



U-Train sets out the range of courses available for activists and members through UNISON



- Key**
- Training for specific roles
 - Tutor Training
 - Bargaining and Negotiating
 - Equalities and Campaigning
 - Employment Law
 - Employment Law (development)
 - Employment Law (advanced)
 - Branch Development and Organising
 - National Committee Courses
 - Member learning



trained
and
active

UNISON EAST MIDLANDS EDUCATION PROGRAMME 2020-21

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IMPORTANT

To ensure that we have up to date details for you on UNISON's membership system, please check that your personal details are correct and update them as necessary by visiting 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.

Have you opted into receiving emails from UNISON? If you would like to receive emails informing you of education courses, workshops, events and updates from UNISON, you are encouraged to opt in to receiving emails so you do not miss out on future opportunities.

Having difficulties accessing your membership record? If so, please email the RMS Team at e.rms@unison.co.uk or the UNISON Learning & Member Development Team at LMD@unison.co.uk

STEWARDS COURSES

❖ The Organising Steward (5 days) ❖

Course fee to branches: £75

Aimed at: New stewards AND experienced stewards who require ERA accreditation

Location	Course dates	Course code	Closing date for applications
Derby	9, 10, 11, 12, 13 March 2020	02-20-0004	7 February 2020
Leicester	20, 21, 22, 23, 24 April 2020	02-20-0005	19 March 2020
Nottingham - Regional Office	5, 6, 7 May & 11, 12 May 2020	02-20-0006	2 April 2020
Northampton	8, 9, 10, 11, 12 June 2020	02-20-0007	7 May 2020
Lincoln	6, 7, 8, 9, 10 July 2020	02-20-0008	4 June 2020
Derby	7, 8, 9, 10, 11 September 2020	02-20-0009	6 August 2020
Leicester	5, 6, 7, 8, 9 October 2020	02-20-0010	3 September 2020
Nottingham - Regional Office	2, 3, 4, 5, 6 November 2020	02-20-0011	1 October 2020
Nottingham - Regional Office	18, 19, 20 November and 23, 24 November 2020	02-20-0012	15 October 2020
Northampton	30 November and 1, 2, 3, 4 December 2020	02-20-0013	29 October 2020
2021			
Lincoln	25, 26, 27, 28, 29 January 2021	02-21-0014	23 December 2020
Derby	8, 9, 10, 11, 12 March 2021	02-21-0015	8 February 2021
Leicester	12, 13, 14, 15, 16 April 2021	02-21-0016	25 March 2021
Nottingham - Regional Office	17, 18, 19, 20, 21 May 2021	02-21-0006	19 April 2021
Northampton	7, 8, 9, 10 & 11 June 2021	02-21-0017	10 May 2021

This is a fundamental first course – attendance is essential for all new stewards.

The course aims to develop your skills, knowledge and confidence to enable you to carry out the role of a steward in UNISON. The course covers the following:

- Certification as being competent to accompany members at disciplinary and grievance hearings in order to comply with the Employment Relations Act 1999.
- Working with members to tackle issues in the workplace.
- Working with members in resolving individual problems.
- Handling grievance, disciplinary and similar types of cases as the representative of UNISON members within your workplace, including knowing where and when to seek advice and guidance, and understanding how procedures work in practice.

❖ Online UNISON Stewards Course ❖

Course fee to branches: £0

Aimed at: Any new steward who is unable to attend 'The Organising Steward' course in person and who requires ERA accreditation.

Location	Course dates	Course code	Closing date for applications
Wherever you have internet access	20 January to 13 March 2020	National Course please apply direct using the link below	2 weeks prior to the start date
	20 April to 12 June 2020		
	6 July to 28 August 2020		
	14 September to 6 November 2020		

The course will use the same high quality materials, the same tutor support and the same networking with other UNISON stewards but will be accessed online from the workplace or local/employer learning centre. It will be delivered in a friendly, encouraging way by expert tutors.

More information can be found on UNISON's national website:

<https://learning.unison.org.uk/activist-training/workplace-representatives/online/>

Delegates will access the course via the Internet and work interactively on tasks with tutors and other course participants. Course activities contain discussion forums, quizzes and workplace activities.

The time commitment involved is approximately 4 to 5 hours per week over a 7 week period.

On completion of the online course Stewards will be awarded ERA accreditation and be able to represent members.

Employers must allow stewards time off to sit at a computer to complete the course as well as time off to complete any research that is required as part of the course.

The course is delivered using a web-based learning environment and delegates can access course materials whenever is convenient. The course includes some group work, where delegates will be expected to work with fellow learners. At the start of the course, the tutor will set a timetable outlining the activities that need to be completed and a date when they should be submitted. Applicants are encouraged to discuss support and mentoring with their branches whilst undertaking the training.

To register for a place on this course please use the link below

<https://www.tuceducation.org.uk/findacourse/courses/63>

(From this link click on course directory, then sort by online courses then find the 'UNISON Stewards course'. This needs to be actioned no later than 2 weeks before the start date of the course). Once registered the TUC will send you a college enrolment form which needs to be completed and returned to the TUC immediately upon receipt – you cannot start the course until this is returned.

Any queries please contact UNISON Learning & Organising Services, UNISON Centre, 130 Euston Road, London NW1 2AY, or email learningandorganising@unison.co.uk or ring 0207 121 5383.

❖ ERA Re-accreditation ❖

Course fee to branches: £30 (two-day)

Aimed at: ERA stewards who require re-accreditation.

Location	Course Dates	Course Code	Closing date for applications
Derby	24 & 25 March 2020	02-20-0016	25 February 2020
Leicester	3 & 4 June 2020	02-20-0024	1 May 2020
Nottingham - Regional Office	15 & 16 June 2020	02-20-0025	18 May 2020
Lincoln	28 & 29 September 2020	02-20-0026	28 August 2020
Nottingham - Regional Office	1 & 2 October 2020	02-20-0027	2 September 2020
Derby	6 & 7 October 2020	02-20-0029	8 September 2020
Northampton	4 & 5 November 2020	02-20-0028	7 November 2020
2021			
Nottingham - Regional Office	26 & 27 January 2021	02-21-0004	3 January 2021
Derby	16 & 17 March 2021	02-21-0010	16 February 2021
Leicester	9 & 10 June 2021	02-21-0011	12 May 2021
Nottingham - Regional Office	15 & 16 June 2021	02-21-0005	18 May 2021

This course is aimed at UNISON's more experienced workplace representatives and branch officers who are representing members.

After the introduction of the Employment Relations Act (ERA), UNISON launched a process for the accreditation, ERA certification and training of all stewards. This includes a commitment to provide regular training for UNISON representatives.

This course is part of that commitment, training our representatives to do their job on behalf of the union and keeping them up to date with any changes.

NOTE: If you are an ERA accredited steward, attendance on this course will count towards your ERA re-accreditation which you are required to undertake every 5 years. Therefore, upon completion of this course your ERA re-accreditation date will be extended to reflect 5 years from the date of the course in line with NEC policy.

N.B. The following courses also count towards ERA accreditation:

- Advanced Representation, Campaigning and Negotiating Skills (see page 6).
- Employment Law training – covering dismissal, contract law and redundancy (see National Workplace Representative courses detailed from page 17 onwards).

❖ Advanced Representation, Campaigning and Negotiating Skills (5 days) ❖

Course fee to branches: £100

Aimed at: Stewards, Health & Safety Representatives or Lifelong Learning Co-ordinators with some representation experience who have completed The Organising Steward or Organising for Safety Modules 1 and 2 at least 6 months ago.

