

**Education Programme
For Activists 2019**

2019

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Introduction

'Knowledge is power. Organisation is power. Knowledge and organisation mean the right to life, liberty and the pursuit of happiness. Knowledge and organisation mean the opening of the cage door'.

Mary Macarther
The Women Worker

Why is Education Important?

Education helps us build opinions and have points of view on things in life. It's not just about lessons in text books; it's about lessons in life which makes trade union education so important.

No matter what qualifications individuals gain during their school years, trade union education provides a vehicle for activists to work towards new qualifications, new skills and confidence building.

Everyone should be able to access a safe and effective education and the trade union movement provides people with that opportunity.

Paula Barker – Regional Convenor

Course notes

How to apply

Welcome to UNISON's North West Regions Education Programme for 2019. For each course you want to attend, complete an application form and make sure it is signed by your Branch Secretary or Branch Education Co-ordinator. Once completed send it to:

NW Union Education
UNISON
Arena Point
1 Hunts Bank
Manchester
M3 1LN

Your application will be acknowledged on receipt and before the course starts you will be sent joining instructions.

Costs

There are no charges for you as an individual.

Your branch will be charged at a rate of £20 a day.

Your branch will be responsible for these costs and will be invoiced directly from regional office after each course. Your branch will also be responsible for funding travelling expenses. Please see your branch secretary for forms.

Courses will start at 9:30am and finish at 4:30pm approx. Unless otherwise stated.

Child and dependent care

UNISON will endeavour to provide child and dependent care support for all those requiring it in order to attend courses. Assistance is available to fund child and dependent care, at home or at a crèche, should that be necessary, if you require such assistance please let us know as soon as possible.

Equal opportunities and facilities for disabled members

No Member should be deterred from applying for a course because of individual circumstances.

UNISON believes that venues should be accessible. We are more than happy to discuss individual needs or requirements before the course if it would be helpful. Please tell us if you have specific needs.

Cancellations

If you need to cancel your place, you must notify us immediately. Failure to do so might deprive another member of a place and your branch might have to pay for the costs.

Contact us:

Bob Kelly – Regional Education Organiser

b.kelly@unison.co.uk

0795 7506 031

General Enquiries

northwestlearningandorganising@unison.co.uk

0161 661 6751

www.unisonnw.org/course_catalogue



■ THE ORGANISING STEWARD

The Organising Steward course has been designed for newly elected and less experienced UNISON stewards organising in the workplace. As a steward you are a vital link in the union chain and have an important role to play in organising members at local level. The course covers the following subjects:

- The Role of the Rep
- Organising
- UNISON structure
- Representing members

The courses take place over 5 days usually 1 day a week for 5 weeks or in 3 and a 2 day block at locations around the region – 9.30-4:30 pm each day, lunch provided.

Before you come on the Organising Steward Course however you should talk to your branch mentor about the jobs you could be doing in the workplace.

Look at the UNISON eNote for new stewards. Visit <http://learning.unison.org.uk>

Start Dates:

Manchester, Arena Point (3 and 2 day blocks)

March 12th, 13th, 14th, 19th and 20th

May 14th, 15th, 16th, 21st and 22nd

August 6th, 7th, 8th, 13th and 14th

November 5th, 6th, 7th and 12th and 13th

Manchester, Arena Point (5 Day, 1 Day a Week)

4th February – 5 Mondays

3rd June – 5 Mondays

9th September – 5 Mondays

Liverpool, Cotton Exchange (3 and 2 day blocks)

March 12th, 13th, 14th, 19th and 20th

May 14th, 15th, 16th, 21st and 22nd

November 6th, 7th, 8th and 13th and 14th

Liverpool, Cotton Exchange (5 Day, 1 Day a Week)

4th February – 5 Mondays

3rd June – 5 Mondays

9th September – 5 Mondays

Preston (3 and 2 day blocks)

March 12th, 13th, 14th, 19th and 20th

May 14th, 15th, 16th, 21st and 22nd

November 6th, 7th, 8th and 13th and 14th

Preston (5 Day, 1 Day a Week)

4th February – 5 Mondays

3rd June – 5 Mondays

9th September – 5 Mondays

Penrith (5 Day, 1 Day a Week)

14th March – 5 Thursdays

7th November – 5 Thursdays



■ ERA STEWARDS REFRESHER COURSE

UNISON 5 year rule

If you undertake representative work or casework for UNISON then you need refresher training at least every 5 years

Think of it, as your vital continuing professional development as a UNISON rep or your 'licence to practice'.

