



ACTIVISTS

Education Programme 2012



Contents

Introduction	3
General Information	5
Course Descriptions	7
Unison Stewards	7
Health and Safety Representatives	9
UNISON Branch Officer Training	11
Other Branch Officer Posts	14
Equalities Courses	14
Communications and Campaigns Courses	16
Pensions	18
Campaigning for Public Sector Jobs/Services	18
Issues in the Workplace	19
Employment Law Courses	20
Introduction to Equal Pay	20
Lay Tutor Training	21
Lifelong Learning	22
Course Application Form	26
Calendar	28

Introduction

Welcome to the activists education programme for 2012. This training programme is based on the demand for courses last year together with comments from Branches, Service Groups, Self-Organised Groups and other Committees.



In 2011 we ran more courses at both Branch and Regional level than ever before. We introduced the new five day Organising Steward's course in April and feedback has been very positive on the content and lay out of the course. More than 1000 activists participated in **UNISON** Scotland training which shows the level of demand - and that's just the formal training. It doesn't include the many activists and members who participated in Branch briefings, development activities or attended workshops and campaigning events like Mobilise. Many activists also attend TUC unionlearn courses.

Colleagues, now more than ever with our public services under attack **UNISON** Branches and representatives need the knowledge and skills to defend jobs and services. Please keep learning high on the agenda in your branches and committees – we need to ensure our activists are supported and fully equipped to deal with the challenges facing us all. We have been fortunate enough to recruit a lot of new stewards and greatly appreciate the time and commitment they give voluntarily. In return, we must ensure they get the training they need and we must not forget the responsibility of our more experienced stewards and Branch Officers to keep their skills updated and renew their ERA accreditation with the refresher courses. We all need to make sure our Branch Officers and senior Lay Activists demonstrate their leadership skills and support less experienced reps. We can offer a mentoring course in branches to assist you with this.

Our programme covers CORE training but we are always happy to look at introducing something new if there is a demand for it. For example, the Women's Committee were concerned that the women's assertiveness course had not run for some years so we looked jointly at what the needs were and have identified that it is confidence building that is required so we have included that. Similarly there is a view that the 5 day Organising Steward course is a little daunting for those who are relatively new so we have included sessions called Introduction to **UNISON**. These are a "taster" for people who want to find out more before committing fully to the more formal workplace representative role. If your Branch or Committee is looking for something that is not included in the programme, please get in touch either with the Regional Education Officer or through your Regional Organiser.

The majority of demand is for courses in Glasgow or Edinburgh although successful local training programmes are run in both Inverness and Aberdeen. Occasionally we foray to Perth or Dundee and sometimes even outside the cities! All our courses are delivered by experienced staff or lay tutors who are highly skilled at helping participants develop themselves and get the skills they need to do the job. The courses are friendly and informal and (hopefully!) enjoyable.

UNISON Scotland is fortunate in that we have exceptional people who volunteer their own time to represent and organise our members. The Learning and Organising Committee recognise our responsibility to provide those exceptional people with the skills they need to do the job to their best ability. We have the best people – they deserve the best training. We hope you find something of interest in the programme and wish you well with your training. Good Luck and enjoy it!

Lynne Rankin, Chairperson Learning and Organising Committee
Nancy Kelly, Regional Organiser (Education)

Further information from www.unison-scotland.org.uk
or from Nancy Kelly on n.kelly@unison.co.uk or
Fiona Martin on 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. 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 new dedicated Learning Centre in the **UNISON** Edinburgh Office. Our weekend residential courses are usually in city centre hotels. Single rooms are usually provided, unless request otherwise. If you are travelling some distance to a non-residential course your Branch is responsible for booking 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 timings with your joining instructions.

HOW DO I APPLY FOR A COURSE?

Fill in the form at the back 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. You can also download the form from the **UNISON** website www.unison-scotland.org.uk

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 MY 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.

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.