NOTE: If you are an ERA accredited steward, attendance on this course will provide your ERA re-accreditation. Therefore, upon completion of the course your ERA re-accreditation date will be extended to reflect 5 years from the end date of the course in line with NEC policy.

Location	Course dates	Course code	Closing date for applications
Lincoln	3, 4, 5, 6, 7 February 2020	02-20-0014	6 January 2020
Leicester	27, 28, 29, 30 April & 1 May 2020	02-20-0019	27 March 2020
Nottingham - Regional Office	22, 23, 24, 25, 26 June 2020	02-20-0020	22 May 2020
Lincoln	14, 15, 16, 17, 18 September 2020	02-20-0021	14 August 2020
Northampton	21, 22, 23, 24, 25 September 2020	02-20-0022	20 August 2020
Derby	12, 13, 14, 15, 16 October 2020	02-20-0023	14 September 2020
2021			
Lincoln	22, 23, 24, 25, 26 February 2021	02-21-0012	25 January 2021
Leicester	19, 20, 21, 22, 23 April 2021	02-21-0013	22 March 2021
Nottingham	21, 22, 23, 24, 25 June 2021	02-21-0007	19 April 2021

This course is in 3 distinct parts as outlined below and aims to ensure you have all the skills you need to become an experienced representative:

You will look at representing a member who is facing disciplinary action. This is an important role, but it need not be daunting. The first part of the course is based around a case study and video and shows an entire disciplinary hearing from start to finish. It will also provide you with an opportunity to practise your skills and help you to effectively represent your members at a hearing.

The second part of the course will enable you to effectively negotiate with your line manager or senior management on behalf of your members and will cover the following:

- Understanding the process of negotiating.
- Becoming familiar with different styles of negotiating.
- Working effectively as part of a negotiating team.
- Understanding how to prepare, present and negotiate on an issue.
- Developing and practising negotiating skills

In the final stage of the course we will concentrate on campaigning which will be an important aspect of your role. This might be organising a large regional campaign, or organising in your individual workplace. Elements covered include:

- introducing the key ideas of strategic campaigning.
- enabling participants to put into practice the strategic campaign approach and apply it to their own campaign ideas.
- developing planning skills and looking at ways to improve confidence.

HEALTH & SAFETY REPRESENTATIVES COURSES

❖ Organising for Safety (5 days) ❖

Course fee to branches: £50

Aimed at: New and potential Health & Safety Representatives, Stewards and Branch Officers who want to find out more about the union's role in health & safety, and existing Health & Safety Representatives who need refresher training.

Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	30, 31 March & 1, 2, 3 April 2020	02-20-0017	2 March 2020
Northampton	13, 14, 15, 16, 17 July 2020	02-20-0034	15 June 2020
Leicester	26, 27, 28, 29, 30 October 2020	02-20-0035	28 September 2020
Lincoln	9, 10, 11, 12, & 13 November 2020	02-20-0036	9 October 2020
Derby	7, 8, 9, 10, 11 December 2020	02-20-0037	9 November 2020
2021			
Nottingham - Regional Office	22, 23, 24, 25, 26 March 2021	02-21-0003	22 February 2021

This course aims to develop your skills, knowledge and confidence to enable you to carry out your role as Health & Safety Representative. The course will help you to:

- find out about your role as a UNISON Health & Safety Representative.
- practise the skills you need as a Health & Safety Representative.
- assist members to organise around health and safety issues.
- develop your confidence to represent your members effectively.
- understand your employer's key responsibilities for health and safety at work.
- see how you fit into the branch organisation.
- look at the practicalities of workplace inspections.

❖ Advanced Representation, Campaigning and Negotiating Skills (5 days) ❖

Course fee to branches: £100

Aimed at: Stewards, **Health & Safety Representatives** or Lifelong Learning Co-ordinators with some representation experience who have completed The Organising Steward or Organising for Safety Modules 1 and 2 at least 6 months ago.

Location	Course dates	Course code	Closing date for applications
For course details see page 6			

UNION LEARNING REPRESENTATIVES (ULR) COURSES (STAGES 1 & 2)

❖ Union Learning Representatives (3 days) ❖ Stage 1 Course

Course fee to branches: £45

Aimed at: New Union Learning Representatives (ULRs).

Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	10, 17 & 24 March 2020	02-20-0018	11 February 2020
Lincoln	4, 11 & 18 June 2020	02-20-0030	18 May 2020
Leicester	1, 8, & 15 October 2020	02-20-0031	3 September 2020
Nottingham - Regional Office	12, 19 & 26 November 2020	02-20-0032	15 October 2020
2021			
Lincoln	4, 11 & 18 March 2021	02-21-0001	4 February 2021
Nottingham - Regional Office	20, 27 April & 4 May 2021	02-21-0002	23 March 2021

This 3-day Stage 1 course enables ULRs to:

- develop their skills and knowledge about the role.
- talk to members and identify their learning needs.
- understand how the role fits within the branch structure.
- relate UNISON's priorities to the role of the ULR.
- influence the learning and development strategy within the 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.

❖ Union Learning Representatives Refresher (1 day) ❖ Stage 2 Course

Course fee to branches: £15

Aimed at: Union Learning Representatives (ULRs).

Location	Course Dates	Course Code	Closing date for applications
Leicester	19 March 2020	02-20-0038	20 February 2020
Nottingham - Regional Office	21 September 2020	02-20-0039	24 August 2020

This one-day course is aimed at existing ULRs who would like to refresh their knowledge of what the role is about and what they could do. Topics will include:

- a review of the role.
- completing Kickstart applications
- organising courses and events
- a review of learning available through UNISON and its partners

**❖ Supporting Language, Literacy and Numeracy at Work:
Increasing Confidence to raise Awareness (2 days) ❖
Stage 2 Course**

Course fee to branches: £30

Aimed at: Union Learning Representatives (ULRs).

Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	20 & 21 April 2020	02-20-0041	23 March 2020

This two-day Stage 2 workshop is aimed at ULRs who are prepared to run short activities or taster workshops to support language, literacy and numeracy in the workplace.

The course will give ULRs an opportunity to explore the skills challenge in a UNISON context, share ideas and discuss experiences, and develop confidence to take action.

Course times:

Day 1: 10.30 am – 4.30 pm

Day 2: 9.30 am – 3.30 pm

**❖ Dyslexia in the Workplace:
Recognising and Tackling Discrimination (3 days) ❖
Stage 2 Course**

Course fee to branches: £30

Aimed at: Union Learning Representatives (ULRs).

Location	Course Dates	Course Code	Closing date for applications
Leicester	17 & 18 November 2020	02-20-0040	20 October 2020

The course will be tutored by Daniel Aherne, a dyslexia and neurodiversity trainer, and Clair Hawkins from UNISON Learning and Organising Services (LAOS). It will include individual activities, group work, and discussion. UNISON learning reps will not become dyslexia experts, but will:

- gain a basic overview of dyslexia and how it affects people in the workplace.
- explore ways in which they can support their colleagues.
- find out how to get information from their employer and from outside sources.
- explore issues facing individuals, the trade union, and the employing organisation.

BRANCH OFFICER TRAINING

❖ BRANCH OFFICER TRAINING ❖

NON RESIDENTIAL – MID WEEK (2 days unless otherwise stated)

COURSE FEE TO BRANCHES: £0

Branches are responsible for payment of accommodation and travel costs

This year's Branch Officer Training courses have been split, with some courses taking place in June, others in October as per the information below and a stand-alone course for Branch Treasurers in September 2020, details of which can be found on page 13.

Please ensure new officer appointments at your 2020 Branch AGMs are aware of these courses. N.B. Courses for Branch Secretaries and Chairs have been scheduled for early June to enable new officers in these positions to access training as soon as possible after appointment.