On the refresher course you will learn about current protocols in the union when representing members. How to organise around issues in the workplace to lessen the amount of individual casework required and look at recent legal changes and how these may affect the way we represent.

The course is best run in the branch – see your Regional Organiser to get a course off the ground. The events lists below are what we refer to as 'mop up' events. For people from branches where only one or two people need 'refreshing' ie too few to run a branch based course.

Preston

8th February Friday

6th June Thursday

3rd October Thursday

Liverpool, Cotton Exchange

15th February Friday

13th June Thursday

10th October Thursday

Manchester, Arena Point

28th February Thursday

27th June Thursday

17th October Thursday

Penrith

13th May Monday

28th October Monday

HEALTH AND SAFETY STARTER

If you are a new Health and Safety Rep this three day course is the first you should take. Your role and the rules and regulations governing health and safety at work are outlined. You will receive a resource pack and details of the UNISON support for Health and Safety reps and issues.

The course will help you to organise around health and safety issues in the workplace. Some of the subjects covered include:

- The role of the H&S Rep
- Organising around H&S
- H&S Law
- SRSC Regs
- Inspections
- Safety Committees
- Risk Assessment

Start Dates:

Manchester, Arena Point (3 Day Block)

26th March

23rd July

26th November

Liverpool, Cotton Exchange (3 Day Block)

26th March

23rd July

26th November

Preston (3 Day Block)

26th March

23rd July

26th November

Penrith (3 Day Block)

9th July

■ LEARNING REPS COURSE

To be able to work effectively as union learning representative (ULR) you need to build a broad knowledge and understanding of education and training matters. Equally, if not more important, is a good understanding of how the union works and your workplace context.

Knowing who to talk to and when, who makes the decisions and how, what policies and guidelines can help is fundamental to ULRs making a successful case for members.

This course will help you:

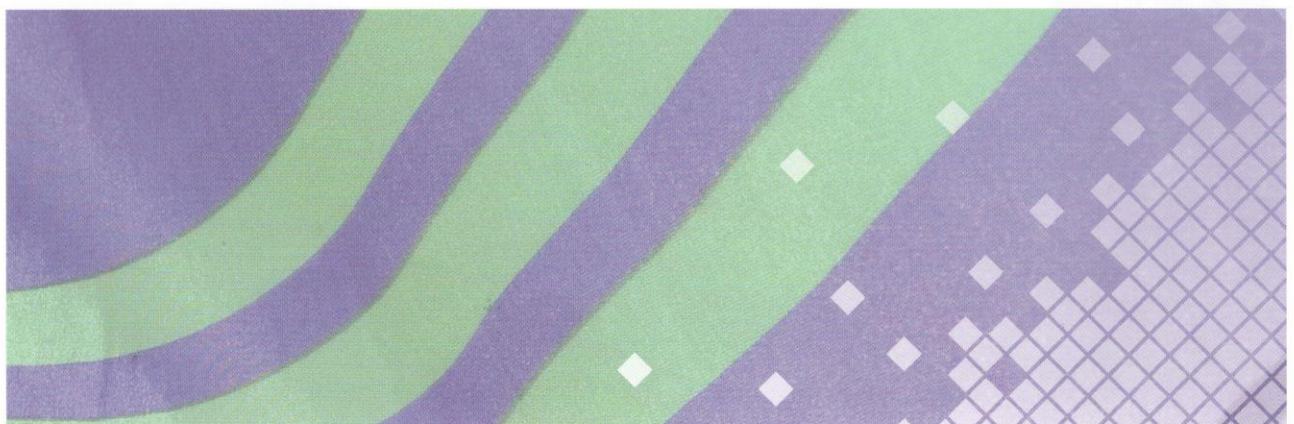
- understand union structures, and how your union organises around priorities and learning
- build a broad perspective of where you fit in the scheme of things
- find out about developments in learning and appreciate issues affecting learning
- work with members and other reps to define priorities
- take a planned approach to your own and your members' development
- develop the skills of putting the union case on learning
- work collectively as part of the union team

Liverpool, Cotton Exchange (3 day block)

3rd April

Manchester, Arena Point (3 day block)

3rd December



■ BRANCH OFFICERS

This course is designed for new branch Officers, Chair, Secretary, Treasurer, Education Coordinator, Lifelong Learning Coordinator, Equalities Officer, Young Members etc.

