



# UNISON

## 2014 Activist Education Programme



STRONGER TOGETHER IN UNISON

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## Introduction



Jim Burnett (Chair Learning and Organising Committee), Nancy Kelly (Regional Organiser - Education) Margaret Cook (Vice - Chair Learning and Organising Committee) and Kevin Duguid (Regional Learning and Development Officer).

Welcome to **UNISON** Scotland's Education Programme for 2014. The programme has been developed to meet the needs identified by our Branches, Service Groups and Self Organised Groups. We looked at where the demand was in the last year and also which courses were oversubscribed. The biggest demand is for training for new Stewards as well as our short Employment Law courses so we have concentrated on offering these opportunities.

All our regional courses are held in large cities/towns and, with the exception of specialised courses, they are tutored by specially trained **UNISON** staff or fully qualified Lay Tutors who are activists themselves.

In addition **UNISON** nationally has developed a new suite of flexible training materials and we have included information

on these for Branches to use. We are particularly keen to develop the Learn and Do approach where groups of activists have a short training session on, say, street campaigning, go and practice the skills immediately, then debrief and evaluate. See Page 25.

Last year we launched our Pathways for Representatives programme to guide people on the best courses and routes to obtain the skills and knowledge required to organise and support our members. For details see Page 9.

Well trained activists are the backbone of our union – and we aim to provide relevant, quality education to equip them for the challenges we face. In these times when the coalition government and large employers are attacking the trade unions and cutting public services we need to ensure the best possible support for our hard-working local Branch representatives.

We are also delighted to offer our usual range of courses designed for new, experienced, and aspiring Branch Officers. The full range of these courses is held over one weekend in Glasgow and is a great opportunity to share experiences and meet other colleagues. Last year we launched the Branch Leadership Programme (a series of modules open to Senior Branch Officers who attend the Branch Officer training weekend in April). The aim of the programme is to produce a group of well trained senior Branch Officers who can transform **UNISON** into a campaigning and organising union from workplace level up.

Our Regional Programme is only the core of what we offer. Where Branches have sufficient numbers to run a course at local level we can assist. Where there is demand for something

extra (for example, womens assertiveness/confidence building), we will do our best to meet that. There are also a large number of courses that run best at Branch level, for example, Procurement, Shared Services, Campaigning etc. Talk to your Local, Area, or Regional Organiser about how to organise local training.

In times of austerity many employers are cutting training budgets so now is a good time for us to raise the profile of the opportunities we can offer to our members. This is an area of work we have greatly expanded – see Page 31.

We have worked hard to ensure that our programme contains something for everyone and we hope you will find the course you need to enhance your skills and knowledge and keep you Trained and Active in **UNISON**.

## Good Luck

### **Jim Burnett**

Chair, Learning and Organising Committee

### **Margaret Cook**

Vice Chair, Learning and Organising Committee

### **Nancy Kelly**

Regional Organiser (Education)

### **Further information from**

**UNISON** Scotland's website [www.unison-scotland.org.uk](http://www.unison-scotland.org.uk)

or from Nancy Kelly on [n.kelly@unison.co.uk](mailto:n.kelly@unison.co.uk)

or Fiona Martin on [f.martin@unison.co.uk](mailto:f.martin@unison.co.uk)

## General information



### WHAT ARE THE COURSES LIKE?

Our courses are friendly and informal so you are invited to dress for comfort. You don't need any formal qualifications. Our training is aimed to make learning a fun rather than a daunting experience. Everyone's views and experiences are heard. You will work in small groups a lot of the time. You won't be lectured to or suddenly called on to give answers. There are no tests or exams. On all courses there is a standard set of working together guidelines. These include guidance on the avoidance of language or behaviour that may be offensive. They are for the purpose of ensuring everyone has a comfortable and enjoyable experience.

### WHAT ARE THE COURSE TIMINGS?

Usually courses run from 9.30am till 4.30pm. Weekend residential courses usually begin at 6pm on the Friday and finish after lunch on the Sunday. You will be sent precise details of the timings with your joining instructions.

## WHERE ARE THE COURSES HELD?

Most of our non-residential courses are in **UNISON** offices or public sector venues. Courses in Edinburgh will be in our dedicated Learning Centre in the **UNISON** Edinburgh Office. Our weekend residential courses are usually in large city centre hotels. Single room accommodation is usually provided, unless you request otherwise. If you are travelling some distance to a non-residential course your Branch is responsible for booking your accommodation, although we can assist with suggestions.

## HOW DO I APPLY FOR A COURSE?

Fill in the form on the website or get a form from your Branch Secretary or Branch Education Coordinator. Complete the form and get it signed by the appropriate Branch Officer and return without delay, but at least 28 days before the course begins.