Course Descriptions

The Employment Rights Act requires that trade unions ensure all those acting as representatives receive appropriate training. **UNISON** is of the view that such training needs to be refreshed every 5 years. For all new stewards, our core training is compulsory in order to ensure they are accredited. This requires attendance at all 5 days of the Organising Stewards course. For those who have been stewards for longer your accreditation needs to be refreshed every 5 years. There are specific Refresher courses (ERA Reaccreditation) usually run at Branch level although there are some in the programme for smaller Branches or people who missed their Branch one.

Some courses have a natural link with each other and adapt well to a modular development plan. Others stand alone or can be mixed and matched. Please look at all that is available and we hope you will find what you need. If not, get in touch.

Unison Stewards

THE ORGANISING STEWARD

This is a 5 day course which is suitable for all newly elected stewards and health and 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.

BRIDGING COURSES GRIEVANCES AND DISCIPLINARIES

There will be a small number of people who have attended the old 3 day Organising Stewards course but not the Grievance and Disciplinary 2 day part. Rather than ask individuals to repeat the whole 5 days we are offering one day "Bridging" courses which will cover the process of an organising approach to casework, working with procedures and representing members. It is also suitable for those who have had basic training but have not undertaken any casework.

ADVANCED REPRESENTATION

This is an advanced course which requires completion of the Organising Stewards course. Previously entitled Grievance and Disciplinary Stage 2 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 the case could evolve.

It is our experience that there is less demand for this course so at present we only have a few of them planned – see calendar for details – if there is demand we will organise more.

LOCAL BARGAINING

This one day course is aimed at those who have completed the 5 day organising Steward course but who want to learn more about negotiating skills. It is suitable for those less experienced in collective bargaining situations.

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.

COUNSELLING SKILLS

A number of our representatives have indicated that they sometimes find it difficult to deal with the human aspects of members coming to them with problems. This new 2 day course offers the opportunity to examine techniques for developing skills such as active listening and assertiveness. If it proves popular we will run more.



Health and Safety Representatives

ORGANISING FOR HEALTH & SAFETY (H&S)

This is a 3 day course which is an essential starting point for all **UNISON** H&S Representatives. The course covers the role and rights of the Safety representative using H&S legislation, building health and safety organisations and developing strategies for health and safety. 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.



RISK ASSESSMENT

This 2 day course is a natural follow-on for those who want more details on the basic information covered in the Organising for H&S course.

BULLYING AND HARASSMENT

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

ABSENCE MANAGEMENT

This course can be run as a one, two or three-day course and is run as a Branch-based course. It is designed for activists who have some experience of dealing with sickness absence and who wish to develop a deeper understanding of the issues. It can also be used by those with less experience who are faced with a sickness absence policy and wish to know more. The full course will help participants to identify common problems, identify ways to improve policies, understand the link with stress, practice attending a sickness absence interview, be aware of equality issues and put together an action plan for the Branch.

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 post.

BRANCH SECRETARIES

The key leadership role post in the Branch. A number of training opportunities are available as part of **UNISON's** national leadership programme. For this weekend we will be running the general overall introduction to being a Branch Secretary and we will also discuss planning for the future. This will be the first part of a series of modular training offered to Branch Secretaries.

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

Over the last two years **UNISON** has been developing an online branch accounting system (OLBA) to help and assist branches with the day to day management of and reporting on their finances. Over 150 branches now use OLBA and so we have developed a new training programme for branch treasurers. The new course will cover see overleaf.

OLBA COURSES

1. An overview of the OLBA system.
2. A case study you will complete with help and support from course tutors which will include.
 - How to navigate around OLBA.
 - How to enter receipts (for all accounts).
 - How to enter payments (for all accounts).
 - How to complete reconciliations (for all accounts).
 - How to prepare and use the budgeting functionality.
 - How to use the cash flow functionality.
 - How to prepare and interpret reports.
 - How to transfer data to other applications (Excel).
 - How to use the search functionality.
3. An overview of the OLBA community Forum.
4. Enter your receipts and payments for 2012 with help and support from course tutors.
5. **UNISON's** policies, procedures and best practice (Sunday).

