**UNISON East Midlands Region**

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

**Course fee to branches: £30**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Course dates** | **Course code** | **Closing date for applications** |
| Online | 14, 21, 18 September & 5, 12 October 2021  (5 Tuesdays – 9.30 am to 4.30 pm each day) | 02-21-0071 | 16 August 2021 |
| Online | 1, 8, 15, 22, 29 November 2021  (5 Mondays – 9.30 am to 4.30 pm each day) | 02-21-0072 | 4 October 2021 |

This course aims to develop your skills, knowledge and confidence to enable you to carry out your role as a 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
* look at the practicalities of workplace inspections.

**How does the course work?**

* Delivered online in 5 ‘live’ tutor led course sessions via ‘Google Classrooms’.
* You will need to attend all five days of the course (the same as you would if attending a face to face course).
* The course will run from 9.30 am to 4.30 pm each day, with a 10-minute screen break every hour and a longer break for lunch.
* The course uses UNISON’s Organising for Safety course materials and will be delivered online for the Region by an experienced TUC tutor.
* Successful course completers will achieve National Open College Network (NOCN) credits.

**IT requirements – you will need:**

* a laptop or desktop computer.
* Internet access and an email address which you are prepared to share with the course tutor and other course attendees.

**Mentoring and support**

* Branches will be encouraged to find you a mentor to support you both during the course and going forward as you embark on your role as a Health & Safety Rep.
* This course is fully tutor led so you will have access to tutor support throughout 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 to attend all 5 days to complete the course. You are advised to talk to your manager/branch about the time off required 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.

Cont’d….

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

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 process. A college account will then be created to enable you to access the course. You will be guided through the enrolment process prior to the course starting.

Please note, the information you will need to provide during the enrolment process 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)