**Online UNISON Stewards Course Information Sheet**

**Course fee to branches: £0**

**Aimed at:** Untrained stewards who require ERA accreditation.

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| **Location** | **Course dates** | **Course code** | **Closing date for applications** |
| Online | 19 October 2020 to 22 January 2021 | 02-20-0124 | 18 September 2020 |

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

**How will the course work?**

This is the online version of UNISON’s face to face course ‘The Organising Steward’. The course will be delivered by experienced TUC tutors using UNISON course materials.

The course is flexible. Learners will access the course via the internet whenever convenient and work interactively on tasks with tutors and other course participants. Contributions to group work can be made via discussion forums so do not need to be done at set times. The time commitment is approximately 4 hours per week over the duration of the course.

**IT requirements**

Learners will need to be able to access the internet and be able to send emails.

**ERA accreditation**

On completion of the course, stewards will be awarded ERA accreditation and be able to represent members. N.B. Course completers will also achieve National Open College Network (NOCN) credits.

**Mentoring and support**

Branches will be encouraged to allocate a mentor to their stewards undertaking the course in order to provide them with support for the duration of the course and going forward as they embark on their role as an ERA accredited steward. 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](mailto: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 UNISON Online Stewards 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](mailto:j.barker-taylor@unison.co.uk)