June 2020 Branch Officer Training Courses (Nottingham – venue to be advised)

Course	Course Dates	Course Code	Closing date for applications
Branch Chairs	2 & 3 June 2020	02-20-0071	5 May 2020
Branch Lifelong Learning Co-ordinators	2 & 3 June 2020	02-20-0072	5 May 2020
Branch Secretaries	2 & 3 June 2020	02-20-0070	5 May 2020

October 2020 Branch Officer Training Courses (Nottingham – venue to be advised)

Course	Course Dates	Course Code	Closing date for applications
Branch Communications Officers	15 October 2020 (1 day)	02-20-0075	17 Sept 2020
Branch Education Co-ordinators	15 & 16 October 2020	02-20-0073	17 Sept 2020
Branch Equality Co-ordinators	15 & 16 October 2020	02-20-0074	17 Sept 2020

Please refer to page 13 for details of Branch Treasurer courses.

VERY IMPORTANT: Please ensure application forms reach the Learning and Member Development Team as early as possible and **NO LATER THAN** the closing date to enable us to make appropriate course arrangements.

Branch Officer Training courses are open not only to current and new officers but also to those interested in standing for these positions who wish to gain an insight into what is involved in the role. Please see the following pages for details of each Branch Officer Training course offered in 2020.

Course sessions will take place on Day 1 from 9.30 am to 4.30 pm on Day 2 from 9.30 am to 3.30 pm. For course delegates, daily refreshments and lunch will be provided on both days. Places will be allocated and confirmed to applicants after the closing date.

PLEASE NOTE: As this is non-residential training, **no accommodation will be booked by the Region.** Delegates requiring overnight accommodation should contact their branch to discuss the provision/booking of accommodation if required.

BRANCH OFFICER TRAINING 2020 COURSE DESCRIPTIONS

All Branch Officer Training courses are open to current Branch Officers, but if you are interested in standing for any of these positions please consider attending the relevant training course to give you some idea of what is involved in the post.

❖ Branch Chairs (2 days) ❖

This course is aimed at new Branch Chairs, along with existing ones who would like to refresh their skills. It is also open to and will be useful for anyone who has to chair a UNISON Committee, working group or Self-Organised Group. The course includes:

- the role and skills of a UNISON Branch Chair.
- preparing for meetings.
- writing motions and amendments.

The course gives an opportunity for practical experience and looks at the balance of control and methods for facilitating meetings.

❖ Branch Communications Officers (1 day) ❖

This one-day course is aimed at both Branch Communications Officers and other Branch Officers who are interested in communicating with members and activists. It will help participants:

- to develop knowledge about the range of possible branch communications.
- to increase the confidence of Branch Communications Officers.
- to debate the pros and cons of different communication methods for different purposes.
- to discuss the use of social media.
- to look at how communications can help address organising issues.

❖ Branch Education Co-ordinators (2 days) ❖

This course is designed for Branch Education Co-ordinators, other members of the branch education team and those who would like to find out more about how to support the training needs of UNISON representatives and members within the branch. After completing this course, participants will:

- understand the role and function of Branch Education Co-ordinators and the branch education team.
- understand the role of education and training in UNISON organisation development.
- be aware of the education and training opportunities available in UNISON.
- have explored ways of assessing the education and training needs of the branch, activists and members.
- be able to develop a plan for buddying and mentoring new workplace representatives.
- understand how to plan and cost the annual branch education and development plan.
- know how to plan a branch education event and recruit participants.

❖ **Branch Equality Co-ordinators (2 days)** ❖

This course is for existing and newly elected Branch Equality Co-ordinators and those interested in becoming a Branch Equality Co-ordinator. It is also useful as a course for branches wishing to engage on the issues of equality for any branch officers and activists. The overall aim of this course is to help course participants to promote equality in their branch and workplace and understand the role of the Branch Equality Co-ordinator. By the end of the course, participants should:

- be clear as to what is expected of branches and the practical measures branches can take to promote equality.
- be clear as to what is expected of Branch Equality Co-ordinators in terms of their roles and responsibilities, along with specific tasks and duties.
- be aware of issues relating to the equality agenda in the union and the workplace.
- be aware of the main pieces of equality legislation.
- understand proportionality, fair representation and self organisation and branch responsibilities.
- know how to improve participation in the union at local level by under-represented groups.
- be able to identify equality issues for potential organising and recruitment campaigns.

❖ **Branch Lifelong Learning Co-ordinators (2 days)** ❖

This course seeks to give new Lifelong Learning Co-ordinators an understanding of the role and ideas on how to get started. It is also for those interested in becoming a Lifelong Learning Co-ordinator. The course concentrates on working with the branch and helping to establish the branch as a 'learning branch'. If you are a Lifelong Learning Co-ordinator working on your own within the branch, this course will help you to find support and get started. Others will be part of a larger branch education team and the course will look at ways to share tasks and work as a team.

The course will look at:

- what exactly the Lifelong Learning Co-ordinator's role is.
- how to work with the branch to ensure it is fully involved in what the Co-ordinator and Union Learning Representatives (ULRs) are doing.
- mapping learning which is already taking place in your branch.
- recruiting and supporting ULRs.
- drafting learning agreements.
- working with providers to develop courses for members.

❖ **Branch Secretaries** ❖

This course is designed to help UNISON Branch Secretaries to carry out their role effectively and is of particular importance to those who are newly elected. It will also be of interest to Assistant Branch Secretaries or experienced activists who are interested in becoming a Branch Secretary. The aims of the course are to:

- place the Branch Secretary in the context of the UNISON branch by identifying the function of the branch and associated tasks.
- develop a job description for the Branch Secretary.
- identify the responsibility of the Branch Secretary in relation to the administration of systems and the constitutional obligations of the branch.
- develop skills in relation to planning and project management, dealing with issues which stewards might raise, case management and the development of workplace representatives and priority setting.
- enable Branch Secretaries to think about their own personal development needs.

❖ **BRANCH TREASURERS – LEARNING PATHWAY** ❖

UNISON Branch Treasurers play an important role in the branch and union. UNISON is committed to providing a wide range of courses to help them develop the skills and confidence that they need in the role. The following courses are available as part of the Learning Pathway for UNISON Branch Treasurers.

Step 1: Branch Treasurers' e-note

This on-line learning resource is for newly elected Branch Treasurers. The e-note is designed to be completed before attending OLBA training as it provides all the information Branch Treasurers need to get started in the role. It is delivered online and provides learners with information about the role, how finance works in UNISON and getting started in the role.

The module can be accessed via <https://e-learning.unison.org.uk/> then click 'Getting more involved in UNISON', then click 'Introduction for new Branch Treasurers'. N.B. You will be prompted to create a login if you do not already have one.

Step 2: OLBA training

OLBA training is delivered free to members, but branches will need to cover any travel, accommodation and subsistence costs. This face-to-face training is aimed at newly appointed Branch Treasurers and branch-employed staff who have access to OLBA in their role. It is delivered by the National Finance Team.

The course introduces learners to UNISON's online branch accounting system (OLBA), including functions in OLBA, how to record receipts and payments and how to set a budget and run reports. Learners will have a demonstration on how to navigate the system and will have the opportunity to work on live case studies.

Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	19 May 2020	02-20-0067	21 April 2020
Nottingham - Regional Office	29 September 2020	02-20-0068	1 September 2020

N.B. You may be interested in the new 'OLBA Advanced' course on page 14.

