Workplace Representative Courses

- Guidance for applicants -

How to apply

Course applications are administered by the Region’s Learning & Member Development Team. The team can be contacted by emailing [LMD@unison.co.uk](mailto:LMD@unison.co.uk)

* Please complete a course application form and proportionality and fair representation form. Links to these forms are in the course advertisement on our web pages.
* Email your completed form to [LMD@unison.co.uk](mailto:LMD@unison.co.uk) by the advertised closing date.

N.B. Please include a suitable email address on your application form. The email address will be used as follows:

* To confirm your place on the course and provide you with joining instructions.
* To provide the course tutor with the means of contacting delegates.
* To share with other course delegates to enable networking to take place.

Courses are free to individual workplace reps. The course fees shown will be paid by your branch, along with your travel/subsistence expenses. Hence the Region will contact your branch to seek their approval for your attendance on the course.

Confirmation of a place on a course

Places are allocated after the course closing date and not on a first come, first served basis.

Where courses are over-subscribed, information on the proportionality and fair representation form is used to allocate places to eligible applicants via a selection procedure in line with the definitions of proportionality and fair representation in the 2019 UNISON Rulebook, sections 2.14.2 and 2.14.3.

You will be contacted after the closing date to confirm whether you have a place. Applicants who have been allocated a place will be provided with joining instructions containing details of the course arrangements.

If you have not heard from the Learning & Member Development Team by two weeks after the course closing date, please email [LMD@unison.co.uk](mailto:LMD@unison.co.uk) . You should NOT attend a course if you have not received confirmation of a course place. Doing so creates problems in terms of room capacity, course materials and catering arrangements and also breaches the Region’s selection and branch approval procedures. Consequently, your admittance to the course can be refused.

Course providers

Some courses for workplace representatives are hosted and tutored by the Trade Union Education Department at South & City College, Birmingham. This means that those allocated a place on these courses will be required to complete a college enrolment process. You will be guided through this process by the course tutor or course co-ordinator.

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.

Expenses

Travel and subsistence costs in respect of your attendance at the course are paid by your branch. Please contact either your Branch Education Co-ordinator or Branch Secretary to find out how to claim these expenses.

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. Details of current rates can be obtained from the LMD Team. You are required to provide a receipt.

Facilities for members with specific needs

If you have a specific requirement that will assist you to fully participate in the course, it is important you provide full details on your course application form.

Catering and dietary requests

When catering is provided at courses UNISON will endeavour to make provision for specific dietary requests. Please note, where training takes place at the UNISON Regional Centre in Nottingham, provision is limited to that available from local caterers and hot food is not provided.

If you have dietary needs please specify these in detail on your application form. When course places are confirmed, delegates who have indicated a need may be asked to provide further information prior to the start of the course. Please note that catering arrangements cannot be changed on the day of the course.

Time off to attend workplace rep courses

Stewards, health & safety representatives and union learning representatives have a legal right to paid time off to attend relevant training. Please arrange time off with your employer as soon as possible and ask your branch to assist should you have any difficulties in this regard. The ‘Application to the Employer for Time Off’ form is available on the LMD web pages, which you can use to apply to your employer for time off.

Accommodation

Workplace reps courses are non-residential, unless otherwise stated. If you require overnight accommodation you should seek approval for this from your branch prior to making any arrangements, as the cost will need to be met from branch funds. Branches are responsible for booking accommodation and payment of any associated costs.

Course cancellations

If you find you cannot attend a course it is essential that you urgently contact the Learning & Member Development Team at [LMD@unison.co.uk](mailto:LMD@unison.co.uk) to cancel your place. The team will then seek to fill the place from waiting lists, but your branch may be charged for the cancellation should this not be possible.

N.B. If you fail to attend the course and do not notify the LMD Team, your branch will be issued with a cancellation charge.