**UNISON East Midlands Region**

**Regional Online UNISON Stewards Course Information Sheet**

**Course fee to branches: £30**

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

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| **Location** | **Course dates** | **Course code** | **Closing date for applications** |
| Online | 9 August to 8 October 2021 | 02-21-0061 | 16 July 2021 |
| Online | 18 October to 17 December 2021 | 02-21-0062 | 17 September 2021 |
| Online | 17 January to 18 March 2022 | 02-22-0001 | 17 December 2021 |
| Online | 28 March to 27 May 2022 | 02-22-0002 | 25 February 2022 |

**Course aims and ERA accreditation**

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:

* working with members to tackle issues in the workplace
* working with members to resolve 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.

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

**How will the course work?**

* This is an online version of UNISON’s face to face course ‘The Organising Steward’.
* It will be delivered by experienced TUC tutors using UNISON course materials.
* You will access the course via a dedicated platform on the internet whenever is convenient to and work your way through the course modules displayed.
* You can work interactively on course tasks with the tutor and other participants via online discussion forums.

**Course timings and time commitment**

* There are no fixed times for this course, other than the start date when the course platform will become accessible and the end date by which time you will need to have completed the course.
* The course platform is available for you to work on at any time of day, every day.
* The time commitment is approximately 4 hours per week over the duration of the course.

**Live sessions via Zoom**

* You will have the opportunity to meet with the tutor and other learners via a live Zoom session a couple of times a week to discuss any areas you need help with and to ask questions. You are encouraged to attend these sessions if possible, however they are not compulsory.

**IT requirements**

* Internet access is required.
* An email address which you are prepared to share with the course tutor and other course attendees to enable networking to take place.

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**Mentoring and support**

* Branches will be encouraged to allocate you a mentor to support you both during the course and going forward as you embark on your role as an ERA accredited steward.
* You can also contact your tutor individually via email and phone if you need 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 and this includes online training.
* You will need roughly 4 hours per week to complete the course. You are advised to talk to your manager/branch about the time off you require as soon as you submit your course application.
* You will find a Time Off application form on our web page for you and your manager to complete to record what is agreed.

**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 the closing date.
* Course places will be allocated once the closing date is reached and you will receive notification via email.

**IMPORTANT – PLEASE READ**

The course will be hosted by the Trade Union Education Department at South & City College, Birmingham and will be delivered via a TUC online platform. This means that if you are allocated a place on the course you 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. You will also need to register with the TUC to access the 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)