Step 3: Branch Treasurers (Organising Course)

Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	30 September 2020	02-20-0069	1 September 2020

This course is for all Branch Treasurers, UNISON members who would like to become a Branch Treasurer or activists who want to know more about how to plan, control, organise and make the best use of financial resources. It will also help you to

- increase your financial skills.
- have a realistic idea of the Treasurer's job.
- improve communication between your Branch, Region and the National Office.
- improve financial information in your Branch so the Branch Executive can take informed decisions.

If time permits, the Objective Based Budgeting workshop from Step 4 below will also be included.

Step 4: Objective Based Budgeting

This short workshop is aimed at Branch Treasurers and members of the Branch Committee who are involved in the budget setting process. The workshop looks at the principles of objective based budgeting; using objective based budgeting in the budget setting process and how this approach can be used to reflect on previous budgets and to set future ones.

Next Step: OLBA Advanced



Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	17 November 2020	02-20-0069	1 September 2020

Have you previously completed the OLBA training, been using the system but would like to know more?

This new course is aimed at Branch Treasurers who have completed their OLBA training (Step 2) and have gained some experience of using the system.

The course will focus on areas of the OLBA system not covered in detail in the Step 2 training, such as:

- Producing reports
- Budgeting
- Expenses

The course will be delivered by the National Finance Team and there will be an opportunity for you to ask the tutor about any other aspects of the OLBA system that you would like to know more about.

If you need guidance on how to access any of the above, please contact the Learning and Member Development Team at LMD@unison.co.uk or on 0115 8475457.

HAVE YOU SEEN OUR REGIONAL EDUCATION WEB PAGES?

The courses advertised in this programme can be found on the UNISON East Midlands Regional Website. You will also find course application forms and links to UNISON's 'Learning online' pages where you will find a multitude of e-learning opportunities.

<https://eastmidlands.unison.org.uk/education-training/>

Please check our website from time to time, as any updates and additional courses arranged throughout the year will appear on the site.

NATIONAL BRANCH WELFARE OFFICER TRAINING 2020

UNISON Branch Welfare Officer Training is organised by UNISON's National Office's Learning & Organising Services Department and has two stages:

- Stage 1: A short introductory online module (1 hour) **plus** the GDPR e-note (20 minutes).
- Stage 2: A two-day face-to-face course.

❖ STAGE 1: ONLINE MODULES (e-notes) ❖

Branch Welfare Officers e-note (1 hour)

This is an introduction to the role and forms the first part of the induction training.

General Data Protection Regulations (GDPR) e-note (20 minutes)

This e-note covers the main data protection issues that you need to be aware of as a UNISON activist. It outlines the scope and requirements of the law, and explains that you should do to ensure that you and your branch do not breach the GDPR.

The modules can be accessed via <https://e-learning.unison.org.uk/> then click 'Getting more involved in UNISON', then click 'Branch Welfare Officers' towards the bottom of the page. The GDPR e-note can similarly be accessed by clicking 'Data Protection and the GDPR'. N.B. You will be prompted to create a login if you do not already have one.

❖ STAGE 2: 2-DAY COURSE ❖

Fees: Residential £250 per delegate (includes overnight accommodation where essential)

Non-Residential £150 per delegate

Travel and care costs plus a £5 per day out-of-pocket allowance will be paid by national office

NATIONAL Course Venue	Course Dates	Closing date for applications
UNISON Centre, 130 Euston Road, London NW1 2AY	3 & 4 June 2020	22 April 2020

This training includes:

- understanding the Welfare Officer role and the confidentiality it involves.
- the 'There for You' UNISON Welfare charity structure and staff responsibilities.
- understanding the application process and areas where welfare can assist members.
- promoting 'There for You' to managers and as a part of recruitment drives.

This course is targeted at Branch Welfare Officers in four Regions, including the East Midlands Region. Priority for course places will be given to applicants from these Regions. However, there are other courses on different dates advertised on the UNISON website targeted at other Regions. You can apply for these, but please note places will depend on spare capacity after the closing date. Please visit the following website:

<https://learning.unison.org.uk/national-courses/> then under 'Branch Welfare Officer' click 'two day face to face course' to access full training programme details and application forms.

IMPORTANT: Please direct any enquiries to Learning & Organising Services on 0207 121 5116 or email learningandorganising@unison.co.uk and send completed course application forms to UNISON Learning & Organising Services, UNISON Centre, 130 Euston Road, London NW1 2AY.

WORKPLACE REPRESENTATIVE AND BRANCH DEVELOPMENT COURSES

❖ NEW NATIONAL DELEGATE CONFERENCE DELEGATES (1 day) ❖ Course fee to Branches: £30

Aimed at: Members attending National Delegate Conference.

Location	Course Code	Course Dates	Closing Date for Applications
Nottingham - Regional Office	02-20-0028	28 April 2020	31 March 2020

Going to the Conference this year? Are you feeling anxious about the experience? Would you like to find out more about what to expect? Then this short, one-day course is for you.

The course will look at:

- how the conference operates.
- key issues you are likely to deal with.
- how to handle the paperwork.
- what support you may require when you are there.

The briefing is aimed at both new and not-so-new delegates so come along and find out what it is all about.

❖ UNDERSTANDING GDPR (half day - morning) ❖

Course fee to branches: £0

Aimed at: Anyone who works with personal data in the branch.

Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	16 March 2020	02-20-0076	17 February 2020
Nottingham - Regional Office	29 October 2020	02-20-0077	1 October 2020

The General Data Protection Regulation (GDPR) came into force in May 2018. This short but very informative course will give you an understanding of:

- The basics of GDPR
- How it impacts UNISON
- What you need to do to comply with GDPR in your day to day work
- What to do if something goes wrong

NATIONAL WORKPLACE REPRESENTATIVE EDUCATION PROGRAMME 2020 EMPLOYMENT LAW COURSES

The following courses are provided by UNISON's National Office. These advanced employment law courses supplement the range of training offered at regional level and are aimed at experienced workplace representatives who are ERA accredited and have a basic understanding of employment law.

HOW TO APPLY

To apply for a national course please complete a national course application form.

Forms are available from UNISON Learning & Organising Services (LAOS).

Email: learningandorganising@unison.co.uk

Tel : 0207 121 5383 / Fax 0207 121 5758.

Queries should be referred via email to learningandorganising@unison.co.uk or by telephoning 0207 121 5383 / Fax 0207 121 5758.

NOTE

Allocation of places will be carried out in line with UNISON principles of proportionality and fair representation as soon as possible after the closing date and not on a first come first served basis. In the event of courses being oversubscribed, selections will be made on the basis of achieving fair representation and proportionality, as set out in UNISON rules, and will also ensure a fair spread of participants from regions and sectors where appropriate.

In depth employment law courses supplement the range of training offered at regional level. They are aimed at experienced activists and this is also taken into account when offering places on courses.

Where delegates cancel places on courses without good cause, charges will be levied as follows:

Places cancelled within two weeks of the start of the course = 50% of the course cost.

Places cancelled within one week of the start of the course = 100% of the course cost.

COURSE FEES

Fees will be taken via direct deduction from branch funds on the 15th day of the month after the event:

Residential three-day courses: - £375 per delegate	Non-Residential: £225 per delegate
Residential two-day courses: - £250 per delegate	Non-Residential: £150 per delegate
Residential one-day courses: - £150 per delegate	Non-Residential: £ 75 per delegate

Accommodation, travel and care costs plus a £5 per day out-of-pocket allowance will be paid by LAOS.

COURSE TIMES

Day 1 start 11.00 am and Days 2 & 3 start 9.30 am

Finish time 4.30 pm each day

❖ Contracts, Redundancy and TUPE (3 days) ❖

Accommodation, travel and care costs plus a £5 per day out-of-pocket allowance will be paid from national level

Course fee to branches: see page 17

NOTE: If you are an ERA accredited steward, attendance on this course will count towards your ERA re-accreditation. Therefore, after the course your ERA re-accreditation date will be extended to reflect 5 years from the date of the course in line with NEC policy.