The course is designed for you to understand how the branch works and your responsibilities and will cover the following subjects:

- Branch structures
- Organising in the branch
- Meeting Skills
- Finding new activists
- Supporting new activists

The course is ran as a 3 day block

Liverpool, Cotton Exchange (3 Day Block)

10th April

Manchester Arena Point (3 Day Block)

3rd July

10th December



Follow on courses

These follow on courses can be run if there is demand for them or a branch or a group of branches want to put one on. The length and times of the course will depend on what is required. Contact Bob Kelly b.kelly@unison.co.uk for further details.

■ DEVELOPING REPRESENTATION SKILLS

This is a three day follow on course for people who have completed initial basic training (The Organising Steward and/or the Health and Safety Starter Courses) but who now need extra skills knowledge and practice in case handling. If you are already an ERA certified steward but you need to re-register if you attend this course you will be ERA certified as at the completion date.

Manchester, Arena Point (3 Day Block)

5th March

19th November

■ NEGOTIATING SKILLS

This course will help participants to:

- Develop and practice negotiating skills
- Be more effective team negotiators
- Understand the process of negotiating and be familiar with different styles of negotiating
- Understand how to prepare, present and negotiate on a claim
- Develop good practice in negotiations.

Manchester, Arena Point (3 Day Block)

12th February

22nd October

■ MENTORING IN YOUR BRANCH

Becoming a new union activist can be quite daunting, so if we are to keep and develop these potential reps or branch officers then we need to support them.

This 1 day course will cover:

- concepts of coaching and mentoring in UNISON
- skills required by mentors and buddies
- systems which need to be in place in the branch to enable the mentoring process

Manchester, Arena Point

23rd May

■ TACKLING STRESS AT WORK

This 1 day course will help participants to:

- have a definition of stress
- understand the causes of stress and its effects on the health of members
- be familiar with statutory and common law concerning stress
- understand how risk assessments can be used as part of a workplace strategy on stress prevention
- prepare and implement a policy on stress prevention
- identify measures to include in a workplace stress reduction programme
- develop stress resource materials and information for use in the workplace and union

Manchester, Arena Point

2nd October

■ WORKING WITH HOSTILE EMPLOYERS

A 1 day course to equip branch organisers with the skills and knowledge to deal with employers who are hostile to unions.

It will include using charting, finding leaders and inoculation.

We will also discuss management techniques and achieving recognition.



Manchester, Arena Point14th November

RECRUITMENT SKILLS

A one day course to help reps recruit new members.

It will include:

- Mapping
- Using campaigns
- One to one conversations
- Finding new activists

Manchester, Arena Point8th May

TRADE UNION HISTORY

We are hoping to run Trade Union History courses this year. The courses will be run in the evenings over 8 weeks.

No dates have been set as we are looking for expression of interest at this time.

The locations of the courses will be decided based on the demand for the courses.

The course will cover the period of history between the industrial revolution and the 1970s. As well as learning about the history of trade unions the historical context in which they develop will also be explored.

WOMEN'S HISTORY COURSE

A 1 day course giving people an introduction to exploring women's history, it will be run in conjunction with the Working Class Movement Library in Salford.

There are no dates because we are looking for expressions of interest, if there is enough demand we will arrange a date.

Contact Bob Kelly for further details: b.kelly@unison.co.uk 0795 7506 031

EMPLOYMENT LAW COURSES

■ INTRODUCTION TO EMPLOYMENT LAW

This is a follow on course for stewards or union representatives who wish to know the basics of employment law. The course includes the following:

- Background to the law
- Contracts of Employment
- Unfair Dismissal
- Tribunals
- Equality Law

Manchester, Arena Point (3 day block)

22nd January

3rd September

■ COLLECTIVE BARGAINING RIGHTS IN THE PRIVATE SECTOR

This 1 day course is for Stewards, Reps and branch Officers who represent members within the private sector, Housing Associations, Academies, Social Care Sector etc.