## WHAT DOES IT COST?

**UNISON** training is free to all participants. Your Branch pays a fee for the course and also pays your travel and other expenses. Meals are provided. If you have special dietary requirements please advise this on your application form.

## HOW DO I DEAL WITH CHILD/DEPENDENT CARE?

If you require assistance it is important to advise us as soon as possible and note it on your application form. It should be possible to provide free crèche facilities on request, particularly for residential courses or to make an allowance to assist with additional childcare costs to enable you to attend.

## IS THERE ASSISTANCE WITH DISABILITY NEEDS?

All of our venues have disabled access but as disabilities vary greatly from individual to individual, it is important you let us

know as soon as possible so that we can meet your needs whether they are mobility-related or otherwise. It is particularly important to let us know in good time if you need copies of materials in a different format.

### **DO I NEED TO BRING ANYTHING WITH ME?**

For some courses you are asked to bring copies of local policies and procedures or some basic information about your Branch/workplace. If this is the case you will be advised in your joining instructions. If you need help to get them please contact your branch

### **WHO ARRANGES TIME OFF?**

We would strongly advise you to tell your manager now that you are arranging to go on a course. Local procedures will be different for making the request but your Branch can help with this.

## **Information for Branches**

The programme covers our Regional courses and you can send representatives to those as appropriate. We will invoice you after the course. If your stewards do not turn up or cancel very late we may need to charge anyway. This is particularly the case for residential courses.

If you want to run a Branch course you should in the first instance discuss this with your Regional/Area/Local Organiser who can advise on what would be most appropriate for you. We will provide training materials and a lay tutor if necessary. Branches need to order course materials at least 28 days before the course begins.



## Pathways for Representatives

**UNISON** Scotland Learning and Organising have created a Pathways programme for all **UNISON** representatives to guide you on the best courses for you to attend. We want to offer you the support you need to gain the skills and knowledge required to organise and represent members.

### FOR NEW STEWARDS

The Pathway is as follows (completion of the earlier stages is required before moving on):

- Organising Stewards 5 day course - completion of this course formally accredits stewards under the Employment Relations Act. Participants will be issued with a credentials card confirming they are trained and accredited **UNISON** representatives.
- Representing Members - 2 day course.
- Advanced Representation - 2 day course.
- Negotiating Skills - 2 day course.

### FOR MORE EXPERIENCED REPRESENTATIVES

accreditation expires after 5 years and new credentials will be required. These can be gained by attending:

- Activists Refresher (ERA Reaccreditation) - 2 day course OR
- Advanced Representation - 2 day course OR
- Negotiating Skills - 2 day course.

### FOR HEALTH AND SAFETY REPRESENTATIVES

The accreditation is gained by attendance at:

- Organising for Health & Safety - 5 day course (includes formal training on Risk Assessments).

More details about each course follow in the programme. All attendees at the Organising Stewards courses and the Activists Refresher courses will be issued with their own Trained and Active plan so that they can keep a record of their training and practice.

Branches have an obligation to provide all trained stewards with a named contact to support them in their development. It is essential that once new Stewards are trained they gain experience as quickly as possible not only to help their own development but to build the Branch.

To help Branches ensure all reps are appropriately trained we will provide each Branch with an annual report showing the Branch training records. This will be part of the data required for Joint Branch Assessments and will help to develop Branch Education Plans.



## UNISON Stewards

### THE ORGANISING STEWARD

This is a 5 day course which is suitable for all newly elected stewards and health & safety reps. It is run in various ways - as a 2 days then 3 days, as one day a week for 5 weeks, as 2 residential weekends etc. The key thing is that attendance at all 5 days is compulsory.

The course will develop skills knowledge and confidence to enable stewards to carry out their role and it covers the role of the organising union in public services, the importance of equalities, tackling issues in the workplace, working with members, understanding procedures, handling grievances and disciplinaries and understanding the world **UNISON** works in, both nationally and internationally.

This is an essential course for those who want to become effective as workplace representatives and is compulsory for new accreditation.

### REPRESENTING MEMBERS

This two-day course concentrates on building the skills, techniques and confidence needed when workplace stewards represent members for grievances and disciplinaries. It examines the contents of grievance and disciplinary procedures, and the influence of the ACAS Code of Practice, and then moves on to develop the skills needed for preparing a case, interviewing, and representing a member. Completion of the Organising Steward course is required before attending this one.