Location	Course Dates	Course Code	Closing date for applications
UNISON Centre 130 Euston Road London NW1 2AY	25, 26 & 27 February 2020	National course - apply directly	14 January 2020
	24, 25 & 26 September 2020	National course - apply directly	13 August 2020

This course will help activists develop their understanding of contracts of employment and members' potential rights on redundancy. It will enable them to recognise relevant legal issues when dealing with casework, campaigning and negotiating. It also covers unilateral variation of contract; unfair dismissal in the context of changing contracts; redundancy & TUPE. It does not cover unfair dismissal in the areas of capability and misconduct.

❖ Race and Sex Discrimination Law (3 days) ❖

Course fee to branches: see page 17

Accommodation, travel and care costs plus a £5 per day out-of-pocket allowance will be paid from national level

Location	Course Dates	Course Code	Closing date for applications
UNISON Centre, 130 Euston Road, London NW1 2AY	11, 12 & 13 February 2020	National course - apply directly	30 December 2020
	6, 7 & 8 October 2020	National course - apply directly	25 September 2020

This course will help activists to recognise direct and indirect race and sex discrimination when dealing with casework in the branch. It will help them understand the questions to ask when interviewing members with potential cases.

It will give them an overview of legislation and time-limits; understanding the questionnaire procedure; introduction to law on sexual harassment. It does not cover how to run a tribunal case. The course does not cover the law on pregnancy and maternity/paternity which is covered in the Maternity and Parental Rights course.

❖ Disability Discrimination Law (2 days) ❖

Course fee to branches: see page 17

Accommodation, travel and care costs plus a
£5 per day out-of-pocket allowance will be paid from national level

NOTE: If you are an ERA accredited steward, attendance on this course will count towards your ERA re-accreditation. Therefore, after the course your ERA re-accreditation date will be extended to reflect 5 years from the date of the course in line with NEC policy.

Location	Course Dates	Course Code	Closing date for applications
UNISON Centre, 130 Euston Road London NW1 2AY	7 & 8 April 2020	National course - apply directly	20 March 2020
	17 & 18 November 2020	National course - apply directly	6 October 2020

This course will help activists when representing members and negotiating with employers around disability issues by increasing their understanding of how often disability discrimination law applies and how it can be used to put pressure on employers to take positive steps.

The course covers identifying potential cases of disability discrimination in the workplace, who disability discrimination law applies to, how to interview members with a potential case, the extent of the employer's duties to make reasonable adjustments, the relationship between sickness issues (e.g. back injury, depression) and disability discrimination, and recognising time-limits.

It does **NOT** cover how to run a tribunal case.

DID YOU KNOW?

UNISON has an e-learning site, which hosts a number of online learning resources for UNISON members. Here you will find a variety of short learning activities to complete, as well as directions on where to find other useful union learning resources. You will find the site here:

<https://e-learning.unison.org.uk/>

Some of the learning resources are called 'e-notes'. These short, online training modules are aimed at activists and cover topics such as GDPR, activist roles, dyslexia awareness and menopause and the workplace. Please note, however, that these display best on a desktop computer and iPad users in particular may experience difficulty loading them.

You may also be interested in online learning provided by the TUC, where you will find e-notes covering a wide range of topics:

<https://www.tuceducation.org.uk/local/enotes/index.php>

❖ Unfair Dismissals and Employment Tribunals (3 days) ❖

Course fee to branches: see page 17

Accommodation, travel and care costs plus a
£5 per day out-of-pocket allowance will be paid from national level

NOTE: If you are an ERA accredited steward, attendance on this course will count towards your ERA re-accreditation. Therefore, after the course your ERA re-accreditation date will be extended to reflect 5 years from the date of the course in line with NEC policy.

Location	Course Dates	Course Code	Closing date for applications
UNISON Centre, 130 Euston Road London NW1 2AY	9, 10 & 11 June 2020	National course - apply directly	28 April 2020
	1, 2 & 3 December 2020	National course - apply directly	20 October 2020

This course will help representatives to use the law to underpin negotiations with employers on dismissal issues in internal disciplinary hearings, and to develop analytical skills useful in all areas of their work.

While activists are not expected to represent at tribunal cases, understanding the importance of time limits and evidence gathering at an early stage will ensure sound groundwork should a case eventually go to tribunal. This course covers the law of unfair dismissal, who can claim unfair dismissal and what makes a dismissal unfair, especially in the context of misconduct. It follows a misconduct dismissal through every stage of preparation for a tribunal case, finishing with a mock video of the tribunal hearing.

This course does **NOT** cover unfair dismissal in the context of redundancy, contract variation or TUPE as that is the subject of the Contracts, Redundancy and TUPE course.

❖ Maternity and Parental Rights (1 day) ❖

Course fee to branches: see page 17

Accommodation, travel and care costs plus a
£5 per day out-of-pocket allowance will be paid from national level

Location	Course Dates	Course Code	Closing date for applications
UNISON Centre, 130 Euston Road, London NW1 2AY	15 July 2020	National course – apply directly	3 June 2020

This course is for UNISON activists who need to advise members on maternity and parental rights or who are looking to improve on statutory rights through negotiation.

It will help you understand the complex law relating to maternity rights and give you an opportunity to compare negotiated contractual agreements with statutory rights to identify opportunities for seeking improvements.

FREE COURSES FOR UNISON MEMBERS

Important information when applying for UNISON's free Member Learning courses.

The courses described in this section are **FREE** to all UNISON members. These courses are listed in the publication '2020 Free Courses & Funding Support for UNISON Members', which is also available on our website at <https://eastmidlands.unison.org.uk/education-training>

To apply for a place on any of these courses, members will need to fully complete **both** the course Application Form and Proportionality and Fair Representation Form which are available towards the back of this programme. Additional application forms are available by contacting the **Learning & Member Development Team** on **0115 8475457** or on our website as detailed above.

Application forms only require a branch signature if members wish to claim travel 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 **'tick here if you wish to claim travel expenses'** box on the application form. The Learning & Member Development Team will then forward the form to the relevant UNISON branch for consideration.

Completed Application and Proportionality and Fair Representation Forms 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

Confirmation of a place on a course

Members will be contacted after the course closing date and advised whether or not they have a place. If so, we will also provide details of the course arrangements, e.g. venue, start times, etc.

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

If a member course falls on a day when the applicant would normally be at work, they will need to seek permission from their line manager to attend. Members are advised to seek this provisionally, pending confirmation of a place. Time off is not guaranteed, but is at the discretion of the employer. Alternatively, members will need to seek approval of annual leave to attend.



FREE COURSES FOR UNISON MEMBERS - COMMUNICATION SKILLS -

❖ Build Your Confidence (2 days) ❖

Course fee to branches: £0

Aimed at: Any UNISON member who would like to feel more confident.

Location	Course Dates	Course Code	Closing date for applications
Nottingham	18, 19 May 2020	02-20-0052	20 April 2020
Northampton	10, 11 November 2020	02-20-0053	13 October 2020

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

“The tutor was fun and kept me engaged throughout the course”

❖ Interview Skills (2 days) ❖

Course fee to branches: £0

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.

Location	Course Dates	Course Code	Closing date for applications
Northampton	9, 10 September 2020	02-20-0056	12 August 2020
Nottingham	30 November & 1 December 2020	02-20-0060	2 November 2020

This two-day course, developed by UNISON and the WEA (Workers' Educational Association) includes individual and group activities, discussions, presentations, the use of ICT (where available) and mock interviews. By the end of the course, 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.

