

UNISON
2015
Activist
Education
Programme



STRONGER TOGETHER IN UNISON

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INTRODUCTION



Welcome to **UNISON** Scotland's Education Programme for 2015. Our courses continue to prove very popular, particularly for new **UNISON** Stewards. We offer training to ensure new Stewards are accredited by law and, more importantly, feel confident in their role.

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. We also offer Refresher training for more experienced activists and a number of specific courses where people can develop their skills in Representation, Negotiation etc. Our short Employment Law courses are as popular as ever and are delivered by our partners Thompsons Solicitors.

We have developed a separate structured Leadership programme for Branch Officers (a series of modules open to 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 details on page 15.

We can also offer a suite of short workshops on a huge variety of issues which are designed to be delivered at local workplace level for full details see page 26.

Our guide to who is best suited to which course to obtain the skills and knowledge required to organise and support our members is on page 33. 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.

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.

UNISON can offer our members many opportunities to learn with our dedicated Lifelong Learning Projects well under way. New for 2015 will be our separate programme for Member Learning opportunities and we plan to launch that in March - see page 30. 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

or from Nancy Kelly on n.kelly@unison.co.uk

or from the Admin Support Team at

activisteducationscotland@unison.co.uk

Photo on page 3

Jim Burnett (Chair, Learning and Organising Committee)

Nancy Kelly (Regional Organiser, Education)

Margaret Cook (Vice-Chair, Learning and Organising Committee)

Kevin Duguid (Regional Learning and Development Officer)



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.

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.

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.

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.

CAN YOU OFFER ASSISTANCE TO MEET 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.
- **Further Representation Skills** - 2 day course.
- **Developing Representation Skills** - 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:

- **ERA Refresher (ERA Reaccreditation)** - 2 day course OR
- **Developing Representation Skills** - 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.

FURTHER REPRESENTATION SKILLS

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.

DEVELOPING REPRESENTATION SKILLS

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. Applicants for this course must have up to date credentials.

ERA 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 (and can be run over 1 day or ideally as part of a 2 day Branch Development event) 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. Completion of either the Organising Stewards course or the Organising for Health & Safety course is necessary to attend this.

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. It is recommended that the Organising for Health & Safety Course is completed prior to this training.



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 2 day course on Strategic Campaigning. Module 5 is a 2 day course on Mentoring and Buddying. Please get in touch if you want more information on the Leadership programme.

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.

FINANCE AND THE ORGANISED BRANCH (AIMED AT BRANCH TREASURERS AND BRANCH SECRETARIES)*

Most Branches have now migrated to the On-Line Accounting system and separate assistance is offered to those still waiting. This weekend course is suitable for Branch Treasurers who have completed the OLBA training. It aims to help Branch Treasurers and Secretaries develop knowledge and skills to help support the organised branch and to understand their role in financial planning etc.

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 training 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.

BRANCH WELFARE OFFICERS

Branch Welfare Officers need to be aware of the difficulties members are facing and to help them overcome these pressures with practical advice and support. The training will help Welfare Officers to:

- Understand their role and the confidentiality it involves
- Understand the UNISON Welfare charity structure and staff responsibilities
- Understand the application process and areas where Welfare can assist members
- Develop influencing and communication skills and practice active listening

Prior to attending the course all applicants will be required to complete an on-line module. Completion of the module is compulsory and further details will be issued when accepted for the course

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

BRANCH INTERNATIONAL OFFICERS

This course runs every 2 years and will be offered again in 2016. In the meantime if anyone is interested in the role please contact Simon MacFarlane s.macfarlane@unison.co.uk



MEMBERSHIP OFFICERS

In some Branches this post exists solely to update membership records and specific courses 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.