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. Further training on the Public Sector Equality duties and conducting Equality Impact Assessments is available via the Equality reps course or from Eileen Dinning at e.dinning@unison.co.uk

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

We are including this as a Regional course for the first time and hope to explain the role of the Branch International Officer and the solidarity work done by **UNISON**.

BRANCH WELFARE OFFICERS

This is a 2 stage course delivered by tutors from the National Welfare section. The additional day will be separately advertised to participants.

Other Branch Officer Posts

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. 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 self organised groups 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 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 to identify and challenge issues that affect black workers in general not specific individual cases. We are also running one of these courses in the programme this year.



CONFIDENCE BUILDING AND ASSERTIVENESS

This is a weekend course for women only aimed at activists who wish to gain skills in assertiveness techniques and build confidence to use in all areas of their lives.

BEING EFFECTIVE IN UNISON

This 2 day women only course offers women activists the opportunity to develop skills for handling meetings, conferences and public speaking.

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 your Branch would like to know more please get in touch with Eileen Dinning on e.dinning@unison.co.uk

Communications and Campaigns Courses

COMMUNICATIONS AND CAMPAIGNS COURSES

These courses are all aimed “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.

MAGAZINE EDITING

This training course offers an opportunity for magazine editors to acquire and improve the skills relevant to producing an informative Branch Magazine.

Having basic I.T skills before joining this course is an advantage and it is recommended that those without these skills attend a basic I.T 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 (Microsoft Publisher).
- Legal issues like defamation.
- Where to get help.

WEBSITE BUILDING AND DESIGN

This course offers an opportunity to acquire the skills to set up and maintain a branch website. Having basic I.T skills before joining this course is an advantage and it is recommended that those without these skills attend a basic I.T 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.
- Use of website authoring tool (FrontPage).
- Use of text and graphics.
- Hyperlinks.
- General design issues.
- How to set up an Internet account and publish your website.

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.

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.

Pensions

As we go to print we are gearing up for the biggest industrial action planned for years in defence of public sector pensions. In 2011 we ran a series of pensions champions courses together with more general awareness raising courses for activists. We will plan more of this for 2012 and these will be advertised separately.

Campaigning for Public Sector Jobs/Services

In recent years **UNISON** faced unprecedented attacks on our public services. The L&O Committee and the Communications and Campaigns Committee immediately reacted by developing workshop and course materials for Branches to use to get the campaigning skills in place. Our Mobilise initiatives have offered innovative ways to learn creative campaigning skills and we will continue to organise events of this kind.

All the workshop materials are available for Branches to use, ranging from Talking to Members to Myth Busting to Alternative Economics. Access through your RO/AO. We are provisionally looking at a Mobilise weekends in Glasgow in May and in Edinburgh in August. These will both be separately advertised to Branches so look out for details.

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.

TRADES UNIONS AND POLITICS

This is a weekend course we hope will interest those of you who want to know about the origins and history of trade unions, how society and the law has viewed trade unionism, and the link with political life today.

THERE IS A BETTER WAY

Just what is the alternative to the Coalition Government's neo-liberal, monetarist policies? What caused the fall of the sub-prime markets and what part had globalisation in it? What do all those terms actually mean? This course clarifies the jargon, explains how the banks crashed and what the trade union movement says should be done to sort the economy and stop the cuts. The one day course developed and delivered by the STUC is for anyone who wants a greater understanding of the economic position



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

ORGANISING AROUND REDUNDANCIES

This is a one-day workshop designed to give participants a general understanding of the legal framework and examine their local policies for possible improvements. It mainly focuses on organising in a redundancy situation.

PROCUREMENT - OUTSOURCING

This is a 2 day 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 but we have included 2 regional courses in the programme

Employment Law Courses

These courses have been oversubscribed in the last 2 years and we expect them to be 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. If Branches want briefings on specific areas of the law contact **UNISON's** Legal Officer Suzanne Craig s.craig@unison.co.uk for assistance. The courses in the programme are in Glasgow or Edinburgh. We are organising a programme for Aberdeen/Inverness and dates for this will be advertised to relevant Branches.