❖ Introduction to British Sign Language (1 day) ❖

Course fee to branches: £0

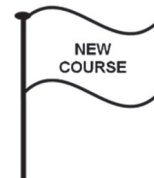
Aimed at: Any UNISON member that has contact with members of the public and/or a deaf colleague and would like to ensure a more accessible working environment and service.

Location	Course Dates	Course Code	Closing date for applications
Lincoln	30 March 2020	02-20-0065	2 March 2020
Leicester	15 October 2020	02-20-0066	17 September 2020

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 practise 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 language.

❖ **Makaton – Level 1 (1 day)** ❖**Course fee to branches: £0****Aimed at:** UNISON members who need to use Makaton at home or in the workplace.

Location	Course Dates	Course Code	Closing date for applications
Northampton	25 March 2020	02-20-0044	26 February 2020
Lincoln	29 July 2020	02-20-0045	1 July 2020
Leicester	15 September 2020	02-20-0046	18 August 2020
2021			
Nottingham	18 March 2021	02-21-0008	18 February 2021
Derby	2 June 2021	02-21-0009	5 May 2021

Makaton is a unique language programme that uses symbols, signs and speech to enable people to communicate.

This Level 1 training course is the starting point for learning Makaton and will provide a practical introduction to the Makaton Language Programme. This new course is being offered through Egtraining, an independent speech and language therapy service, in partnership with UNISON East Midlands.

The course is delivered by a licensed Makaton Tutor and includes official Makaton manuals, plus a certificate of attendance for each participant.

The course will include:

- an opportunity to discuss commonly asked questions.
- hints and tips for effective signing and symbol use.
- ideas on how to start using Makaton in everyday situations at home or work.
- signs and symbols from stages 1 and 2.

By the end of the course you will be able to:

- use a range of signs and symbols from stage 1 and 2 and some additional stage signs.
- understand how to support those that you work with to use Makaton signs and symbols to support communication.
- understand how to develop an individual's communication skills using Makaton signs and symbols.

❖ **Women's Assertiveness (2 days)** ❖

Course fee to branches: £0

Aimed at: Any female UNISON member who wants to feel more assertive.

Location	Course Dates	Course Code	Closing date for applications
Leicester	16, 17 June 2020	02-20-0055	18 May 2020
Chesterfield	18, 25 November 2020	02-20-0054	21 October 2020

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

It is designed to help women cope with the challenges life throws at them either at work or in daily life.

The course will help you to:

- raise awareness of your personal values and self-worth.
- develop techniques to address negative self talk.
- recognise behaviour types.
- address confidence and assertiveness issues.
- set personal development goals.

By the end of the workshop, you will be able to:

- reflect on your personal skills, qualities and values.
- identify coping strategies.
- identify your needs and expectations.

**“Meeting and sharing experiences with other people
has been really rewarding”**

FREE COURSES FOR UNISON MEMBERS - HEALTH AND WELLBEING -

❖ Introduction to Mindfulness (1 day) ❖

Course fee to branches: £0

Aimed at: UNISON members seeking an introduction to mindfulness and its many benefits.

Location	Course Dates	Course Code	Closing date for applications
Chesterfield	27 April 2020	02-20-0047	30 March 2020
Lincoln	5 October 2020	02-20-0048	7 September 2020

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.

**“I liked the passion that the teacher had for the subject
and the way she encouraged everyone to take part”**

❖ Manage your Stress (1 day) ❖

Course fee to branches: £0

Aimed at: Any UNISON member who wants to know about stress and how to develop positive coping strategies.

Location	Course Dates	Course Code	Closing date for applications
Lincoln	8 June 2020	02-20-0063	11 May 2020
Nottingham	12 October 2020	02-20-0061	14 September 2020

This one-day workshop has been developed by UNISON East Midlands in partnership with 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.

“Really valued having the time to focus on my wellbeing as well as learning skills to cope in a stressful world”

❖ Mental Health Awareness and Wellbeing (1 day) ❖

Course fee to branches: £0

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

Location	Course Dates	Course Code	Closing date for applications
Leicester	4 May 2020	02-20-0064	6 April 2020
Northampton	6 July 2020	02-20-0051	8 June 2020

This one-day workshop has been developed by UNISON East Midlands in partnership with Traincon Learning.

At the end of the workshop, you will:

- 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.

“Very positive and informative – useful advice”

INTERESTED IN ONLINE LEARNING OPPORTUNITIES?

Take a look at UNISON’s ‘Learning online’ pages on the main UNISON website. Access the site using the following link and scroll down to find a variety of online learning resources.

<https://learning.unison.org.uk/learning-online>

UNISON offers free, online learning modules (‘e-notes’) for UNISON members as follows:

- The Path to Better Maths Skills -
- Stress Management -
- Coping with Care: Dealing with Health Needs in Schools -
- Your Skills, Your Future -
- Moving On -
- Making Every Penny Count -

Use the following link to access these e-notes:

<https://e-learning.unison.org.uk>

FREE COURSES FOR UNISON MEMBERS - IT -

❖ Microsoft Excel Refresher (1 day) ❖

Course fee to branches: £0



Aimed at: Anyone who has previously used Excel but requires a refresher course.

Location	Course Dates	Course Code	Closing date for applications
Alfreton	14 May 2020	02-20-0057	16 April 2020

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, accessing the internet, etc.

This Microsoft Excel one-day refresher course is aimed at anyone who has used Excel before but lacks the confidence to make the most of their spreadsheets.

The course will help you refresh and invigorate your spreadsheet skills.

The tutor will guide you through the basics and prepare you for the more advanced features explored on the Microsoft Excel Improvers Course.

During the course, you will have an opportunity to:

- revisit the use of formula.
- edit graphs.
- develop and explore your understanding of spreadsheets.

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.

❖ Microsoft Excel Improvers (1 day) ❖

Course fee to branches: £0

Aimed at: Those with a working knowledge of Microsoft Excel who want to extend their spreadsheet skills beyond the basics. Ideally, you should have completed the Microsoft Excel Beginners or Refresher course or have equivalent experience.

Location	Course Dates	Course Code	Closing date for applications
Nottingham	17 September 2020	02-20-0058	20 August 2020
Alfreton	9 December 2020	02-20-0059	11 November 2020

To attend this training, you should ideally have completed the Microsoft Excel Beginners or Refresher course or have equivalent experience.

You should already be able to copy/paste, format text, create folders, open and save files and be familiar with accessing the Internet and using popular web browsers. Specifically, you will need to be able to create, open, save, format and print a worksheet and be able to use simple formulas (for example, $A2+A3*C7$) and the SUM function.

You will be guided through the skills you need to produce highly efficient and productive Excel workbooks.

The topics covered include:

- conditional formatting.
- an introduction to using IF statements.
- creating a VLookup table.
- linking workbooks.
- using and creating complex formulas.

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.

❖ **Build and Design a Website using WordPress (1 day)** ❖

Course fee to branches: £0

Aimed at: Anyone who would like to build and design a website for free using WordPress.

Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	12 March 2020	02-20-0042	11 February 2020
Nottingham - Regional Office	9 June 2020	02-20-0043	7 May 2020

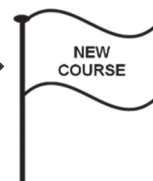
To attend this training, you need to be familiar with the basic functions of a computer, e.g. using a mouse/keyboard, starting applications, copying/pasting, accessing the internet, etc.

Have you always wanted to create a website, but are not sure where to start?

This hands-on introductory, one-day course will guide you through the basic steps needed to design and maintain your first website using the free web-based tool, WordPress.

