



2020

FREE COURSES

& FUNDING SUPPORT FOR UNISON MEMBERS


UNISON
East Midlands

“I would encourage anyone
to do a UNISON course.
There’s nothing to lose and
so much to gain!”

Welcome to the **2020 Free Training Course Guide** for UNISON members in the East Midlands Region

UNISON is committed to providing learning and educational opportunities for our members; in addition to financial support for those wanting to get back into learning.

Our aim is to equip members with the skills and confidence to develop both personally and professionally.

The continuing cuts to vital public services mean that many UNISON members find themselves having to re-apply for their own jobs as a result of re-organisations or cover additional work because of redundancies. This in turn can lead to stress and anxiety and other serious physical and mental health issues.

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

- **Mental Health Awareness and Well-Being**
- **Manage Your Stress**
- **Mindfulness**
- **Interview Skills**
- **IT skills**

New for 2020! - Level 1 Certificate in Makaton at locations across the region.

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

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

We hope that you will find a course to interest you and we look forward to receiving your completed application forms.

Best wishes

UNISON Member and Learning Development Team.



Communication Skills

UNISON is supporting members to develop their Communication Skills

Available courses include:

Introduction to British Sign Language

Makaton - Level 1 **NEW for 2020**

Build Your Confidence

Women's Assertiveness

Interview Skills

Introduction to British Sign Language (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Lincoln	30 March 2020	02200065	2 March 2020
Leicester	15 October 2020	02200066	17 September 2020

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

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

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

- Meeting and greeting
- Finger spelling
- Exchanging information
- Family
- Weather
- Emotions

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

“Fantastic trainer; informative and fun.
Would highly recommend”

Makaton - Level 1 (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Northampton	25 March 2020	02200044	26 February 2020
Lincoln	29 July 2020	02200045	1 July 2020
Leicester	15 September 2020	02200046	18 August 2020
Nottingham	18 March 2021	02210008	4 February 2021
Derby	2 June 2021	02210009	5 May 2021

Aimed at - UNISON members who need to use Makaton at home or in the workplace

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.

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

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 & 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.

Build Your Confidence (2 days)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	18 & 19 May 2020	02200052	20 April 2020
Northampton	10 & 11 November 2020	02200053	13 October 2020

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

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

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”

Women's Assertiveness (2 days)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Leicester	16 & 17 June 2020	02200055	18 May 2020
Chesterfield	18 & 25 November 2020	02200054	21 October 2020

Aimed at - any female UNISON member who wants to feel more assertive.

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”

Interview Skills (2 days)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Northampton	9 & 10 September 2020	02200056	12 August 2020
Nottingham	30 November & 1 December	02200060	2 November 2020

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

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

By the end of the 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

“The course delivered more than I was expecting”

Health and Well-Being Courses

UNISON wants to help support your health and well-being

Available courses include:

Mental Health Awareness

Manage Your Stress

Mindfulness

Mental Health Awareness and Wellbeing (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Leicester	4 May 2020	02200064	6 April 2020
Northampton	6 July 2020	02200051	8 June 2020

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

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”

Manage Your Stress (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Lincoln	8 June 2020	02200063	11 May 2020
Nottingham	12 October 2020	02200061	14 September 2020

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

This one day workshop has been developed by UNISON 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 well-being as well as learning skills to cope in a stressful world”

Introduction to Mindfulness (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Chesterfield	27 April 2020	02200047	30 March 2020
Lincoln	5 October 2020	02200048	7 September 2020

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

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

By the end of the session, you will have:

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

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

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

IT Courses

Available courses include:

Microsoft Excel Refresher

Microsoft Excel for Improvers

Social Media - Getting Started

Build and Design a Website Using WordPress

Microsoft Excel Refresher (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Alfreton	14 May 2020	02200057	16 April 2020

Aimed at - anyone who has previously used Excel but requires a refresher course.

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 MS Excel one day refresher course is aimed at anyone who has used Excel before but lacks the confidence to get the most out 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 MS Excel Improvers course.

During the course, you will have an opportunity to;

- Re-visit 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 Window PC users.