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 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 – CAPABILITY

This is a new course in response to demand from activists facing an increase in employers using capability procedures more harshly.

EMPLOYMENT LAW – DISCRIMINATIONS

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

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

Lay Tutor Training

Scotland remains the only Region to use lay activists to tutor the bulk of the Regional programme. As a result the national organisation have revised the lay tutor training scheme. Following extensive discussions a new programme has been devised. This 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 the Regional Organiser (Education) to attend a formal 3 day Tutor Training course together with a compulsory 2 day 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.

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 formal mentoring course and one is a short workshop on setting up informal buddying arrangements. Both can be accessed via your RO/AO.

Lifelong Learning

UNISON has a range of initiatives available for members. We are always looking to recruit more Union Learning Representatives and have included on 3 day course in the programme.

UNISON offers its own programme of training delivered through the WEA to try to encourage members who have been away from the “classroom” for a long time to get new skills. These include Return to Learn, Women’s Lives etc. There are also opportunities available to Branches through the Scottish Union learning Fund (see below). We will soon be producing a guide for Branches on how to get more information on member learning and access support and funding.

Members who learn via the Union are significantly more likely to get involved as activists. If you want more information please get in touch.



PATHWAYS INTO UNISON

Pathways is a two and a half day course – two- days with a half day follow up session. It has been designed for women and provides a general introduction to **UNISON** and Women’s’ involvement in the union. It offers an opportunity for women to gain confidence in their skills and abilities to recognise how they can put these to use in union work. The course will help participants to explore what trade unions

are for and why women do or don't get involved, be more familiar with **UNISON**, gain confidence in their ability to use their skills to get more involved and develop strategies for involving more women at local level. Get in touch with your RO/AO if you are interested in running a course in your Branch.

OUR PROJECTS

Our commitment to learning is demonstrated through our involvement in the courses funded through the Scottish Trades Union Congress and the European Social Fund. Some of our successful projects are described opposite.

UNISON successfully applied for funds to pay project workers based in the Lowlands and Uplands and the Highlands and Islands of Scotland to assist and support branches to identify the learning needs of members and to apply for funds to meet them. This has enabled courses on Information Technology, Digital Photography, Introduction to Management and Return to Learn to take place in Wick and the Western Isles. In Inverness **UNISON** members have benefited from cross union courses on a wide range of subjects.

This is a great way to highlight yet another benefit of **UNISON** membership, for while a condition of the funding is that courses are open to all workers we emphasise that it is the trade union movement which actually organises the courses. If ULRs have made an assessment of what colleagues want to learn then your branch with support from regional staff will help you submit an application for funding. The best outcomes result from building a network of ULRs to work together to promote the opportunities which the Scottish Union Learning Fund affords us. Too many members have had bad experiences at school or have lacked the chance and confidence to try something new. However once folk have a flavour of learning and are supported by their ULR then they develop a real taste for it.

We want **UNISON** members to have the best of chances to improve their lives at work and at home and to challenge the attacks on us led by the current government; Union learning can do this. From basic skills

in literacy, numeracy and using computers through to **UNISON's** relationship with the Open University which gives member's discounts on a range of courses we believe union learning is central to our commitment to fairness, equality and opportunity for all.

MIGRANT WORKER PROJECT IN THE HIGHLANDS AND ISLANDS

In 2009 **UNISON's** application to the STUC to 'host' the migrant worker project in The Highlands & Islands was successful resulting in the employment of Marta Chaba. The project is funded through European Social Fund.

The remit of the project is to identify the training needs of migrant workers across a range of sectors in the Highlands & Islands area. Having identified these needs the project worker aims to address them either through support already available or by arranging specific training solutions. The project worker is also aiming to develop a mentoring scheme to assist migrant workers integrate in the workplace and the trade union.