WOMEN'S 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 COURSES

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

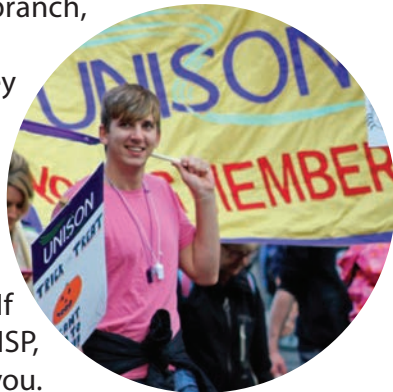
This course offers an opportunity to acquire the skills to set up and maintain a branch website. Having basic IT skills before joining this course is an advantage and it is recommended that those without these skills attend a basic IT course in advance. The course has practical work and members will 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 AND EDITING SKILLS

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

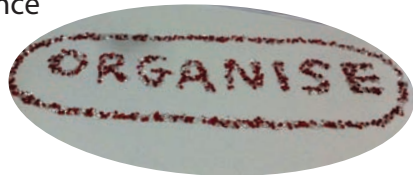
In recent years **UNISON** has faced unprecedented attacks on our public services. **UNISON** has developed workshop and course materials for Branches to use to get the necessary campaigning skills in place. All the workshop materials are available for Branches to use, ranging from Talking to Members 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.



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

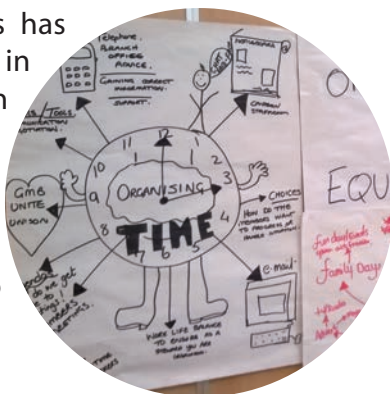
Increasingly Branches are looking for briefings on the law around redundancy including consultation rights etc. Our Legal Officer, Suzanne Craig can offer branch briefings on this and you should discuss with your RO whether this might be beneficial.

PROCUREMENT - OUTSOURCING

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.

WORKSHOPS

This range of short workshops has been developed for delivery in branches. They vary in length from one hour to half a day and cover a wide range of topics. They are organised under the following categories and there are 47 in total (too many to list here!)



- General Skills Development
- Member Education
- Organising Recruitment and Campaigning
- Political Education
- Legal, Privatisation and Transfers
- Service Groups
- Womens' History and Campaigning

If you would like a copy of the full list or are interested in running any of them in your Branch please contact your Regional organising team

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).

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.

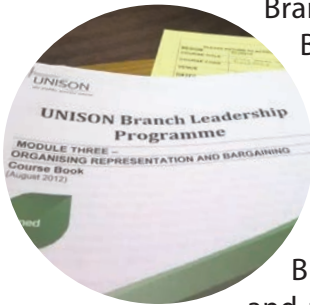
LAY TUTOR TRAINING

Scotland remains the only Region to use lay activists to tutor the bulk of the Regional programme. We have run an extensive programme for the last 3 years and have a number of people waiting for Stages 2 and 3. For 2015 therefore we will target those waiting to do various mop-up courses and will offer a new programme for 2016.

YOUNG MEMBERS

All young members in Scotland are invited to attend a Development weekend which will take place 6-8 March 2015. If you are interested please contact Wendy Hudson w.hudson@unison.co.uk

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 the other the more formal mentoring course which is part of the Branch Leadership programme. Both can be accessed via your RO/AO.

CHANGING YOUR LIFE WITH UNISON LEARNING

In partnership with Scottish Union Learning we are currently running 2 projects to offer learning opportunities to **UNISON** members. In March 2015 we hope to launch a programme of courses open to all members. Courses would include our award-winning Return 2 Learn programme as well as a number of skills-based workshops



WORKFORCE DEVELOPMENT IN THE LOWLANDS AND UPLANDS

The Project currently focuses on bringing Learning and Development opportunities to low paid workers in the Health & Social Care Sector and economically deprived areas by enhancing work and life skills for individuals giving those opportunities to develop career paths and improve their earning potential. We are working with a number of Local Authorities, Health Boards and Community Sector employers to deliver on this and have had good engagement with a number of new employers which has brought about organising and recruitment opportunities for Branches.