It will discuss recognition agreements, rights to consultation and Bargaining Techniques.

Manchester, Arena Point

16th July

■ THOMPSONS SOLICITORS BRIEFINGS

1 day update briefings from our legal partners Thompsons.

Manchester, Arena Point

9th April – TUPE

10th September

(dates subject to change)

EQUALITY IN YOUR BRANCH

This course will enable branch officers and reps to:

- Understand the roles of the branch Equalities Co-ordinator, Equality Reps and Self-Organised groups officers.
- Develop their understanding of Equality in UNISON
- Promote equality organising in their workplace and branch
- Develop realistic action plans

Manchester, Arena Point

21st March

29th October

DISABILITY DISCRIMINATION LAW

This 1 day course will give reps an introduction to the law on disability and will include the following:

- Legal definition of disability
- A definition of discrimination
- Reasonable Adjustments

Manchester, Arena Point

2nd April

MENTAL HEALTH AWARENESS

Aims of the course are to:

- Examine what we mean by 'mental illness'
- Look at what employers can do to maintain mental health at work
- Identify some of the common signs and symptoms of poor mental health in the workplace
- Discuss and explore strategies for intervention and support for members experiencing mental ill health
- Understand what causes stress for us in our union roles
- Review strategies for coping with stress

Continues overleaf... ↘

Liverpool

2nd May

Manchester, Arena Point

11th September

INTRODUCTION TO EQUAL PAY

This 1 day course aims to give an introduction to:

- The causes of the gender pay gap
 - UNISON's Equal Pay strategy
 - Equal pay as a negotiating issue
 - Equal pay reviews and audits
 - The link between equal pay and job evaluation
 - The concepts of like work, work rated as equivalent and equal value
-

Manchester

11th June

CHALLENGING RACISM

The aims of this 2 day course are:

- To raise your awareness of the opportunities equality law provides to identify institutional racism and ensure that the issues are dealt with
 - To improve your knowledge of the tools you can use to engage with your employer on tackling race discrimination
 - To explore how an organising approach can be taken to tackling racism in the workplace.
 - To build confidence in negotiating with employers and anticipating any challenges
 - To develop a realistic action plan for the branch
-

Manchester

24th September

■ YOUNG MEMBERS POLITICAL SCHOOL

This is a residential course spread over 2 days. The course will cover current political issues that particularly effect young members. It is a good chance for young members to be introduced to UNISON and network with other young members.

The course is open to any member in the region who is under 27 years.

Park Inn, Manchester

Friday 29th March and Saturday 30th March

FINANCE COURSES

■ BRANCH FINANCES: OLBA

OLBA stands for On Line Branch Accounts. This one day training equips Branch treasurers with the skills to transfer accounts from paper based or other types of accounting and get the most out of this simple straight forward automated system.

Manchester, Arena Point (1 day course)

1st May

16th October

■ FINANCE TRAINING DAYS

The 2019 Branch Finance Training Days will replace the annual Finance Convention (previously held at the Blackpool Hilton over a February weekend).

The training days will cover topics including:

- Objective based budgeting for branches
- Annual branch account closure process
- OLBA updates
- Update and Q&A on Branch Finance and the role of Branch Treasurer

All NW Branch Secretaries and Treasurers and those who are likely to take on the role of Treasurer from 2019 onwards are invited and encouraged to attend either event (but not both). Region will also consider branch nominations for one other appropriate officer per branch (eg an Assistant Secretary, Assistant Treasurer or a Chair who takes responsibility for finances in the branch).

Continues overleaf... 

Liverpool

22nd February

Manchester

23rd February

■ NEW eNOTE – INTRODUCTION FOR NEW BRANCH TREASURERS

Branch treasurers have responsibility for managing finances within the branch.

This eNote will introduce the roles and responsibilities of the branch treasurer, provide you with key information to help you get started in the role, and outline what you can expect from the face-to-face OLBA (online branch accounting) training.

It also seeks to reassure you about taking on the role and address some of the worries that you might have.