## ADVANCED REPRESENTATION

This is an advanced course which requires completion of earlier stages. This is a video based course designed to develop representation skills. The course is structured around one extended case study and looks at three different ways in which the case could evolve. There is a similar video-based course which looks at a grievance. If any Branch has a particular interest in this aspect please get in touch.

## NEGOTIATING SKILLS

This course will enable you to effectively negotiate with your line manager or senior management on behalf of your members and will cover the following - Understanding the process of negotiating; Becoming familiar with different styles of negotiating; Working effectively as part of a negotiating team; Understanding how to prepare, present and negotiate on an issue; Developing and practising negotiating skills.

## ACTIVISTS REFRESHER TRAINING (ERA REACCREDITATION)

This 2 day course is for Stewards/Branch officers who have not attended any training in the last 5 years. It is NOT suitable for new and inexperienced reps. It updates participants on new developments in **UNISON** and relevant legal updates. Participants will reflect on their role as trade union activists and update their knowledge and skills on organising and representation. It is an essential course to gain reaccreditation under the ERA. It is our experience that it works best as a branch-based course but we have included a small number in the programme for smaller Branches and individuals who perhaps missed their Branch one.

## Health and Safety Representatives

### ORGANISING FOR HEALTH AND SAFETY

We have streamlined our approach for all **UNISON** H&S Representatives. The course is run over 5 days (either 2 weekends or a 3 day and 2 day). It now covers the role and rights of the Safety representative using H&S legislation, building health and safety organisations, developing strategies for health and safety and risk assessments.

On completion, all participants will receive the **UNISON** Health & Safety pack. Participants may then choose to attend the more advanced TUC Health & Safety training and/or one of **UNISON's** specialised courses in, for example, stress at work or bullying and harassment.

### BULLYING AND HARASSMENT

This is a 2 day or weekend course which will help participants define and recognise bullying, identify what may contribute to workplace bullying, make employers aware of what they can do to recognise and eliminate workplace bullying and develop strategies and policies for their own Branches and workplaces.

### STRESS IN THE WORKPLACE

This course examines work-related causes of stress and trade union strategies to get employers to take it seriously and do something to eliminate it.

**Completion of either the Organising Stewards course or the Organising for Health & Safety course is necessary to attend both of the above.**

## Unison Branch Officer Training

All Branches have to elect a group of Officers to share the work of running the Branch. Once again this year we are holding most of the training over one weekend in Glasgow. This is a residential event and will involve everyone getting together on the Friday night and breaking into individual course groups on Saturday morning before going home after lunch on Sunday.

There will be other opportunities throughout the weekend for the various Branch Officers to come together. The courses are aimed at newly elected Officers or those who want to understand more about a particular role. It may also be useful for those who have not done training for a while as most of the material has been revised and updated and they can share their experience with those who are new. All the courses offer the opportunity to look at roles, responsibilities and best organisational practice for their appropriate post.

### BRANCH LEADERSHIP PROGRAMME

Attendance at one of the key Branch Officer courses (marked \*) is required before the rest of the Branch Leadership Modules can be accessed. The Leadership Programme is particularly aimed at Branch Secretaries but other key Branch Officers can attend as appropriate.

**Module 2** is a 2 day course covering Managing the Branch.

**Module 3** is a 2 day course covering Organising and Bargaining.

**Module 4** is a one day course on Strategic Campaigning.

**Module 5** is a one day course on Mentoring and Buddying.

## BRANCH SECRETARIES\*

The key leadership post in the Branch and part of **UNISON's** national Leadership Programme. The introductory weekend covers key responsibilities in the Branch Secretary Job Description, building an organising union, the branch assessment process and branch admin requirements

## BRANCH CHAIRPERSONS\*

This course covers the practical skills necessary to chair meetings and deals with procedural issues on motions and amendments. It will also assist to build confidence as a leader in the Branch.



## BRANCH TREASURERS

Most Branches have now migrated to the On-Line Accounting system and separate assistance is offered to those still waiting. This weekend course will be an awareness raising course about the role of the Treasurer in the Branch.

## BRANCH EDUCATION COORDINATORS\*

This course explains the various training opportunities and the ways they can be brought together to meet the needs of Branches and individual stewards. It looks at producing a Branch education plan. It covers buddying and mentoring at Branch level and maintenance of training records for ERA purposes.

## LIFELONG LEARNING COORDINATORS

This role differs from the Education Coordinator in that the latter is focussing on the training needs of activists. The Lifelong Learning Coordinator role is more focussed on member learning and coordinating the work of Union Learning Representatives in the Branch. The course offers assistance in identifying these issues and looks at recruitment around learning initiatives.



