their knowledge and brush up or learn new skills.

## What's on offer?

**The following courses are available exclusively to UNISON members:**

- **Return to Learn**
- **Women's Lives**

All courses are provided free of charge to UNISON members. We help students with their travel, dependent care and childcare costs.

The courses are delivered by friendly, experienced tutors with students working in small groups which meet in the evenings. Each course includes a residential weekend.

The courses will help you grow in confidence and develop your study skills in a relaxed, supportive environment.

**For further information about any of these courses please contact:**

**Angela Gerrard on 0115 8475454  
or e-mail [a.gerrard@unison.co.uk](mailto:a.gerrard@unison.co.uk)**

# Return To Learn



**Did you know that the UNISON Return to Learn course has been running for over 25 years?**

**Over that time, hundreds of members have completed the course and have enjoyed increased self-confidence and self-esteem as a result.**

Many learners have gone on to further study, looked for new career opportunities or have taken on more responsibility at work. The course consists of 4 units which have lots of short activities and assignments including problem solving, note taking and writing, everyday maths and basic computing.

## **Return to Learn will give you vital study skills in areas such as**

- Writing and note taking
- reading and analysing
- research and interviewing
- working with numbers
- basic IT e.g. word processing and using the internet
- exploring points of view

Return to Learn courses run in the evening for 10 sessions lasting 2.5 hours each. There is also a free residential weekend included as part of the course.

The course is free to UNISON members. Students study at a level equivalent to GCSE/A level standard. There are no exams and all completers will receive a WEA Achievement Certificate.

“It has made me a stronger person and I speak up for myself more now”

# Women's Lives

This course has been designed specifically for UNISON women members who have experienced little, if any, recent education. The aim of the course is to build confidence as well as develop study skills in reading and comprehension, note taking, writing, analysing and basic research. It features a strong personal development and confidence building element.

## What will I learn?

Students gain many different things from the course, including:

- a chance to look at women's experiences at work, in family life and in the community
- greater self-confidence
- a sense of achievement
- study skills in reading, comprehension and note-taking
- information and guidance to move on to further learning opportunities
- wider horizons and new friends

The course runs in the evenings for 10 sessions lasting 2 hours each. There is also a residential weekend as part of the course. The course is free to UNISON members. Students study at a level equivalent to GCSE/A level standard. There are no exams and all completers will receive a WEA Achievement Certificate.



# Get Active!

## Become A Union Learning Representative (ULR)

Learning is at the heart of what we do as a union. The courses we offer ensure that UNISON members get a chance to get on at work and also help in their daily lives.

With so many changes across public services it is now more vital than ever that our members have access to learning.

So, we need Union Learning Representatives (ULRs) who can support and encourage people at work to access learning opportunities.

**A ULR is somebody who promotes learning to people at work.**

### **Their role may include**

- encouraging colleagues to take up courses
- supporting people through their training
- talking to their employer about training issues
- promoting courses

**ULRs have a number of legal rights to time off for training and duties.**

### **These include the right to**

- be recognised as a ULR in the same way as Stewards and Health & Safety Representatives
- reasonable time off with pay to train as a ULR
- protection against unfair dismissal on the grounds of ULR activity

UNISON has developed an online e-note, "Becoming a ULR" which may give you a better understanding of the role. **Visit - <https://e-learning.unison.org.uk/>**

## Interested?

**Take a look at the Union Learning Representative course details opposite.**

# Union Learning Representatives (3 days)

Course fee to branches: £75

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham - Regional Office	28 Jan, 4 & 11 Feb 2019	02190046	4 January 2019
Market Harborough	28 Feb, 7 & 14 Mar 2019	02190022	31 January 2019
Nottingham - Regional Office	24 June, 1 & 8 July 2019	02190047	27 May 2019
Lincolnshire	3,10 & 17 October 2019	02190048	5 September 2019
Nottingham - Regional Office	11,18 & 25 November 2019	02190049	14 October 2019

## Aimed at - New Union Learning Representatives (ULRs)

### This 3-day course enables ULRs to

- develop their skills and knowledge about the role
- talk to members and identify their learning needs
- understand how the ULR role fits within UNISON Branch structures
- relate UNISON's priorities to the role of the ULR
- influence the learning and development strategy within their workplace
- feel confident working with employers to plan learning opportunities within the workplace
- build contacts and information networks
- collect and record information
- find out about Government policies and programmes for lifelong learning

**For further information about the Union Learning Representative role and the training available please contact:**

**Gavin McCann, Regional Learning and Development Organiser  
on 0115 8475446 or email [g.mccann@unison.co.uk](mailto:g.mccann@unison.co.uk)**

# UNISON And The Open University

## Working In Partnership



The UNISON/Open University (OU) partnership has previously been recognised as a Widening Participation Initiative of the Year by the Times Higher Education Awards. This award reflects the hard work which has taken place over many years to build an effective and lasting partnership between UNISON and the Open University.