During the course, you will:

- create your own individual website using WordPress.
- learn how to personalise your website by choosing a 'theme'.
- learn how to add 'pages', web page content and 'posts'.
- learn how to add a menu to your website.
- learn how to use 'categories and tags' to arrange your website content and make it easier to find.

❖ **Social Media – Getting Started and Staying Safe Online (1 day)** ❖

Course fee to branches: £0

Aimed at: Absolute beginners or those with little experience of using social media.

Location	Course Dates	Course Code	Closing date for applications
Nottingham - Regional Office	16 September 2020	02-20-0062	19 August 2020

This practical, one-day course will help you discover your social media skills.

Have you ever heard people talking about ‘Facebook’, ‘tweeting’, ‘hashtags’, ‘posting online’, ‘tagging’, etc. but you are not quite sure what it all means?

Do you want to use social media with confidence, understand privacy settings and overcome a fear of social media?

This one-day practical course will look at:

- what is social media?
- the positives and negatives of using social media.
- how to use social media effectively and safely.
- how to navigate around various social media sites, e.g. Facebook, Twitter and LinkedIn.
- how to stay safe online.

The course is very hands-on, with the opportunity to look at a variety of sites and create ‘posts’ online.

FREE COURSES FOR UNISON MEMBERS - PRE-RETIREMENT -

❖ Pre-Retirement Planning Workshop (1 day) ❖

Course fee to branches: £0

Aimed at: Any UNISON member aged 55 years or over or within 3 to 5 years of retirement.

Location	Course Dates	Course Code	Closing date for applications
Leicester	29 April 2020	02-20-0049	1 April 2020
Derby	23 July 2020	02-20-0050	23 June 2020

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, 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 take away for future reference.

“The course was well put together with a huge wallet of information. The guest speakers covered things that I hadn’t even thought of”

OPEN UNIVERSITY AND UNISON 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.



The Open University

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.
- Open University (OU) Awards of up to **£500** 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 37 onwards.
- 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 on-line courses** – aimed at improving study skills and confidence

The website can be found at www.open.ac.uk/choose/unison

For further information about OU courses please contact 0300 303 5303

LIFELONG LEARNING IN UNISON

DEVELOPING OUR MEMBERS – BUILDING OUR UNION

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.

❖ 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. Students study at a level equivalent to GCSE/A level standard. There are no exams and all completers will receive a WEA Achievement Certificate.

❖ 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.

For further information about any of these courses please contact:

Learning & Member Development Team on 0115 8475457
or e-mail LMD@unison.co.uk

FUNDING SUPPORT FOR EDUCATION THROUGH UNISON

UNISON offers learning grants and discounts for UNISON members

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 and 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 **31 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 are available of up to £500 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. Members may also want to apply to the government backed Student Loan Company for a fee loan.

- **Masters Degree Grants for Union Representatives studying on Trade Union and Labour Movement or Women's Studies courses**

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: £500

30 point courses: £250

Awards are made on a first-come, first-served basis until funds are exhausted. They are available on 1 January and 1 September each year.

UNISON LEARNING GRANTS

These grants of up to £300 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. Each member can only receive one UNISON learning grant per year, up to a maximum of four grants.

HOW TO APPLY FOR FINANCIAL ASSISTANCE FOR AWARDS/GRANTS DETAILED ABOVE

Application criteria for bursaries, grants and awards and an application form are available along with 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

OTHER LEARNING DISCOUNTS AVAILABLE TO 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 courses. Simply quote your UNISON membership number when enrolling. The full list of courses can be found at 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

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.oqa-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. See their website: <http://www.bbk.ac.uk/mybirkbeck/finance/fees-information/union-discount>

UNIVERSITY OF WOLVERHAMPTON - UNIONLEARN FEE DISCOUNT

The University of Wolverhampton offers a 10% discount on tuition fees to new students who are full members of a union affiliated to the TUC, in conjunction with TUC Unionlearn. Visit the University website for details of their Open Days www.wlv.ac.uk/about-us/news-and-events/open-day/university-open-days/ for information and advice on courses, applying and studying, fees, funding and more.

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'. See their website at: <https://ecareers.unison.org.uk>

HOW TO APPLY FOR A REGIONAL COURSE

Course application procedure

Please select the course you wish to attend and complete two forms - an Application Form and a Proportionality and Fair Representation Form. These forms can be found at the back of this programme, or obtained via your branch, or from the Learning & Member Development Team at the UNISON Regional Centre.

N.B. Course applicants are contacted where possible via email, so please ensure you provide a suitable up to date email address on your application form.

Courses offered within this programme are free to members. Any course fees shown (mainly for activist training) and travel/subsistence expenses are paid for by your branch. This means you will need to obtain a branch approval signature before you can attend. Please therefore ask your Branch Education Co-ordinator or Branch Secretary to sign your completed application form.

NOTE - Application forms for courses advertised as 'FREE' in the 'Free Courses for UNISON Members' section only require a branch signature if members wish to claim travel/subsistence expenses which are payable by the branch. Members who wish to make a claim if their application is successful should tick the 'I wish to claim travel/subsistence expenses box' on the application form. The Learning & Member Development Team will then forward the form to the branch for consideration.

Information on the Fair Representation and Proportionality Form is used when courses are over-subscribed, in order to allocate places to ensure fair treatment. This form does not have to go through your Branch but can be sent directly to the Learning & Member Development Team if you prefer. All information provided will be treated in confidence.

Completed Application Forms and Proportionality and Fair Representation Forms should be sent to the following address before the advertised closing date for receipt of applications:

Learning & Member Development Team
UNISON Regional Centre
Vivian Avenue
Nottingham
NG5 1AF

or via email to LMD@unison.co.uk

You can request to receive, via email, acknowledgement of receipt of your application form. This acknowledgement is **NOT** a guarantee of a place.

UNISON East Midlands Region strives hard to ensure all courses run. **To assist us with this, please ensure course applications reach us by the advertised closing date. Failure to do so may result in courses being cancelled unnecessarily due to low numbers.**

Confirmation of a place on a course

Places are allocated after the course closing date and not on a first come, first served basis.

Where courses are over-subscribed, places are allocated to eligible applicants via a selection process using the information given on the Fair Representation and Proportionality form.

All applicants will be contacted after the closing date (via email where possible) and advised whether or not they have a place. Successful delegates will be provided with details of the course arrangements, e.g. venue, start times and other relevant information. 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 but where possible we will offer alternatives.

Where it becomes necessary to use more than one course venue, delegates will be allocated a place and advised which venue to attend. Delegates must attend the venue allocated to them. Failure to do so will result in the branch being charged the full cost of the venue and / or any other related charges the venue provider passes on to UNISON, plus the normal course fees.

Attendance at course events/workshops where a place has not been offered

Applications for any Regional course or workshop must be made on an East Midlands Regional application form and submitted together with a completed Fair Representation and Proportionality Form, by the course closing date.

Members will be contacted after the closing date and informed whether or not they have been allocated a place. This will usually be done by email, or by post if you have not provided a suitable email address.

If you do not receive confirmation of a place from us by one of the above methods, then you have not been allocated a place on the course.

In these circumstances, you should not travel to the course venue and expect to be admitted. Doing so creates significant problems in terms of room capacity, course materials, refreshments and lunch and also breaches the Region's selection procedures.

Should a member ignore this information and attend the course anyway, Regional Staff/the course tutor can refuse admittance to the course and ask the individual to leave. The Regional Education Organiser(s) will be notified and will contact the Member's Branch Secretary to explain why this has happened.