## EQUALITY OFFICERS\*

This course shows how to build equalities issues into the bargaining agenda, how to recruit and co-ordinate equality representatives and how to promote equality issues. Please note – the ERA reaccreditation course covers the Public Sector Equality duties and the Equality reps course covers Equalities Impact Assessments.

## COMMUNICATIONS OFFICERS\*

This course is for all those who deal with Branch communications including magazine and newsletter editors, website managers etc. It is the introduction to the **“Getting the Message Across”** campaign which includes courses on campaigning, newsletter production, media handling, website development etc. The course will introduce these various elements and will focus on organising to present a positive image for the Branch. It will provide the basic skills to get you started and will be built on by specialist courses later in the year.



## HEALTH & SAFETY OFFICERS

This is different from the health and safety representatives course in that it does not focus on dealing with individual workplace issues but instead aims to show how to coordinate the work of the various H&S reps and pursue health & safety issues through the bargaining agenda. It also covers the general promotion of health and safety issues.

## INTERNATIONAL OFFICERS

This course explains the role of the Branch International Officer and the solidarity work done by **UNISON**.

## BRANCH WELFARE OFFICERS

This course explains the role of the Welfare Officer the rules surrounding offering assistance and the administrative processes required.

## BRANCH YOUNG MEMBERS OFFICERS

This course explains the role of the Young Members Officer in the Branch and explores how to get more young people involved.



## Other Branch Officer Posts

### MEMBERSHIP OFFICERS

In some Branches this post exists solely to update membership records and specific course are run by our RMS department to cover this. In others it deals more with recruitment events and recruitment techniques are covered in our stewards courses. If a Branch identifies demand for recruitment training this can run at local level usually as part of a branch development event.

### SERVICE CONDITIONS OFFICERS

This is not a Rule Book post but every year we are asked to include it. The difficulty is that although a number of Branches have such a post it means different things in different Branches. For some it is the lead negotiator, for others it does high level casework. We would be happy to discuss with Branches what course would be most appropriate for the needs of their activists.



## Equalities Courses

All of our courses ensure they cover the equalities implications of the issues. For example, the ERA reaccreditation course covers the Public Sector Equality Duties whilst the course for Equality Reps covers conducting an Equality Impact Assessment in more detail.



The L&O Committee works with the Womens Committee, the Black Members Committee, the LGBT Members Committee and the Disabled Members Committee to assist in identifying any additional training needs required. The Branch Equality Officers Training tries to bring all these issues together and there are various employment law courses on the legal aspects of discrimination.

### EQUALITY REPRESENTATIVES

This 3 day course is aimed at new stewards or those who are not stewards but might be interested in becoming equality representatives. It is also suitable for more experienced stewards with an interest in more detailed work on equalities. The course covers a general introduction to the various strands of equality, introduces the legal framework and concentrates on how Branches can deal with equality issues in the workplace including the use of Equality Impact Assessments.

## CHALLENGING RACISM IN THE WORKPLACE – DEVELOPING A BRANCH STRATEGY

This 2 day course is ideally run at Branch level or across a group of Branches. It will assist the Branch on identifying and challenging issues that affect black workers in general rather than specific individual cases. We are also running one of these courses in the programme this year.

## EQUALITY IMPACT ASSESSMENTS

This is a one-day Branch-based course on how to use the Public Sector Equality Duties and the requirement to conduct Equality Impact Assessments to best use for organising. It is delivered by the Scottish Equalities Officer. If you think this might be of interest please discuss with your RO.

## WOMENS ASSERTIVENESS AND CONFIDENCE BUILDING

Various training materials exist around building confidence, getting more involved, introduction to **UNISON** etc. In particular we can offer Women Only training around these issues.

It is our experience that demand for these is erratic and unpredictable. We are therefore suggesting that if any Branch has a group of members/activists who are interested in this area they should contact us and we will aim to organise a course we can offer more widely.

## Communications and Campaigns

These courses are all aimed at “**Getting the Message Across**”. The general overview was introduced in the Branch Communications Officer course and these courses can be followed on a modular basis or used as necessary. They are not restricted to Branch Communications Officers.

### ORGANISING FOR THE MEDIA

This is a weekend course which covers all the essentials of dealing effectively with the media. It aims to give participants skills, knowledge and understanding of relevant methods to facilitate improved branch level media contact. Covers various media including press, radio and TV.

**Please note the Magazine Editing and Website Building Courses take place over one weekend. But they are separate courses and participants must choose which one they want to do.**

### WEBSITES BLOGS AND SOCIAL MEDIA

This course offers an opportunity to acquire the skills to set up and maintain a branch website. Having basic IT skills before joining this course is an advantage and it is recommended that those without these skills attend a basic IT course in advance. The course has practical work and members will design, set up and hopefully put online a basic website for their branch. The course covers:

- Web introduction and basics.
- Why and how to use a website.
- Websites, blogs and social media.
- Writing skills for web and social media.