Microsoft Excel Improvers (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	17 September 2020	02200058	20 August 2020
Alfreton	9 December 2020	02200059	11 November 2020

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.

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 one day course has been developed to enable you to add logic into your spreadsheet using more advanced formulas and functions.

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

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

Social Media - Getting Started and Staying Safe On-Line (1 day)

NEW 2020

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham	16 September 2020	02200062	19 August 2020

Aimed at - absolute beginners or those with little experience of using Social Media.

This practical one day course will help you discover and develop your social media skills. Have you ever heard people talking about; “Facebook”, “tweeting”, “hashtags”, “posting online”, “tagging”, but you’re 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 on-line

The course is very hands-on with the opportunity to look at a variety of sites and create “posts” on-line.



Build and Design a Website Using WordPress (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Alfreton	12 March 2020	02200042	11 February 2020
Nottingham	9 June 2020	02200043	7 May 2020

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

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 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.com

During the course, you will;

- Create your own individual website using WordPress.com
- Learn how to personalise your website by choosing a “theme”
- Learn how to add “pages”, web page content and “posts”
- Add a menu to your website
- Learn how to use “categories and tags” to arrange your website content and make it easier to find.



Pre-Retirement Planning Workshop (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing Date For Applications
Leicester	29 April 2020	02200049	1 April 2020
Derby	23 July 2020	02200050	23 June 2020

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

UNISON, working in partnership with Nottingham and District Pre-Retirement Council is offering members the opportunity to attend a free, pre-retirement planning workshop. The workshop is delivered in a friendly and informal manner by retirees who will be able to provide first-hand experience and help along with external expert speakers who will be available during breaks to answer personal queries.

The workshop will look at;

- State Pensions
- Benefits
- National Insurance Contributions
- Finance - Income Tax
- Legal Advice
- Health Issues

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

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

How To Apply For A UNISON Course

The courses described in this brochure are free to all UNISON members. To apply for a place on any of these courses, you will need to complete the **Course Application Form and Proportionality and Fair Representation Form** to be found in the middle of this programme. Additional application forms are available by contacting the **Learning & Member Development Team** on **0115 847 5457** or on our website at <https://eastmidlands.unison.org.uk/education-training>

Application forms only require a branch signature if members wish to claim travel/ subsistence expenses, as these are payable by the branch. Members, who would like to make such a claim should their application be successful, need to tick the **'I wish to claim travel/subsistence expenses from my branch'** box on the Application Form. The Learning and Member Development Team will then forward the form to the relevant UNISON branch for consideration. **N.B: We will be unable to process your application unless it is fully completed.**

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

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

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

Confirmation of a place on a course

Each course in this programme has a closing date for applications. You will be contacted after the closing date and advised whether or not you have a place. We will also provide you with details of the course arrangements e.g. venue, start times etc.

If you require time off to attend the training you are advised to seek this provisionally, pending confirmation of a place. We may cancel a course if there is insufficient interest to make it viable.

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

UNISON East Midlands Course Application Form

How To Apply

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

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

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

Course title

Course date(s) Course code

Location / Venue

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

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

Membership No.

Full Name

Home address

.....

Postcode Contact number (day time)

Female Male Identify in some other way



Course application form continued

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

Email

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

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

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

Dietary requirements - please be specific.

.....

Facilitation requirements - please give details.

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

.....

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

Branch Name

Dependant Care

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

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

Expenses

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

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



Course application form continued

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

Declaration and signature

Applicant's signature Date

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

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

Print Name Signature

Branch Position Date

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

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

For more information on how UNISON uses your personal data please go to: www.unison.org.uk/privacy-policy

Proportionality & Fair Representation Form (P&FR)

Name Membership no

Branch

Course title/dates

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

Course cancelled Course oversubscribed Other - please state

Please tick the following boxes that apply:

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

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

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

3. How would you describe your ethnic origin?

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

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

A disabled person LBGT+

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

6. Which UNISON subscription band are you in?

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

7. How many hours per week do you work?

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

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

Online Learning Opportunities For UNISON Members

No time to attend a training course?

How about studying when and where it suits you?

