Branch Officer Training 2024

- Guidance for branches -

Course details

This training will take place face to face on Saturday 11 & Sunday 12 May 2024 and includes courses for the following branch officer positions:

Chairs

Communications Officers

Equality Co-ordinators

Labour Link Officers

Lifelong Learning Co-ordinators

Secretaries

The venue will be the Holiday Inn, St. Nicholas Circle, Leicester LE1 5LX. Approximate course timings are 9.30 am to 5.00 pm on the Saturday and 9.30 am to 3.30 pm on the Sunday for all courses.

Refreshments will be provided for course delegates on arrival and mid am/pm. Lunch will be provided on both days.

Course fees

The course fee to branches is £70 per delegate. Branches will be charged by automatic deduction after the course has finished and will receive notification of intention to deduct funds.

Application procedure

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

* Applicants should complete and return an application form, the link to which is located on the course advertisement page.
* Completed application forms should be submitted via email to [LMD@unison.co.uk](mailto:LMD@unison.co.uk) as soon as possible and no later than the advertised closing date of Monday 8 April 2024.
* On receipt of the above, the LMD Team will contact the branch to seek approval.

Accommodation

The courses are offered on a non-residential basis, meaning NO accommodation will be booked by the Region. Delegates who require overnight accommodation should contact their branch to discuss the provision/booking of overnight accommodation.

On-site accommodation must be booked by branches directly either at the Holiday Inn, Leicester at a bed and breakfast rate of £90 (single occupancy and subject to availability) or at an alternative venue.

When booking accommodation, please be mindful of any cancellation charges attached to the booking which the branch will incur should the booking no longer be required.

Evening meal on Saturday 11 May

An optional Saturday evening meal is available at the Holiday Inn, Leicester at a subsidised cost of £25 for delegates (the Region will book this for delegates wanting to attend).

Subject to availability of restaurant places, guests are welcome at the Saturday evening meal, at a cost of £35 per adult, £20 per child. These costs will be charged to branches after the event. A separate booking form will be provided to delegates for this purpose.

Expenses and costs

In addition to the course fees stated above, branches are responsible for paying delegates’ travel and subsistence expenses. Please make your reps aware of the branch’s procedure for claiming expenses. Any accommodation is to be booked and paid for by the branch direct with the venue.

Allocation of course places

Every effort will be made to allocate a course place to applicants who currently hold the officer position relevant to the course they are applying for. Therefore, if courses are significantly oversubscribed at the time of the closing date, applicants not currently holding the officer position relating to their chosen course may be placed on a waiting list.

After the closing date, applicants who have been allocated a place will be provided with joining instructions containing details of the course arrangements.

Applicants who have not heard from the Learning & Member Development Team by two weeks after the closing date should email [LMD@unison.co.uk](mailto:LMD@unison.co.uk) . Applicants should NOT attend a course if they have not received confirmation of their place. Doing so creates problems in terms of room capacity, course materials and catering arrangements. Consequently, admittance to the course can be refused.

Facilitation / special dietary needs

If an applicant has a specific facilitation requirement that will assist them to fully participate in the course, it is important they provide full details on their course application form. The same applies to delegates with specific dietary requests. Please note that catering arrangements cannot be changed once the weekend is underway.

Course cancellations

If a delegate cannot attend a course it is essential they urgently contact the Learning & Member Development Team at [LMD@unison.co.uk](mailto:LMD@unison.co.uk) who will seek to fill the place. Course cancellations will be charged as follows:

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| Scenario | Cancellation charges |
| Cancellation notified after the closing date but before the start of the course and a replacement delegate can be found | No charge |
| Cancellation notified after the closing date but before the start of the course and a replacement delegate cannot be found | Course fee charged or actual course costs (i.e. venue costs etc.), whichever is the greater |
| Failure to attend the course | Course fee charged or actual course costs (i.e. venue costs etc.), whichever is the greater |
| Cancellation of facilitation arrangements | Facilitation costs charged |

Appeals against cancellation charges should be directed to the Regional Organiser (Education) in the first instance.

Please direct any queries to the Learning & Member Development Team at [LMD@unison.co.uk](mailto:LMD@unison.co.uk)