### The benefits of this partnership include

- Free UNISON/Open University workshops in the East Midlands Region covering a range of topics. We are planning additional workshops in 2019 so look out for these!
- Open University (OU) Awards of up to **£300** are available to UNISON members undertaking OU courses up to and including under-graduate level at their own expense. No awards are available for Masters Degree study or above. Further information can be found on our Funding Support pages - see page 33
- A dedicated UNISON/OU website which provides useful information on:

**Funding** - outlines the financial support available for students by the OU

**Learning Zone** - access to current OU learning materials and resources for free!

**Free online courses** - aimed at improving study skills and confidence

**The new website can be found at [www.open.ac.uk/choose/unison](http://www.open.ac.uk/choose/unison)**

**For further information about OU courses please ring 0300 303 5303**

“UNISON in conjunction with the Open University has helped me to regain my confidence in learning new skills.”



# Funding Support and Learning Discounts Through UNISON

## **Do you know about the financial support that UNISON can offer for learning?**

UNISON wants to help members achieve their potential. We know how difficult it is to afford training and development at present, so UNISON offers financial support to members taking part in general non-vocational education, or in vocational education relevant to work in public services, as well as learning discounts from a number of providers. We also offer grants to members studying on Trade Union, Labour Movement or Women's Studies courses.

Anyone applying must be a member of UNISON for at least 4 weeks prior to their application, have no arrears of subscriptions and continue to pay all membership subscriptions throughout the time that he/she is in education and training supported by the award.

## **Trade Union, Labour Movement or Women's Studies Grants**

UNISON offers various bursaries for members studying on Trade Union, Labour Studies or Women's Studies courses. The deadline for applications for each of the three awards is usually the 31st July each year. Decisions on applications will be deferred until that point, rather than dealt with on a first-come, first-served basis, so that they can all be considered if funding remains available.

### **Certificate or Diploma Awards For Members On Trade Union Labour Movement or Women's Studies Courses**

UNISON offers a limited number of grants towards course costs for members studying part-time. Course costs include fees, residential sessions, travel, and course books. The number and size of grants offered depends on course costs and the number of applicants. It is usually around £300. Preference is given to members who do not already have a qualification at this level or above. We are keen also to hear from members who are actively involved in their branch.

## **BA Grants For Members On Trade Union and Labour Movement or Women's Studies Courses**

A limited number of grants of up to £500 towards course costs for members studying part-time. Course costs include fees, residential sessions, travel, and course books. Members may want to apply to the government backed Student Loan Company for a fee loan. The number and size of grants offered depends on course costs and the number of applicants.

## **Masters Degree Grants For Union Representatives Studying On Trade Union and Labour Movement or Women's Studies**

A limited number of grants of up to one-third of annual fees are available to union reps studying part-time at their own expense. The size and number of grants will depend on fees charged and the number of applications received. These grants are aimed at UNISON activists wishing to further their trade union experience and consideration will be given to the level of activity of applicants within their branch.

For all grants listed above, a copy of your course registration and proof that you are personally paying the full cost of course fees will be required before a grant can be paid. This can be a receipt for fees or a copy of your student finance agreement. In certain circumstances we may look at offering a grant even if you are receiving money from elsewhere.

**N.B. There are no Trade Union and Labour Studies financial awards available for PhD study and research.**

## **Open University Awards**

Open University (OU) Awards are available to UNISON members undertaking 30 and 60 point OU courses up to and including undergraduate level at their own expense. No awards are available for Masters Degree study or above.

**60 point courses: £300**

**30 point courses: £200**

Awarded on a first-come, first-served basis until funds are exhausted.

Available on 1 January and 1 September each year.

# UNISON Learning Grants

These grants of up to £200 are intended to help members who are undertaking study at their own expense, up to and including undergraduate level, on the following types of courses:

- Trade Union and Labour Studies where an applicant has not received a bursary
- Non-vocational education up to and including undergraduate level e.g. GCSEs, A Levels, Access Courses, Leisure/Recreational Courses
- Vocational education relevant to public service work up to and including undergraduate level

UNISON Learning grant applications are dealt with on a first come, first served basis until funds are exhausted and are available on 1 January and 1 September each year. Learning grants are not available for Masters Degree study or above.