UNISON has developed a number of free online learning modules ('e-notes') for UNISON members. To access these on-line training resources, you will need to complete a self-registration form which can be found by following this link: <https://e-learning.unison.org.uk> Please note; the e-notes display best on a desktop computer. Ipad users may experience difficulty loading them.

The e-notes available are:

The Path To Better Maths Skills

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

Stress Management

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



Coping With Care: Dealing With Health Needs In Schools

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

Your Skills, Your Future

Your Skills, Your Future is a UNISON taster session, which you can complete in your own time

Moving On

These activities have been designed to help UNISON members facing change at work.

If you are re-applying for your current job due to re-structuring or facing redeployment or redundancy, or wanting to start a new career path, then these resources will help equip you with the skills and confidence to progress in your career. Activities include completing application forms, writing a CV and support for interviews.

Making Every Penny Count

These quick activities have been designed to make learning around maths relevant, more enjoyable and accessible. Everyone needs to be able to understand their pay slip, work out the costs of a loan and calculate how much to save for a big spend item.

There are nine short activities such as a crossword and a quiz to debunk language around finance and advice and guidance on managing budgets.



E-Careers

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

Courses on offer include:

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

As a UNISON member you can receive a 10% discount on the course fees by quoting, **“UNISON 10”**. See their website at: <https://ecareers.unison.org.uk>

The Open University

The OU have developed a suite of free online courses aimed at improving your study skills and confidence. The courses available are:

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

Follow the links at; www.open.ac.uk/choose/unison

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

**Thousands of hours' worth of free learning can also be found at:
www.open.edu/openlearn and www.futurelearn.com**

Wranx

Wranx is an online training tool that can be accessed on any device.

It uses spaced repetition to provide free bite-sized learning modules that improve knowledge retention; even with as little as 2-3 minutes of training a day. Wranx offers 'daily drills' - a series of around 10 questions a day.

You are asked a question and then shown the answer. You then have to assess how well you knew that answer, using one of six different ratings. Wranx then schedules the question to appear again at a later date, further in the future if you were confident with that question, and sooner if you are not as strong on that topic.

To access WRANX, you will need to register at - <https://unionlearn.ulp.wranx.com>

Modules currently available include;

- Everyday English - Punctuation
- GCSE- Maths and English
- Functional Skills - Maths and English at Level 1 & 2
- An Introduction to COSHH Awareness in the Workplace
- Raising Awareness: Manual Handling at Work
- An Introduction to Online Security
- An Introduction to Substance Misuse
- Raising Awareness: Menopause in the Workplace
- Raising Awareness: Mental Health
- Raising Awareness: Mental Health (for Healthcare Professionals)



Get Back Into Learning! Develop Your Skills And Confidence!

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

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

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

What's on offer?

The following courses are available exclusively to UNISON members:

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

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

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

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

For further information about any of these courses please contact:

**UNISON Regional Learning & Member Development Team
on 0115 8475457 or email: LMD@unison.co.uk**

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

Return To Learn

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

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

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

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

- Writing and note taking
- Reading and analysing
- Research and interviewing
- Working with numbers
- Basic IT e.g. word processing and using the internet
- Exploring points of view

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

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

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

Women's Lives

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

It features a strong personal development and confidence building element.

What will I learn?

Students gain many different things from the course, including:

- A chance to look at women's experiences at work, in family life and in the community
- Greater self-confidence
- A sense of achievement
- Study skills in reading, comprehension and note-taking
- Information and guidance to move on to further learning opportunities
- Wider horizons and new friends

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

“Women's Lives is a wonderful opportunity to spend time with like-minded women and have “me” time. It is an enjoyable learning experience in a fun environment which builds confidence”

Get Active In UNISON!

Become a Union Learning Representative (ULR)



“UNISON Education and Training has enabled me to become more confident, assertive and aware”

Get Active!

Become A Union Learning Representative (ULR)

Learning is at the heart of what we do as a union. The courses we offer ensure that UNISON members get a chance to get on at work and also help in their daily lives. With so many changes across public services it is now more vital than ever that our members have access to learning.

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

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

Their role may include

- Encouraging colleagues to take up courses
- Supporting people through their training
- Talking to their employer about training issues
- Promoting courses

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

These include the right to

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

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

Interested?