If you are unsure about your application or the course status please contact the Learning & Member Development Team on 0115 8475457 or email LMD@unison.co.uk

COURSE FEES AND CANCELLATION GUIDELINES

Fees payable by branches

The course fees shown alongside the relevant course are payable by branches. Unless otherwise advertised, branches will be charged for all course fees/cancellation charges after the course event (please do not send any payment with application forms). Branches are responsible for payment of delegates' travel and subsistence claims for all activist courses, and where authorised by the branch, for member courses.

As this programme is prepared in advance, course costs may vary from the cost advertised in previous years.

Additional regional courses which may be arranged, but not shown in this programme, are subject to the same terms and conditions, including costs.

Payment of course fees by branches

Where course fees are applicable, branches will be contacted after the event with details.

Appeals against course fee charges

IMPORTANT: Appeals against charges should be directed in the first instance to the Regional Education Organiser.

Courses held at more than one venue

Where it becomes necessary to use more than one venue, delegates will be allocated a place and advised which venue to attend. Delegates must attend the venue allocated to them. Failure to do so will result in the branch being charged the full cost of the venue and / or any other related charges the venue provider passes on to UNISON, plus the normal course fees.

Cancellations

If, for any reason, delegates cannot attend a course for which they have applied, it is essential they contact the Learning & Member Development Team who will seek to fill the place from waiting lists. The current charging policy in respect of cancellations is as follows:

Scenario	Cancellation charges
Cancellations after Closing Date but prior to start of the course and replacement delegate can be found	NO CHARGE
Cancellation after Closing Date but prior to start of the course but NO replacement delegate can be found Or Failure to attend the course	COURSE FEE CHARGED or actual costs, whichever is the greater Additional cancellation costs may be charged to branches if external provider costs are levied on the region at a later date.
Cancellation of dependant or other care facilities	FACILITATION COSTS CHARGED

COURSE INFORMATION

What are the courses like?

UNISON courses are run in a friendly and supportive atmosphere where everybody's views and experiences are valued and listened to. Most of the time you will be 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 usually take place from 9.30 am to 4.30 pm each day.

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 provided.

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 may 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.

Time off to attend activist education courses

Stewards, Health & Safety Representatives and Union Learning Representatives have a legal right to paid time off to attend relevant training. If this applies you will need to ensure that you have arranged time off with your employer in order to attend a course. You should ensure that you allow sufficient time to make these arrangements. At the back of this programme, you will find a form 'Application to the Employer for Time Off' which you can use to apply to your employer for time off.

Please retain the completed form and pass a copy to your Branch Education Co-ordinator or Branch Secretary for branch records.

YOU DO NOT NEED TO PASS THIS FORM TO THE REGIONAL OFFICE.

If you have any problems then speak to your Branch Education Co-ordinator or Branch Secretary.

Part time workers attending activist education courses

If you attend a course for which paid time off is available and the course hours exceed those you normally work, you are entitled to receive pay or time off in lieu for those hours from your employer. Please seek help from your Branch Education Co-ordinator or Branch Secretary if you experience problems in exercising these rights.

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.

Materials for some courses

For some courses you will be asked to bring along materials or resources, e.g. copies of grievance or disciplinary procedures, your steward bag etc. You may need to contact your Branch Education Co-ordinator or Branch Secretary for assistance in obtaining these items.

Venues

Unless otherwise stated, the majority of the regional courses are **NON-RESIDENTIAL**. Delegates requiring overnight accommodation should seek approval for this from their branch prior to making any arrangements, as the cost will need to be met from branch funds. Branches are responsible for the booking of accommodation and payment of any costs in this regard.

Branch Employed Staff

Generally the courses offered in this programme are for members, workplace representatives and officers of UNISON and are not offered to staff employed by the branch. However, it has been agreed that branch employed staff can attend workplace representatives courses as long as their branches pay the relevant course fees and it is clear that they are branch employed (e.g. on the course register). Branch employed staff should not be attending training aimed at NEC employed staff only.

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 Centre, 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 activist courses where course fees/expenses are 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:

Date(s):

Course Code:

Location / Venue:



We use this 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

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

IMPORTANT

Please enter email:

Information regarding the course will be sent to you via email

☐ Tick this box if you also give consent for UNISON to contact you by email about other matters relating to UNISON, including future education opportunities

This 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, disabled access/parking, etc.)

We use this information to verify which branch you belong to

Branch Name:

This information indicates you require a claim form for care which will be sent with the course joining details if a place is confirmed

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

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

Expenses

☐ Tick here if you wish to claim travel expenses if you are successful in gaining a place – your form will be sent to your branch

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 agreed 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

UNISON EAST MIDLANDS TRAINING PROPORTIONALITY & FAIR REPRESENTATION FORM (P&FR)

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.

NAME	
MEMBERSHIP NO	
BRANCH	
COURSE TITLE/DATES	
Have you previously applied for a course and been rejected? If "YES" please state reasons: <input type="checkbox"/> Course Cancelled <input type="checkbox"/> Course Oversubscribed <input type="checkbox"/> Other – please state	

Please tick the following boxes that apply

1. Which of UNISON's service 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?

- ☐ 4 Bangladeshi ☐ 3 Chinese ☐ 5 Indian ☐ 6 Pakistani
☐ 15 Asian UK ☐ 8 Asian Other ☐ 0 Black African ☐ 1 Black Caribbean
☐ 14 Black UK ☐ 2 Black Other ☐ 12 White UK ☐ 11 Irish
☐ 13 White Other ☐ Other mixed heritage

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

- ☐ A Disabled person ☐ LGBT+

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

6. Which UNISON subscription band are you in?

- | <u>Band</u> | <u>Yearly income £</u> | <u>Band</u> | <u>Yearly income £</u> |
|----------------------------|------------------------|----------------------------|------------------------|
| <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

APPLICATION TO THE EMPLOYER FOR TIME OFF

This form is for use by UNISON members who wish to apply for time off, with pay, from employers to attend training courses. Once completed it should be retained by the member and a copy passed to the Branch Secretary or Branch Education Co-ordinator as confirmation of authorisation to be away from the workplace. **It is important that the member or the line manager notifies HR of the dates absent from work.**

PART A – This section to be completed by the UNISON member

Full Name of UNISON Member	
UNISON Membership No	
Home Address (include Postcode)	
Contact Details	
Employer's Name	
Workplace/Section	
UNISON Course Title	
Course Dates	
Venue	
Details of time off requested (ie no of days/hours)	
Workplace Representative Signature	
Date	

PART B – This section to be completed by the Line Manager

Name of Line Manager	
Job Title of Line Manager	
Employer name	
<input type="checkbox"/> YES (tick box as appropriate)	I confirm that the above named UNISON workplace representative can be released with pay to attend the training as detailed above
<input type="checkbox"/> NO (tick box as appropriate)	I am unable to grant release for the following reason:
Line Manager's Signature	
Date	



there for you

supporting UNISON members
when life gets tough

- Financial assistance
- Debt advice
- Wellbeing breaks
- Support & information

Please make sure our members
are aware of the help that is
available in these difficult times.

UNISON members struggling
through an unexpected crisis can
get help from 'there for you' by:-

- ☑ Contacting their
Branch Welfare Officer
- ☑ Calling us on 020 7121 5620

You can also find out more
information by visiting our website

www.unison.org.uk/thereforyou

Registered charity number 1023552

**UNISON**
the public service union



For further information, please contact:-

Learning & Member Development Team
UNISON East Midlands Region
UNISON Regional Centre
Vivian Avenue
Nottingham
NG5 1AF

Tel: 0115 847 5457

Fax 0115 847 5422

Email: LMD@unison.co.uk

www.eastmidlands.unison.org.uk/education-training/
www.twitter.com/UNISONEMidsLMD



UNISON East Midlands Education & Training