## How To Apply For Financial Assistance

Application criteria for bursaries, grants and awards and an application form is set out in more detail on the UNISON website at:

<https://learning.unison.org.uk/financial-support/>

**For more information contact the Bursaries Administrator  
on 0207 121 5116 or email [LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk)**

# Learning Discounts For UNISON Members

Members can get fee discounts for distance learning from the following providers:

## **National Extension College (NEC)**

The NEC offers educational opportunities and second-chance learning to people for whom attending regular classes at a school or college is not possible. The NEC provides distance learning courses which include GCSEs and A Levels, and qualifications in childcare and early years. They offer a 10% discount to UNISON members on all its courses. Simply quote your UNISON membership number when enrolling. The full list of courses can be found at [www.nec.ac.uk](http://www.nec.ac.uk) including taster courses for UNISON members.

## **Cilex Law School**

UNISON members are entitled to a 5% discount on law courses (excluding legal practice course or postgraduate Diploma in Law).

**Visit - [www.cilexlawschool.ac.uk](http://www.cilexlawschool.ac.uk)**

## **The Open College of the Arts**

The college offers one-off courses and degrees in the creative arts through distance learning. UNISON members can claim £100 off their first course unit.

**Visit - [www.oca-uk.com](http://www.oca-uk.com)**

## **Birkbeck, University of London**

10% off all accredited Birkbeck courses (certificates, undergraduate and postgraduate) as long as you study at a level that is not lower than or equivalent to any existing qualifications you may hold. Birkbeck is London's part-time evening university.

**Visit - <http://www.bbk.ac.uk/mybirkbeck/finance/fees-information/union-discount>**

## **University of Wolverhampton - Unionlearn Fee Discount**

The University of Wolverhampton has signed a three-year agreement with TUC Unionlearn, which means that from the 1st January 2016, new students who are full members of a union affiliated to the Trades Union Congress (TUC) are eligible for a 10% discount on tuition fees for part-time undergraduate and post-graduate course.

**Visit - <https://www.wlv.ac.uk/unionlearn> for further info or email - [unionenquiries@wlv.ac.uk](mailto:unionenquiries@wlv.ac.uk)**

## **E- Careers**

E-Careers are a leading eLearning provider, offering an exciting range of courses, whether you are interested in professional qualifications or skills development. As a UNISON member you can receive a 10% discount on the course fees by quoting, "UNISON 10".

**Visit - <https://ecareers.unison.org.uk>**

# Course Information

## What are the courses like?

UNISON courses are run in a friendly and supportive atmosphere. Everybody's views and experiences are valued and listened to. You will spend time working with other people in small groups. You will not be lectured at or 'put on the spot'.

## Course times

Course times may vary, but are usually from 9.30 am to 4.30 pm each day. You will be given a specific start/finish time in the details sent to you when you are offered a place on a course.

## What if I have responsibilities at home?

UNISON provides a homecare allowance if you incur costs whilst you are attending a training event, which are additional to those you would normally have to pay for the care of dependants. For example, if you are a part-time worker and you attend training on your day off, then you are entitled to claim a care allowance. The scale of the allowance changes from time to time and current rates can be obtained from the Learning & Member Development Team. You are required to provide a receipt.

## Facilities for members with specific needs

We seek to ensure that the venues we book, materials provided, etc. meet the needs of our members who have identified a specific need on their course application form. Due to the wide variety of facilitation available, it is important that you let us know as soon as possible about your individual requirements.

## Catering and dietary requests

Where catering is provided at courses, UNISON will endeavour to make provision for specific dietary requests. However, it should be noted that where training takes place at the UNISON Regional Centre, provision is limited to that available from local caterers and hot food is not available. Delegates with specific dietary needs are requested to specify these in detail on the application form. When course places are confirmed, delegates who have indicated a need will be asked to provide further information prior to the start of the course. Please note that menus/meals cannot be changed on the day of the course.

## Expenses

Travel and subsistence costs for all courses are the responsibility of your Branch. You should check with your Branch Education Co-ordinator or Branch Secretary to find out how to claim these. Members, who wish to make a claim should their application be successful, need to place a tick in the claim expenses box on the Course Application Form. The Learning and Member Development Team will then forward these forms to the relevant UNISON branch for consideration.

# Course Fees And Cancellation Guidelines

The courses in this brochure are provided free of charge to UNISON members and there is no fee payable by UNISON branches. However, UNISON still incurs costs to cover tutor fees, room hire and buffet costs.

## **Cancellations**

If, for any reason, delegates cannot attend a course for which they have applied, it is essential that they contact the Learning & Member Development Team as soon as possible, who will then seek to fill the place from waiting lists or in liaison with the branch.

**Please ring 0115 847 5454 or email [LMD@unison.co.uk](mailto:LMD@unison.co.uk) as soon as possible, if you need to cancel your course place.**

## Do We Have Your Correct Contact Details?

To ensure you receive up-to-date information on new courses and developments please check that your personal details are correct.

