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 as soon as possible and submit it by the advertised closing date.
* Please email your completed application form to [LMD@unison.co.uk](mailto:LMD@unison.co.uk)

N.B. Please include a suitable email address when applying. The email address will be used:

* to confirm your place on the course and provide you with joining instructions.
* to provide the course provider/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 on receipt of your application, the Region will contact your branch to seek their approval for your attendance on the course.

Confirmation of a place on a course

Course places will be allocated on a first come, first served basis. Provided the course still has places available, your course place will be confirmed on receipt of your application.

Important: Your course place will however be subject to your branch approving your attendance on the course and your offer of a place will be withdrawn if the branch refuse approval.

If you have been offered a course place, nearer the time of the course you will be provided with joining instructions containing details of the course arrangements. Applicants who have not received joining instructions from the Learning & Member Development Team by two weeks after the course closing date should 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 and joining instructions. Doing so creates problems in terms of room capacity, course materials and catering arrangements. It also breaches the Region’s branch approval procedures. Consequently, your admittance to the course can be refused.

Time off to attend workplace representative courses

Stewards, health & safety representatives and union learning representatives have a legal right to paid time off to attend training relevant to their role. This applies to online in addition to face to face courses.

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. A copy of this form should then be kept by yourself and your branch as a record of what has been agreed, etc. You do not need to send the completed time off form to the region.

Some employers ask for a minimum amount of notice for time off requests to attend workplace representatives’ training. To provide your employer with sufficient notice, please apply early and your place will be confirmed promptly as detailed above. If your employer requests formal confirmation from UNISON of your course place, the course duration, etc. then please contact the LMD Team at [LMD@unison.co.uk](mailto:LMD@unison.co.uk) to request this.

Course providers

Some courses for workplace representatives are hosted and tutored by external organisations providing TUC tutors, such as the Trade Union Education Department at South & City College, Birmingham. This could mean 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 the relevant 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 will be required to provide receipts for any claims made.

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 office 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.

Delegates who have notified UNISON of dietary needs/requirements are advised that these requests will be passed to the venue/caterers. However, delegates are also requested to make themselves known to the catering staff, prior to the consumption of any food or drink, to discuss and confirm requirements including the provision of any specific needs, to avoid any confusion or harm which could arise.

Accommodation

Workplace reps courses are non-residential, unless otherwise stated. If you require overnight accommodation you should seek approval 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.