**Online UNISON Organising for Safety Course Information Sheet**

**Course fee to branches: £0**

**Aimed at:** Appointed Health & Safety Reps who have not yet received any formal training to enable them to carry out their role.

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| **Location** | **Course dates** | **Course code** | **Closing date for applications** |
| Online | 19 October 2020 to 22 January 2021 | 02-20-0125 | 18 September 2020 |

**What does the course involve?**

The course uses UNISON’s Organising for Safety course materials and will be delivered online by an experienced TUC tutor who will help course delegates to work through course activities. The tutor will provide feedback and support on the activities, as well as answering questions.

Course attendees will be able to complete activities at their own pace, with no more than two or three provided at any one time. Delegates do however need to complete the course by 22 January 2021.

**IT requirements**

Course attendees will need access to the internet and an email address which they are prepared to share with the course tutor and other course attendees. Learners will need to know how to send emails (including with attachments) and be able to open, edit and save Word email attachments and access documents using the links provided.

**Mentoring and support**

Branches will be encouraged to allocate a mentor to their Health & Safety Reps undertaking the course in order to provide them with support for the duration of the course and going forward as they carry out their role. Learners to can also talk to their tutor via email and phone if they require additional support while doing the course.

**Facility time**

The law states that trade union reps are entitled to reasonable paid time off for education and training. This still applies to online courses, whether learning takes place away from work or in work, at your workstation or your employer’s learning centre. Talk to your manager/branch about what will work for you.

**How to apply**

Please complete the application forms contained in the course advertisement on our website and email them to LMD@unison.co.uk by Friday 18 September 2020. Course places will be allocated after the closing date and you will be notified via email after 18 September.

The course will be hosted by the Trade Union Education Department at South & City College, Birmingham. This means that those allocated a place on the course will be required to complete a college enrolment form, the information on which is the necessary minimum for enrolment as a student for the purposes of undertaking this course. Those allocated a place will be guided through this process by the course tutor.

**Further information**

If you have any questions please email Jo Barker-Taylor, Regional Organiser (Education) at

j.barker-taylor@unison.co.uk