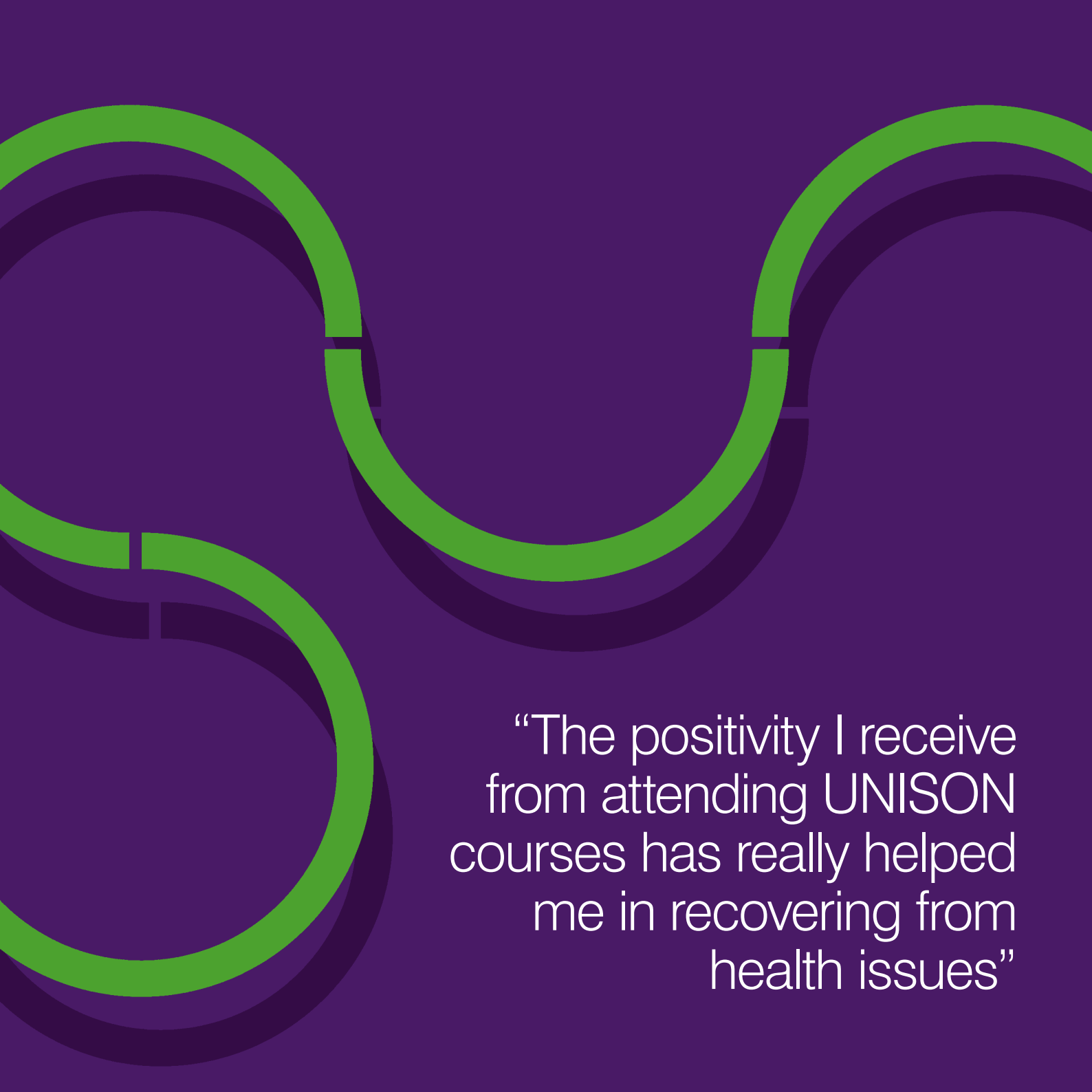
**Go to the UNISON website <https://www.unison.org.uk/my-unison/>**

To access your details you will need your membership number.

If you are a first time user you will also need to register your account with a password.

## **Alternatively contact:**

**UNISON Regional Learning & Member Development Team on 0115 8475457  
or Email: [LMD@unison.co.uk](mailto:LMD@unison.co.uk)**



“The positivity I receive  
from attending UNISON  
courses has really helped  
me in recovering from  
health issues”



For further information please contact:

The Learning and Member Development Team  
UNISON Regional Centre, Vivian Avenue, Nottingham, NG5 1AF

Telephone: 0115 847 5457

Email: [imd@unison.co.uk](mailto:imd@unison.co.uk)

Twitter - @UNISONEMidsLMD

Facebook - UNISON East Midlands Education & Training

Join UNISON - Freephone: 0800 171 2193

Join online at: <http://join2.unison.org.uk>

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