<http://e-learning.unison.org.uk/>

■ PENSIONS

One day introduction to the Local Government or NHS Pension Schemes

These courses will help you understand your pension scheme and your pension position including:

- Recent changes to the State and Public Sector Pensions
- Gaining an understanding of the opportunities for flexible and early retirement
- Understanding the pitfalls of “salary sacrifice contracts” and understanding their impact on Final Salary and career average pension schemes
- Understanding the opportunities to increase your pension by paying Additional Voluntary Contributions

See dates opposite:

Manchester, Arena Point

7th March Thursday (NHS)

8th March Friday (Local Govt.)

20th June Thursday (Local Govt.)

21st June Friday (NHS)

30th October Wednesday (Local Govt.)

31st October Friday (NHS)

Liverpool, Cotton Exchange

1st April Monday (Local Govt.)

2nd April Tuesday (NHS)

27th June Thursday (Local Govt.)

28th June Friday (NHS)

24th October Thursday (Local Govt.)

25th October Friday (NHS)

Preston

1st February Friday (Local Govt.)

4th February Monday (NHS)

13th June Thursday (Local Govt.)

14th June Friday (NHS)

17th October Thursday (Local Govt.)

18th October Friday (NHS)

■ UNDERSTANDING YOUR FLEXIBLE RETIREMENT OPTIONS IN LOCAL GOVERNMENT AND THE NHS

What is Flexible Retirement?

Flexible retirement enables employees (over 55) to continue working in some reduced capacity (e.g. part time) while at the same time drawing some of their pension benefits. You don't need to retire and return to work. You negotiate flexible retirement while remaining employed.

This course aims to:

- Help you understand "flexible retirement" and how to apply for it
- Help you understand your employer's flexible retirement policy
- Give tips on how to successfully apply for flexible retirement

At the end of the course you will be able to:

- Understand the barriers your application might face
- Make a business case for your application
- Understand other options e.g. "flexible working"

A one day course for UNISON reps and members

Preston

16th May Thursday

8th November Friday

Liverpool

23rd May Thursday

15th November Friday

Manchester

24th May Friday

22nd November Friday



TUC Education

Whether you're looking for a reps course or you want to refresh your skills as an experienced rep or you're simply interested in becoming a union rep, we have a course for you.

You can choose from classroom or online training, a webinar or an eNote, you should be able to find training that suits you.

TUC Education trains union reps to work with union members and officers to make a difference in their workplace. Training is run in partnership with further education colleges and online across the UK. Union reps attend from a wide range of industries and unions.

Whether you are a:

- shop steward
- workplace rep
- safety rep
- union learning rep
- equality rep
- green rep
- or other trade union rep

you will find training available that will give you the skills you need as a rep to be effective in the workplace.

Training includes classroom and online versions of:

- union reps stage 1
- employment law
- health and safety stage 1 and 2
- union learning reps stage 1 and 2

The online programmes are freely available for self-study and can be accessed as soon as a rep takes office, at a time and place most convenient, using a smart phone, tablet or computer. And of course, the online programmes can enhance the delivery of classroom courses.

If you want updates on a particular workplace issue then eNotes and webinars are a great place to start.

eNotes are short, bitesized chunks of online learning that contain a mix of text, video and quizzes, and we have over 30 to choose from.

Webinars are short briefings held on the internet for an online audience. New webinars on issues affecting reps are run regularly.

Despite cuts to funding and budgets the TUC Education Units in the NW are still offering courses for stewards and reps. There is a full range of courses on offer at the following centres:

Warrington & Vale Royal College

Rick Cayzer
(Contact for courses in Cumbria)
Tel: 01925 494637
Email: rcayzer@wvr.ac.uk

The Manchester College

Kevin Duffy/Mike Dearing
Tel: 0161 920 2835/2261
Email: MDearing@tmc.ac.uk

Stockport College

John Handley
Tel: 0161 296 5728/5720
Email: john.handley@stockport.ac.uk

Blackburn TU & H&S Education centre

Alan McShane
Tel: 01254 677756 /677712
Email: alan.mcshane@blackburn.ac.uk

Burnley College

Paul Summerscales
Tel: 07774 721476 / 01282 733035
Email: p.summerscales@burnley.ac.uk