- Effective use of text, graphics and hyperlinks.
- General design issues.
- How to set up and develop an online presence for your branch.

### Students should come with all of the following:

- Information about their branch, contacts, addresses etc.
- Any photographs, logos they may want to use.
- The username and password of their Internet Service provider (if they have one) plus the passwords and details for FTP uploading. If you don't already have an ISP, we will try to set one up for you.
- Your branch's email address if it has one.

## MAGAZINE EDITING

This weekend course offers an opportunity for magazine editors to acquire and improve the skills relevant to producing an informative branch magazine. Having basic IT skills before joining this course is an advantage and it is recommended that those without these skills attend a basic IT course before the Magazine Editors' Training Weekend.

The course has lots of practical work and over the course of the weekend, members will produce a one or two page magazine using a computer. The course, tutored by Communications Officer (Scotland) and the Scotland in **UNISON** editor involves:

- Organising, production, distribution.
- Basic design and layout.
- Writing skills, editing, headlines.
- Use of text and graphics.
- Introduction to Desk Top Publishing software.
- Legal issues like defamation.
- Where to get help.



## WRITING SKILLS FOR COMMUNICATIONS ACTIVISTS

Writing skills are key to effective communications in all media - print, radio, TV and online. This weekend course will develop and strengthen writing skills for branch Communications Officers and activists.

Having basic IT skills before joining this course is an advantage and it is recommended that those without these skills attend a basic IT course in advance. The course has practical work which involves writing and editing on computers, and analysing written work by others. The course covers:

- What is news?
- Writing press releases.
- Writing headlines.
- Conference reports.
- Editing and subediting.
- Writing for print, web and other media.

## Campaigning for Public Sector Jobs and Services

In recent years **UNISON** has faced unprecedented attacks on our public services. **UNISON** has developed workshop and course materials for Branches to use to get the necessary campaigning skills in place. All the workshop materials are available for Branches to use, ranging from Talking to Members to Defending the Welfare State to Alternative Economics to Street Campaigning. Access through your RO/AO/LO.

### RECRUITING AND ORGANISING

A series of workshops are available for Branches to refresh their skills covering - why people join Unions, planning a recruitment campaign, identifying opportunities and breaking through barriers. Please contact your RO/AO/LO.

### STRATEGIC CAMPAIGNING

This is a practical course taking participants through the basic questions that you need to ask at the beginning of a campaign, the people you need to convince and the methods you can use. This is a one or two day course usually run at Branch level.

### MOBILISE

In 2013 we ran another very successful Mobilise event - a weekend of political entertainment and skills workshops. The aim of these events is to transform the techniques used in the arts and entertainment world to equip our activists with political knowledge confidence and skills. The political comedian and activist Mark Thomas not only performed for us but ran 2 very well-attended workshops on linking our



priority campaigns to community campaigns and street actions. He then joined our Stirling local government Branch on their picket line! We hope to run another similar weekend in 2014 so watch out for details.



## Workshops and Short Courses Learn and Do

**UNISON** has developed a suite of Workshops and Short Courses covering many issues including:

- Community Organising.
- Facility Time.
- Handling Redundancies.
- Industrial Action.
- Making Most of New Case Form.
- Recruitment and Organising.
- Preparing for Street Campaigning.
- Talent Spotting and Developing Activism.
- Defending Public Services.
- Womens' History and Campaigning.

If you are interested in any of these please discuss with your Regional Organiser.

## Issues in the Workplace

There are a variety of issues which Branches find they need more and more to deal with. The Learning and Organising Committee have tried to meet these needs by organising courses on the issues. In the main these courses run best at Branch level and the first point of contact should be your RO/AO who will seek assistance from us as required. In some cases we have included the courses in the programme so that smaller Branches can access them.

### REDUNDANCY

Increasingly Branches are looking for briefings on the law around redundancy including consultation rights etc. Our Legal Officer, Suzanne Craig can offer branch briefings on this and you should discuss with your RO whether this might be beneficial.

### PROCUREMENT - OUTSOURCING - SHARED SERVICES - PRIVATISATION

This is a flexible course which aims to help participants meet the challenge of an outsourcing environment. It will help develop understanding of the commissioning and procurement processes together with strategies for influencing and intervening. It is ideally run at Branch level and you should contact your RO/AO for further information.

We also aim to assist Branches who may be facing issues around privatisation, shared services etc. Whether you need to know more about TUPE or want to campaign around mergers etc there will be materials we can tailor to your needs. Please discuss with your RO/AO.

