**UNISON East Midlands Region**

**Regional Online Course Information Sheet**

If you have chosen a **regional online** Organising Steward course (for new stewards) or Organising for Safety course (for new health & safety representatives), please read the following guidelines.

**How do these courses 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 course materials and will be delivered online for the Region by an experienced TUC tutor.
* Successful course completers from either course will achieve National Open College Network (NOCN) credits.
* Stewards who complete the Organising Steward course will be awarded ERA accreditation and be able to represent members.

**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.

**Course support**

* Branches will be encouraged to find you a buddy or mentor to support you both during the course and going forward as you embark on your role as a newly ERA accredited steward or health and 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.

**How to apply**

Please follow the application process detailed in the course advertisement on our website. Please read the ‘Workplace Representative Courses - Guidance for applicants’ for further details.

**How to access the course**

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. You will be guided through this process by the course tutor. You will also be provided with a joining link to enable you to access course sessions.

**Further information**

If you have any questions please email [LMD@unison.co.uk](mailto:LMD@unison.co.uk)