Wirral Met College

Dave Hawkins
Tel: 0151 237 2750
Email: dave.hawkins@wmc.ac.uk

To look for TUC courses, training, events, webinars and eNotes contact the centres above directly or visit TUC Education: www.tuceducation.org.uk

Members' Education

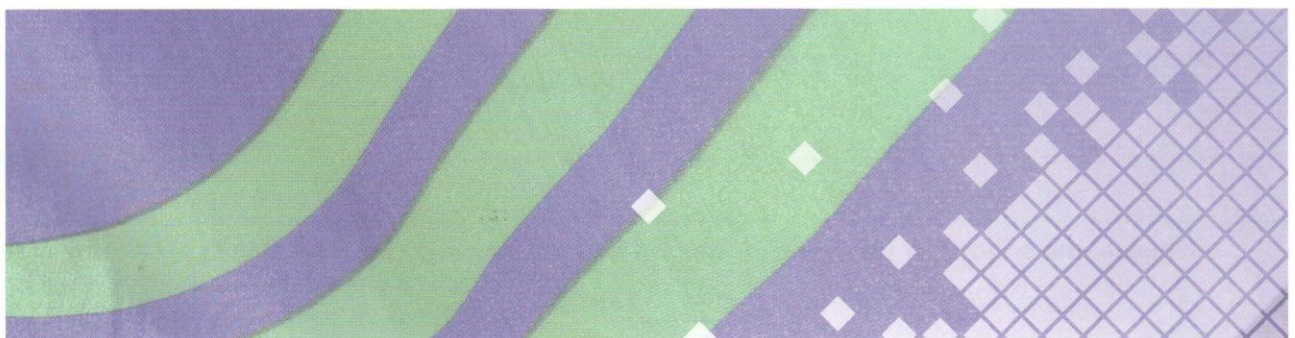
COURSES FOR MEMBERS

- Introduction to British Sign Language
- Dementia Awareness
- Mental Health awareness
- Supporting your Child at School
- Mindfulness for Stress
- Return to Learn
- Women's lives
- Power to be you
- Get that Job
- Everyday Excel
- Working with Word
- Managing Workplace Stress – Staying Strong
- Literacy Skills – Putting it on paper 2019
- Numeracy Skills – Everyday maths
- Reaching Your Goals

Contact Lyndsey Marchant for more details:

l.marchant@unison.co.uk

0772 562 5624



Notes

Notes

APPLICATION FORM

Please return completed forms to: Learning and Organising,
UNISON Regional Centre, Arena Point, 1 Hunts Bank M3 1UN

APPLICANT DETAILS			
Name		Contact Telephone No.	
Address		UNISON Membership No.	
Postcode		Branch	
E-Mail Address:		Position Held	

We use this information to add your name to the training database for this event and update your membership details.

COURSE DETAILS	
Course Title:	
Venue/Location	
Course Dates:	

No member should be deterred from applying for a course because of individual needs. Please give details of your access, dietary requirements, learning support requirements and other needs here – use a separate sheet if you need to:

This information tells us if you have any specific requirements that will help you to fully participate in the course.

BRANCH AUTHORISATION	
I have informed my branch that I have applied for the course and I am starting to make arrangements for time off to attend	
Signature of applicant.....	Date.....
The above named has branch approval to attend	
Signature from Branch.....	Date.....

Please note: All applications must be signed by your branch. Applications will not be processed if there is no authorisation from the Branch.

northwestlearningandorganising@unison.co.uk

Any information given will be treated in the strictest confidence and will only be used for the purposes stated on the form. This form and any attachments will be securely stored and destroyed after one year.

* PLEASE SEND YOUR COMPLETED FORM
TO THE BRANCH OFFICE, IN FIRST INSTANCE
FOR SIGNATURE, AND WE WILL FORWARD
ON TO REGION.

KNOWSLEY UNISON, c/o KNOWSLEY MRL,
STRETTON WAY, LIVERPOOL L36 6JF OR EMAIL
Admin@knowsley-unison.org.uk

SEE ABOVE

COMPLETED FORMS TO:

Learning and Organising
UNISON Regional Centre
Arena Point
1 Hunts Bank
M3 1UN

Fax: 0161 661 6710

Email: northwestlearningandorganising@unison.co.uk