## Employment Law Courses

These courses have been heavily oversubscribed in the last 3 years and we expect them to be equally popular this year. They cover the areas of employment law most likely to affect our members and organisation. The courses will be tutored by Thompsons solicitors and will provide an overview of the law, and a general introduction of how the law works in each area. The courses available are:

### **INTRODUCTION TO EMPLOYMENT LAW AND UNFAIR DISMISSAL**

This course lasts 2 days and covers a general introduction to the various areas of Employment Law before focussing specifically on Unfair Dismissal.

### **EMPLOYMENT LAW CONTRACTS**

This one day course is a general overview of how the law deals with contracts of employment.

### **EMPLOYMENT LAW DISCRIMINATION**

This is a 2 day course covering all aspects of potential discrimination as defined by Equality legislation.

### **EMPLOYMENT LAW MATERNITY AND PARENTAL RIGHTS**

This 1 day course aims to help understand the complex law relating to these areas and suggests ways to improve on statutory rights through negotiation.

## ABSENCE MANAGEMENT AND CAPABILITY

This is a 2 day course which covers both good practice around Sickness Absence Policies (Day 1) and the law on Capability Dismissals (Day 2).

## EMPLOYMENT LAW WORKSHOPS

We are also offering taster workshop sessions as a general introduction to various elements of basic legal knowledge as well as an understanding of the legal services **UNISON** can offer.

## NATIONAL EMPLOYMENT LAW PROGRAMME

The Regional programme is supplemented by a programme run nationally in London - full details at:

<http://www.unison.org.uk/for-activists/training/u-train/law-courses>

## Introduction to Equal Pay

This course is run on an ad-hoc basis dependent on demand. It is a one day course which aims to look at the causes of the gender pay gap, **UNISON's** equal pay strategy, legal updates and the links to job evaluation. If you are interested in attending a course please get in touch with Sandie Thomas at [s.thomas2@unison.co.uk](mailto:s.thomas2@unison.co.uk)

## Lay Tutor Training

Scotland remains the only Region to use lay activists to tutor the bulk of the Regional programme. The lay tutor training programme has been updated and revised. The programme enables activists who might be interested in leading activities at Branch and workplace level to attend a 2 day Discussion Leaders course which will cover the basics of facilitating discussions together with an introduction to various education methods.

Anyone interested in developing these skills further can then apply to attend a formal 3 day Tutor Training course together with a compulsory weekend Equalities Module for tutors. Individuals will need to demonstrate that they have practiced leading activities at Branch level and/or co-tutored on a regional course prior to successful completion of the training. Mentoring will be offered to assist. Please get in touch with Nancy Kelly (RO(E)) for further information.

## Young Members

**UNISON** Scottish Young Members Committee Training Weekend, March 2013. An opportunity for **UNISON** Young members to get together and learn a bit more about **UNISON** and how things work, as well as picking up practical skills such as Campaigning, Organising, Recruitment and Representation. This is a residential course and all expenses are paid by your branch. So if you are under 27 years old, and want to move into the wider world of **UNISON** then this is the course for you. Please Contact Wendy Hudson at [w.hudson@unison.co.uk](mailto:w.hudson@unison.co.uk) or on **0141 342 2845** for further details.

## Branch Organisation and Development

Branches are now familiar with the Joint Branch Assessment process which should flag both individual training needs for activists and more general training needs to help the Branch work more effectively. There are a number of options available to Branches ranging from short mapping and targeting activities to team building workshops etc. A particular current need is the Branch requirement to fulfil responsibilities under the NEC **“Supporting and Developing Activists”** scheme.

This requires Branches to provide all new stewards with a named contact to support them in their personal development. To assist in this process there are 2 relevant courses - one is a short workshop on setting up informal buddying arrangements. Both can be accessed via your RO/AO. In 2014 the Trained and Active approach will be relaunched so look out for more information.



## Changing Your Life with UNISON Learning

### LOWLANDS AND UPLANDS

This is a new project funded through Scottish Union Learning and started in April 2013 with the main aims of bringing Lifelong Learning Opportunities to **UNISON** members in the Area, increase the number of Union Learning Reps and trying to embed learning in the ethos of Branches. It's been an exceptionally busy few months getting the Project up and running and laying the foundations for the future and thus far we've put on and plan courses such as:

- British Sign Language
- Dealing With Conflict
- Dyslexia Awareness
- Return to Learn
- Dementia Awareness
- English as a Second Language
- Basic and Intermediate Computing
- Personal Budgeting
- Study Skills for Health Workers
- Coping with Change

The above courses have been provided internally and through our partners Scottish Union Learning, The WEA and the Open University. We also plan to run a few Learning Open Days where we will go to workplaces with our partners and hold drop in sessions for staff as well as making presentations to employers and branches about the benefit of promoting lifelong learning.