Examples of courses we have run include Autism Awareness, British Sign Language, Dementia Awareness, writing skills and computing to name but a few. We utilise funding from Scottish Union Learning and **UNISON** nationally to deliver the project and it is currently being run by Kevin Duguid, Regional Learning Development Organiser, please contact him for further information k.duguid@unison.co.uk

ENHANCING LIFELONG LEARNING IN THE HIGHLANDS AND ISLANDS

The project tackles the barriers to learning opportunities experienced by public sector workers, especially those who are known as non traditional learners e.g. carers, support workers, cleaners, catering staff, who live and work in remote and rural areas, where it can be difficult to access training. Working in partnership with NHS Highland, private employers and other project partners at a strategic level to ensure that low paid, low skilled workers have the opportunity to improve their skills and competencies.



Poor IT, literacy and language skills militate against people playing an active part in their workplace, union and communities. In the Highlands having basic IT skills makes a considerable difference to accessing learning and employment. Therefore, the project has prioritised the support for everyday skills including IT. We organise tailored courses, which are at a level required by a particular group of workers. The majority of such courses (e.g. IT) are funded through Scottish Union Learning. Some courses can be funded by the learning providers themselves or by **UNISON**.

For more information please feel free to contact:
Marta Chaba, Regional Learning Development Organiser
m.chaba@unison.co.uk



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

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:

Activist Education on 01463 715891 for a copy of the form.

KEY - COURSE BEST FOR



NEW STEWARDS



MORE EXPERIENCED STEWARDS



HEALTH & SAFETY REPS














BRANCH OFFICERS



MEMBERS

GLASGOW

DATES	COURSE	
27-28 January	Organising Stewards (Part 1)	
30 January - 1 February	Branch Leadership Module 2 Managing the Branch RESIDENTIAL	 
3-5 February	Organising for Health & Safety (Part 1)	
20-22 February	Developing Representation Skills RESIDENTIAL	 
23-25 February	Organising Stewards (Part 2)	
3-4 March	Further Representation Skills	
6-8 March	Organising for the Media RESIDENTIAL	 
10-11 March	Organising for Health & Safety (Part 2)	
18-19 March	Introduction to Employment Law and Unfair Dismissal	 
20-22 March	Branch Leadership Module 3 Organising and Bargaining RESIDENTIAL	 
25-26 March	Discussion Leaders	 
31 March-1 April	Developing Representation Skills	 
8 April	Employment Law Contracts	 
24-26 April	Branch Officers Weekend RESIDENTIAL	
29 April	Organising Stewards (Day 1)	
6 May	Organising Stewards (Day 2)	
8-10 May	ERA Refresher RESIDENTIAL	 
13 May	Organising Stewards (Day 3)	
19 May	Employment Law Maternity and Parental Rights	 
20 May	Organising Stewards (Day 4)	
27 May	Organising Stewards (Day 5)	
2 June	New Conference Delegates	   
9-11 June	Equality Reps	    