Findings from the project support **UNISON's** position that migrant workers are often the 'hidden workforce'. In addition the Highlands & Islands are characterised by remote and rural communities which can compound the isolation of many migrant workers. These challenges mean that the project has had to identify innovative ways of reaching and engaging with migrant workers.

The project has found that offering learning/training opportunities act as key motivator to attract and encourage migrant workers to engage with trade unions. Indeed, in the last year, the project has been able to provide leaning opportunities for over 120 migrant workers. The economic climate affects migrant workers and they often feel insecure in employment. As a result they are highly motivated to improve their skills and therefore the demand for training is increasing significantly.

COURSE APPLICATION FORM

Course title

Dates

Venue

Name

Male Female

Home address

Branch name

Branch No

Membership No

Positions held (duration)

Part-time Full-time

Employer

Workplace

Job

Daytime tel No

Mobile No

E-mail address

For those attending an activists refresher course please give the date(s) when you attended the stewards induction/organising stewards course

Dates

For those attending a 5 day stewards course, please be aware that you must complete all 5 days to obtain your ERA accreditation

Remember start to make arrangements for time off to attend

To promote participation of all members, assistance is available to meet individual needs, e.g., childcare, dietary, wheelchair space, signer etc. Please give any details of your requirements below.

I will need overnight accommodation YES NO

For information on partners accommodation on Residential Courses, please contact Fiona Martin. For information on accommodation on Non-Residential Courses, please contact your Branch.

THE SECTION BELOW MUST BE COMPLETED

Branch endorsement

This application is approved on behalf of _____

Branch _____

Branch Education Officer/Secretary

This signature guarantees that payment of any course fee will be made. This fee will not be refundable if the member cancels their place within ten days of the course start date or fails to attend. Course fee is £20 per day: £150 per weekend (residential): £40 per weekend (Non-Residential). Branches will be invoiced for payment after the course has taken place.

EQUALITY MONITORING Please tick one box

This information will only be used to ensure equality of access and opportunity to all members.

White	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>

Black other please specify _____

Other please specify _____

RETURN THIS FORM 28 DAYS PRIOR TO THE START OF THE COURSE TO

Glasgow and Edinburgh

Fiona Martin
UNISON House
14 West Campbell Street
Glasgow G2 6RX
Tel: 0141 342 2820
Fax: 0141 342 2835

Aberdeen

Grampian Area
Resource Centre
7 Alford Place
Aberdeen AB10 1YD
Tel: 01224 620624
Fax: 01224 621691

Inverness

Highland Area
Resource Centre
53 Shore Street
Inverness IV1 1NF
Tel: 01463 715891
Fax: 01463 715270

Calendar for 2012

GLASGOW	
DATES	COURSE
18-19 January	Effective Involvement for Women
25-26 January 21-23 February	Organising Steward Part 1 Organising Steward Part 2
8 February	Introduction to UNISON
14 February	Handling Redundancies
15 -16 February	Employment Law (Discriminations)
6-8 March	Equality Reps
9-11 March (RESIDENTIAL)	Bullying at Work
14-15 March	Discussion Leaders
12, 19, 26 April 3,10 May	Organising Steward Part 1/2
27-29 April (RESIDENTIAL)	Branch Officers Weekend Training
16-17 May	Procurement and Outsourcing
22-23 May	Activists Refresher ERA
5 June	Grievance & Disciplinary (Bridging)
12-13 June	Counselling in Representation
27-28 June	Advanced Representation
7 July	There is a Better Way
17-19 July	Organising for Health and Safety
7-8 August	Employment Law Introduction and Unfair Dismissal
22 August	Local Bargaining

Calendar for 2012

GLASGOW	
DATES	COURSE
6 September	Introduction to UNISON
7-9 September (RESIDENTIAL)	Advanced Representation
11-12 September 9-11 October	Organising Steward Part 1 Organising Steward Part 2
18 September	Employment Law – Contracts
19-20 September	Risk Assessments
16-17 October	Employment Law – Discrimination
19-21 October (RESIDENTIAL)	Organising for Health and Safety
2-4 November (RESIDENTIAL) 7-9 December (RESIDENTIAL)	Organising Steward Part 1 Organising Steward Part 2
23-25 November (RESIDENTIAL)	Activists Refresher ERA
11-12 December	Risk Assessments