We've already negotiated a Learning Agreement with the

City of Edinburgh Council which gives staff time off to attend Learning Events and we're in discussion with a number of other employers to try to secure Agreements with them.

If you or your Branch are interested in being part of all this or would like an presentation on some of the benefits that Lifelong learning can bring, such as recruitment and retention of members and increased member activity in your Branch, please get in touch with me at [k.duguid@unison.co.uk](mailto:k.duguid@unison.co.uk)

Lifelong Learning is a positive Agenda for **UNISON**, Employers and not least of all our members who can literally change their lives for the better so make sure your Branch is a part of it.

**Kevin Duguid**

## **HIGHLANDS AND ISLANDS**

It all began with a directory and a map.....determined to reach the parts that hadn't yet been reached we plotted a tour of care homes and small hospitals in the Highlands to promote Lifelong Learning. We sent posters in advance of our visits but by far the best response resulted from face to face contact with staff. This is what gets us learners.

Subsequently we have organised ten courses funded through Scottish Union Learning - several British Sign Language and IT courses (ranging from basic to intermediate PC passport) and presentation skills. Locations include Campbelltown and Mallaig, Wick and Portree.

When we have identified a group of learners who want to learn the same thing we approach Scottish Union Learning and apply for funding for a course. If approved this goes out to tender then we work with the chosen provider to ensure a



good learning experience is had by all. It takes a bit of time to get through the process but it is not complicated and Scottish Union Learning is always on hand to help and support. Of course we also explain why it is a good idea to belong to **UNISON** and make them aware of the many benefits of membership.



























We also work closely with the Open University to promote their excellent range of courses and high quality of support for students – rated second in Scotland. There are free learning bites and free access to































some courses as well as seminars which the OU will facilitate in the workplace. They are too good to miss especially those on health and social care, dementia and end of life care.

The care sector is under – resourced; carers are undervalued and too often underpaid. The visits have prompted us to instigate working with the Adult Social Care team in NHS Highland to let them know what **UNISON** can deliver by way of learning in order to support staff and safeguard service users. Philippa Clark [p.clark@unison.co.uk](mailto:p.clark@unison.co.uk)  
Marta Chaba [m.chaba@unison.co.uk](mailto:m.chaba@unison.co.uk) Lifelong Learning Highlands.








GLASGOW		
DATES	COURSE	
28-29 January	Organising Stewards (Part 1)	
22 January	Branch Leadership Strategic Campaigning	 
31 January - 2 February	Branch Leadership Module 2 Managing the Branch <b>RESIDENTIAL</b>	 
4-6 February	Organising for Health & Safety (Part 1)	
17-19 February	Organising Stewards (Part 2)	
21-23 February	Advanced Representation <b>RESIDENTIAL</b>	 
25-26 February	Employment Law Workshops	 
4-5 March	Organising for the Media <b>RESIDENTIAL</b>	 
7-9 March	Representing Members	
11-12 March	Organising for Health & Safety (Part 2)	
19-20 March	Introduction to Employment Law and Unfair Dismissal	 
21-23 March	Branch Leadership Module 3 Organising and Bargaining	 
26-27 March	Discussion Leaders	 
1-2 April	Advanced Representation	 
9 April	Employment Law Contracts	 
25-27 April	Branch Officers Weekend <b>RESIDENTIAL</b>	
30 April	Organising Stewards (Day 1)	
7 May	Organising Stewards (Day 2)	
9-11 May	Activists Refresher <b>RESIDENTIAL</b>	 
14 May	Organising Stewards (Day 3)	
20 May	Employment Law Maternity and Parental Rights	 
21 May	Organising Stewards (Day 4)	
28 May	Organising Stewards (Day 5)	
3 June	New Conference Delegates	   