30 June-1 July	Organising Stewards (Part 1)	
14-15 July	Negotiating Skills	
22-23 July	Further Representation Skills	
4-6 August	Organising Stewards (Part 2)	
7-9 August	Stress at Work RESIDENTIAL	
10-11 August	Discussion Leaders	
14-16 August	Organising for Health & Safety (Part 1) RESIDENTIAL	
25-26 August	Employment Law Discrimination	
31 August- 2 September	Union Learning Reps (URL)	
11-13 September	Equality Reps RESIDENTIAL	
16-17 September	Organising Stewards (Part 1)	
18-20 September	Organising for Health & Safety (Part 2) RESIDENTIAL	
22-23 September	Absence Management and Capability	
29 September- 1 October	Lay Tutor Training	
2-4 October	Further Representation Skills RESIDENTIAL	
6-7 October	Developing Representation Skills	
14-15 October	Branch Leadership Module 4 Strategic Campaigning	
20-22 October	Organising Stewards (Part 2)	
27-28 October	Bullying and Harassment	
6-8 November	Organising Stewards (Part 1) RESIDENTIAL	
11-12 November	Challenging Racism	
13-15 November	Equalities for Tutors RESIDENTIAL	
18-19 November	Branch Leadership Module 5 Mentoring & Buddying	
24-25 November	Introduction to Employment Law and Unfair Dismissal	
11-13 December	Organising Stewards (Part 2) RESIDENTIAL	

EDINBURGH



DATES	COURSE	
27-29 January	Organising for Health & Safety (Part 1)	
18-19 February	Developing Representation Skills	 
24-25 February	Organising Stewards (Part 1)	
4-5 March	Organising for Health & Safety (Part 2)	
10-12 March	Organising Stewards (Part 2)	
17-19 March	Union Learning Reps (ULR)	 
25-26 March	Introduction to Employment Law and Unfair Dismissal	 
9 April	Employment Law Contracts	 
28-29 April	Further Representation Skills	
5-7 May	Equality Reps	    
8-10 May	Organising Stewards (Part 1) RESIDENTIAL	
13-14 May	Branch Leadership Module 4 Strategic Campaigning	 
15-17 May	Writing & Editing Skills	 
20 May	Employment Law Maternity and Parental Rights	 
5-7 June	Organising Stewards (Part 2) RESIDENTIAL	
10-11 June	Branch Leadership Module 5 Mentoring & Buddying	 
3-5 July	Discussion Leaders RESIDENTIAL	 
8-9 July	Branch Leadership Module 2 Managing the Branch	 
28-29 July	ERA Refresher	 
19-20 August	Employment Law Discrimination	 
2-3 September	Developing Representation Skills	 
8-9 September	Absence Management and Capability	  
15-16 September	Branch Leadership Module 3 Organising and Bargaining	 

22-23 September	Negotiating Skills	
30 September	Organising Stewards Day 1	
7 October	Organising Stewards Day 2	
14 October	Organising Stewards Day 3	
16-18 October	Website Blogs and Social Media	
21 October	Organising Stewards Day 4	
28 October	Organising Stewards Day 5	
4-5 November	Further Representation Skills	
10-11 November	Employment Law Workshops	
24-26 November	Equality Reps	
8-9 December	Developing Representation Skills	

INVERNESS

DATES	COURSE	
20-22 April	Organising Stewards (Part 1)	
11-13 May	Organising Stewards (Part 2)	
8-10 June	ERA Refresher	
21-23 September	Organising Stewards (Part 1)	
26-28 October	Organising Stewards (Part 2)	
2-4 November	Further Representation Skills	
30 November- 2 December	Developing Representation Skills	

DUNDEE

DATES	COURSE	
25-26 August	Organising Stewards (Part 1)	
13-15 October	Organising Stewards (Part 2)	

ABERDEEN

DATES	COURSE	
3-4 February	Organising Stewards (Part 1)	
10-12 March	Organising Stewards (Part 2)	
31 March-1 April	Further Representation Skills	
7-8 April	Negotiating Skills	 
21-22 April	Organising Stewards (Part 1)	
9-11 June	Organising Stewards (Part 2)	
11-12 August	Organising Stewards (Part 1)	
8-10 September	Organising Stewards (Part 2)	
20-21 October	Organising Stewards (Part 1)	
10-11 November	Developing Representation Skills	 
24-26 November	Organising Stewards (Part 2)	

"you'll never believe how much compensation Thompsons got me"



Meanwhile, at the home of the UNISON member who forgot to use UNISON legal services.....

T THOMPSONS
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& SOLICITOR ADVOCATES

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