EDINBURGH	
DATES	COURSE
18 January	Grievance and Disciplinary Bridging
20-22 January (RESIDENTIAL) 24-26 February (RESIDENTIAL)	Organising Steward Part 1 Organising Steward Part 2
7-8 February	Employment Law (Discriminations)
9 February	Local Bargaining
13-15 March	Organising for Health and Safety
21-22 March	Advanced Representation

Calendar for 2012

EDINBURGH	
DATES	COURSE
10-11 April 15-17 May	Organising Steward Part 1 Organising Steward Part 2
17-18 April	Activists Refresher – ERA
8-9 May	Risk Assessments
18-20 May (RESIDENTIAL)	Equality Reps
24 May	New Conference Delegates
29-31 May	Union Learning Reps
1-3 June (RESIDENTIAL)	Discussion Leaders
7 June	Introduction to UNISON
15-16 August	Employment Law – Introduction and Unfair Dismissal
28-30 August	Organising for Health and Safety
5, 12, 19, 26 September 3 October	Organising Steward Part 1/2
27 September	Employment Law – Capability
9-11 October	Equality Reps
12-14 October (RESIDENTIAL)	Newsletters/Websites
23-24 October	Employment Law Discrimination
7 November	Handling Redundancies
9-11 November (RESIDENTIAL)	Bullying at Work
13-14 November	Procurement and Outsourcing
4 December	Introduction to UNISON

Calendar for 2012

ABERDEEN	
DATES	COURSE
7-8 February 13-15 March	Organising Steward Part 1 Organising Steward Part 2
21-23 February	Introduction to Health and Safety
27-28 March	ERA Re-Accreditation Refresher
24-25 April 5-7 June	Organising Steward Part 1 Organising Steward Part 2
17-19 July	Introduction to Health and Safety
14-15 August 11-13 September	Organising Steward Part 1 Organising Steward Part 2
3-4 October	ERA Re-Accreditation
23-24 October 27-29 November	Organising Steward Part 1 Organising Steward Part 2

HIGHLAND	
DATES	COURSE
19-20 March	Equality Impact Assessment Training
2-4 April	ERA Re-Accreditation Refresher
8-10 May 21-23 May	Organising Steward Part 1 Organising Steward Part 2
25-27 June	Bullying and Harassment
17-19 September	Grievance and Disciplinary Stage 2
1-3 October	Organising Around Health and Safety
5-7 November	Absence Management

Calendar for 2012

VENUE TO BE DECIDED	
DATES	COURSE
1-2 February	Equalities Module for Tutors
23-25 March (RESIDENTIAL)	Media Handling
27-29 July (RESIDENTIAL)	Confidence Building for Women
3-5 August (RESIDENTIAL)	Stress at Work
14-16 September (RESIDENTIAL)	Trade Unions and Politics
28-30 September (RESIDENTIAL)	Lay Tutor Training
3-4 October	Challenging Racism
5-6 December	Equalities Module for Tutors

T

THOMPSONS

SOLICITORS & SOLICITOR ADVOCATES



Standing up for workers' rights and access to justice for all.

Offices in Glasgow, Edinburgh & Aberdeen

Call: 08080 864 766 Text Claim to 60155

www.Thompsons-Scotland.co.uk

Further information from

UNISON Scotland's website

www.unison-scotland.org.uk

Fiona Martin

UNISON House

14 West Campbell Street

Glasgow

G2 6RX

Tel: 0141 342 2820

Fax: 0141 342 2835

f.martin@unison.co.uk

Nancy Kelly

Regional Organiser

UNISON House

14 West Campbell Street

Glasgow

G2 6RX

Tel: 0141 342 2884

n.kelly@unison.co.uk