10-12 June	Equality Reps	
1-2 July	Organising Stewards (Part 1)	
15-16 July	Negotiating Skills	
23-24 July	Representing Members	
5-7 August	Organising Stewards (Part 2)	
8-10 August	Stress at Work <b>RESIDENTIAL</b>	
15-17 August	Organising for Health & Safety (Part 1) <b>RESIDENTIAL</b>	
26-27 August	Employment Law Discrimination	
1-3 September	Union Learning Reps (ULR)	
12-14 September	Equality Reps <b>RESIDENTIAL</b>	
17-18 September	Organising Stewards (Part 1)	
19-21 September	Organising for Health & Safety (Part 2) <b>RESIDENTIAL</b>	
23-24 September	Absence Management and Capability	
30 September - 2 October	Lay Tutor Training	
3-5 October	Representing Members <b>RESIDENTIAL</b>	
7-8 October	Advanced Representation	
15 October	Branch Leadership Module 4 Strategic Campaigning	
21-23 October	Organising Stewards (Part 2)	
28-29 October	Bullying and Harassment	
7-9 November	Organising Stewards (Part 1) <b>RESIDENTIAL</b>	
12-13 November	Challenging Racism	
20 November	Branch Leadership Module 5 Strategic Campaigning	
14-16 November	Equalities for Tutors <b>RESIDENTIAL</b>	
25-26 November	Introduction to Employment Law and Unfair Dismissal	
12-14 December	Organising Stewards (Part 2) <b>RESIDENTIAL</b>	



EDINBURGH		
DATES	COURSE	
28-30 January	Organising for Health & Safety (Part 1)	
19-20 February	Advanced Representation	 
25-26 February	Organising Stewards (Part 1)	
5-6 March	Organising for Health & Safety (Part 2)	
11-13 March	Organising Stewards (Part 2)	
18-20 March	Union Learning Reps (ULR)	 
26-27 March	Introduction to Employment Law and Unfair Dismissal	 
10 April	Employment Law Contracts	 
29-30 April	Representing Members	
6-8 May	Equality Reps	    
9-11 May	Organising Stewards (Part 1) <b>RESIDENTIAL</b>	
16-18 May	Advanced Writing Skills	 
21 May	Employment Law Maternity and Parental Rights	 
6-8 June	Organising Stewards (Part 2) <b>RESIDENTIAL</b>	
4-6 July	Discussion Leaders <b>RESIDENTIAL</b>	 
9-10 July	Branch Leadership Module 2 Managing the Branch	 
29-30 July	Activists Refresher	 
20-21 August	Employment Law Discrimination	 
3-4 September	Advanced Representation	 
9-10 September	Absence Management and Capability	  
16-17 September	Branch Leadership Module 3 Organising and Bargaining	 
23-24 September	Negotiating Skills	 

1 October	Organising Stewards Day 1	
8 October	Organising Stewards Day 2	
15 October	Organising Stewards Day 3	
17-19 October	Website Blogs and Social Media <b>RESIDENTIAL</b>	 
22 October	Organising Stewards Day 4	
29 October	Organising Stewards Day 5	
5-6 November	Representing Members	
11-12 November	Employment Law Workshops	 
25-27 November	Equality Reps	    
9-10 December	Advanced Representation	 





## HIGHLANDS

DATES	COURSE	
31 March - 2 April	Negotiating Skills	 
28-30 April	Organising Stewards (Part 1)	
26-28 May	Organising Stewards (Part 2)	
8-11 June	Stress at Work	  
25 June	Health Branches Organisational Change	 
25-27 August	Absence Management & Capability	  
22-24 September	Representing Members	
17-19 November	Advanced Representation	 

## PERTH AND DUNDEE

DATES	COURSE	
26-27 August	Organising Stewards (Part 1)	
14-16 October	Organising Stewards (Part 2)	

## ABERDEEN

DATES	COURSE	
4-5 February	Organising Stewards (Part 1)	
11-13 March	Organising Stewards (Part 2)	
1-2 April	Representing Members	
8-9 April	Negotiating Skills	 
22-23 April	Organising Stewards (Part 1)	
10-12 June	Organising Stewards (Part 2)	
12-13 August	Organising Stewards (Part 1)	
9-11 September	Organising Stewards (Part 2)	
21-22 October	Organising Stewards (Part 1)	
11-12 November	Advanced Representation	 
25-27 November	Organising Stewards (Part 2)	

## Key - course best for



NEW STEWARDS



MORE EXPERIENCED STEWARDS



HEALTH & SAFETY REPS



BRANCH OFFICERS



MEMBERS

## How do I apply for a course?

You can get a form from your Branch Secretary or Branch Education Co-ordinator or from the **UNISON** Scotland website:

[www.unionscotland.org.uk/education/applicationformcourses.pdf](http://www.unionscotland.org.uk/education/applicationformcourses.pdf)

Complete the form and get it signed by the appropriate Branch Officer and return without delay, but at least 28 days before the course begins. If you do not have access to the Internet please call:

**Fiona Martin on 0141 342 2820 for a copy of the form.**

**T**

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## Further information from

**UNISON Scotland's website**

[www.unison-scotland.org.uk](http://www.unison-scotland.org.uk)

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