Take a look at the Union Learning Representative course details on the following page...

Union Learning Representatives (3 days)

Course fee to branches: £75

Location	Course Dates	Course Code	Closing Date For Applications
Nottingham - Regional Office	10, 17 & 24 March 2020	02200018	11 February 2020
Lincoln	4, 11 & 18 June 2020	02200030	18 May 2020
Leicester	1, 8, & 15 October 2020	02200031	3 September 2020
Nottingham - Regional Office	12,19 & 26 November 2020	02200032	15 October 2020
Lincoln	4,11 & 18 March 2021	02210001	4 February 2021
Nottingham - Regional Office	20, 27 April & 4 May 2021	02210002	23 March 2021

Aimed at - new Union Learning Representatives (ULRs)

This 3-day course enables ULRs to

- Develop their skills and knowledge about the role
- Talk to members and identify their learning needs
- Understand how the ULR role fits within UNISON branch structures
- Relate UNISON's priorities to the role of the ULR.
- Influence the learning and development strategy within their workplace.
- Feel confident working with employers to plan learning opportunities within the workplace
- Build contacts and information networks
- Collect and record information
- Find out about Government policies and programmes for lifelong learning

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

Gavin McCann, Regional Learning and Development Organiser
on 0115 8475446 or email g.mccann@unison.co.uk

UNISON And The Open University

Working In Partnership



The UNISON/Open University (OU) partnership has previously been recognised as a Widening Participation Initiative of the Year by the Times Higher Education Awards.

This award reflects the hard work which has taken place over many years to build an effective and lasting partnership between UNISON and the Open University.

The benefits of this partnership include

- Free UNISON/Open University workshops in the East Midlands Region covering a range of topics.
- 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**
- 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 new website can be found at www.open.ac.uk/choose/unison

For further information about OU courses please ring 0300 303 5303

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

Funding Support

UNISON wants to help members achieve their potential:

We offer learning grants and discounts to UNISON members.

Read on to find out more >



Funding Support for Education through UNISON

We offer 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, Labour Movement or Women's Studies courses.

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

Trade Union, Labour Movement or Women's Studies Grants

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

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

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

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

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

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

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

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

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

Open University Awards

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

60 point courses: £500

30 point courses: £250

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

Available on 1 January and 1 September each year.



UNISON Learning Grants

These grants of up to £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

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

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

**For more information contact the Bursaries Administrator
on 0207 121 5116 or email LearningAndOrganising@unison.co.uk**



Learning Discounts For UNISON Members

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

National Extension College (NEC)

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

Birkbeck, University of London

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

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

University of Wolverhampton - Unionlearn Fee Discount

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

Visit - <https://www.wlv.ac.uk/unionlearn> for further info or email - unionenquiries@wlv.ac.uk

E- Careers

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

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

Course Information

What are the courses like?

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

Course times

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

What if I have responsibilities at home?

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

Facilities for members with specific needs

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

Catering and dietary requests

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

Expenses

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



Course Fees And Cancellation Guidelines

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

Cancellations

There are often waiting lists for our courses, so if you find you cannot attend, **please contact us as soon as possible** so that your place may be offered to an applicant on our waiting list.

Please note; failure to inform us that you no longer require your place will result in another applicant missing out on a place unnecessarily.

Although the courses in this booklet are free, UNISON is still responsible for venue, catering and tutor costs so please let us know in good time if you are no longer able to attend.

Contact the UNISON Regional Learning & Member Development Team on 0115 8475457 or Email: LMD@unison.co.uk

Do We Have Your Correct Contact Details?

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

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

To access your details you will need your membership number.

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

Alternatively contact:

UNISON Regional Learning & Member Development Team on 0115 8475457 or Email: LMD@unison.co.uk

“My experience of attending UNISON courses has inspired me to do more training and think about moving forward in my career”

For further information please contact:

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

Telephone 0115 847 5457

Email imd@unison.co.uk

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

Twitter @UNISONEMidsLMD

Facebook UNISON East Midlands Education & Training

Join UNISON Freephone: 0800 171 2193

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

