



ACTIVISTS

Education Programme 2013



STRONGER TOGETHER IN UNISON



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Introduction



Lilian Macer Scottish Convenor, Jim Burnett Vice-Chair, Nancy Kelly Regional Organiser, John Keggie Regional Manager, Lynne Rankin Chair

Welcome to the **UNISON** Scotland activists education programme for 2013. As in previous years, this programme has been developed based on the demand for courses last year together with input from the Service Groups, Branches, Self Organised groups and introducing any new courses that have become available nationally. The courses are held centrally and with the exception of specialised courses, most are facilitated by qualified Lay Tutors who are activists themselves or specially trained **UNISON** staff.

Well trained activists are the backbone of our union – and we aim to provide relevant, quality education and learning to equip them for the challenges we face. In these times when we are facing unprecedented cuts and attacks on our facility time – now more than ever we need to keep education and learning high on your agenda in the branches to ensure our activists get the support they need to keep on representing our members.

New for 2013 – the Learning and Organising Committee are pleased to introduce a Learning Pathway for new Stewards and Health & Safety Representatives so there is a clear route highlighting what core training they'll need and when it's available. Full details on Page 7.

As always, in addition to the core training there will continue to be optional courses such as Employment Law updates, Bullying at Work and Equalities. There are also some courses that work well at branch level or with groups of branches – for example, Procurement, Local Bargaining and Handling Redundancies. Or why not try the new Recruitment Modules at Branch Committee meetings or development events? Speak to your Local, Area or Regional Organiser. Look out for the new Political Education materials designed to be run with small groups of members at local level.

We are also delighted to offer our usual range of courses designed for new, experienced and aspiring Branch Officers. This weekend is always a great opportunity to share experiences and meet officers including Treasurers, Branch Secretaries, Communications Officers, Chairpersons and Education Officers from branches all over Scotland. Look out for it the last weekend in April.

Learning opportunities for our members continue to grow and there is an increasing demand in the current climate for the Union to help members in this way. We've worked hard to make sure the new programme contains something for everyone from new activists to the more experienced amongst us. We're sure you'll find the course that will enhance the skills and knowledge you have that will keep you trained and active in **UNISON!**

Good luck!

Lynne Rankin, Chair Learning & Organising Committee
Jim Burnett, Vice Chair Learning & Organising Committee
Nancy Kelly, Regional Education Officer

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 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 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 you 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.

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 MATERIALS IN DIFFERENT FORMATS

If you need course materials in different formats due to dyslexia or visual aid requirements please let us know in advance.

Information for branches

This 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 packs at least 28 days before the course begins.

Introducing Pathways for Representatives

UNISON Scotland Learning and Organising want to build on the good work started in many Branches and we have decided to create 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. All attendees at the Organising Stewards course will complete a planning sheet with a commitment to undertake an organising task. Branches will be sent a copy of this sheet so that they can follow up and support newly trained reps. 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.

Successful organising is based on the recognition that people get organised because they, too, have a vision.

PAUL WELLSTONE

Unison Stewards

THE ORGANISING STEWARD

This is a 5 day course which is suitable for all newly elected stewards. 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 2 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.

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.

COMMUNICATION SKILLS

This is a new course in our programme. The 3 day course is open to all relatively inexperienced reps who have completed our 5 day stewards course - The Organising Steward. The course will provide participants with knowledge understanding and practice in the following - One to one conversation techniques; Speaking to small groups; Speaking at Branch Committee; Taking notes; Writing reports and preparing presentations; Body language and active listening techniques; Negotiating and Assertiveness techniques.

MENTAL HEALTH AWARENESS FOR TRADE UNION REPRESENTATIVES

This is a new course to be commissioned from an external provider. It aims to help Representatives to identify potential mental health issues in members and to give hints and tips on looking after yourself while representing others.

Health and Safety Representatives

ORGANISING FOR HEALTH & SAFETY

For 2013 we have streamlined our approach for all **UNISON** H&S Representatives. The new 5 day course merges the old 3 day course with the old 2 day Risk Assessment course. It now 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.

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



Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it is the only thing that ever has.

MARGARET MEAD

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. It does not cover capability dismissals (see Employment Law section).

UNION LEARNING REPRESENTATIVES (ULR)

This is a very important role in the workplace. ULRs identify training needs and opportunities for the members and work with the Branch Education team to promote learning at work. We are always looking to recruit more ULRs and have included one 5 day training course in the programme.

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 SECRETARIES

The key leadership post in the Branch and part of **UNISON's** national Leadership Programme. The Leadership training for Branch Secretaries consists of this introductory module with a further 2 modules (Managing the Branch and Organising Representation and Bargaining) to be arranged. In addition there are optional modules on Developing and Mentoring Activists and Strategic Campaign Planning. The introductory weekend covers key responsibilities in the Branch Secretary job description, building an organising union, the branch assessment process, and branch admin.

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

A number of Branches have migrated to the new On-Line Accounting system and arrangements are being made to offer assistance to those who still need to transfer across. For 2013 we will run 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 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 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 usually runs cross Region but the success of last year's showed that there is demand for one in Scotland so we are including it in this year's programme again.

BRANCH YOUNG MEMBERS OFFICERS

We are including this as an option for the first time this year to assess demand.

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 in 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.



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. In addition a shorter one day version is open to all.

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.

The purpose of getting power is to be able to give it away.

NYE BEVAN

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.

WEBSITE BUILDING AND DESIGN

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

I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character.

MARTIN LUTHER KING

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

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.

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/Services

In recent years **UNISON** has 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 necessary 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. Look out for a Mobilise initiative coming to a venue near you.

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 one of your Organising Team for more information.

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.

POLITICAL EDUCATION

We offer a weekend course which we hope will interest those of you who want to know more about the origins and history of trade unions, how society and the law has viewed trade unionism, and the link with political life today. In addition there are a series of workshops for use at Branch level covering challenges to the austerity policies, defending the welfare state and women workers. If you are interested in running any of these please contact your Organisers.

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 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 and you should contact your RO for further information.

SHARED SERVICES

A new 2 day course is being piloted covering different models of shared services as well as organising and campaigning around the issues. Please contact your RO if you want to know more.

Knowledge speaks but wisdom listens.

JIM HENDRIX

Employment Law Courses

These courses have been heavily oversubscribed in the last 2 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 DISCRIMINATIONS

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

ABSENCE MANAGEMENT AND CAPABILITY

A new addition to the programme is a 2 day course on Absence Management and Capability which we hope will cover policy issues as well as the legal framework.

EMPLOYMENT LAW TASTER WORKSHOPS

Following the success of the Employment Law workshops in the North last year we will be repeating this option for Inverness and also offering it in Glasgow and Edinburgh. This involves 2 days of short workshops to give people a "taster" of employment law issues prior to attending the longer formal courses if they wish.

NATIONAL ACTIVIST EDUCATION PROGRAMME: EMPLOYMENT LAW COURSES 2013

The following in-depth employment law courses supplement the range of training offered at regional level and are aimed at more experienced activists.

MATERNITY AND PARENTAL RIGHTS

27 FEBRUARY Closing date for receipt of applications 9 January

This course is for **UNISON** activists who need to advise members on maternity and parental rights or who are looking to improve on statutory rights through negotiation. It will help you understand the complex law relating to maternity rights and give you an opportunity to compare negotiated contractual agreements with statutory rights to identify opportunities for seeking improvements.

DISABILITY DISCRIMINATION LAW

11-12 MARCH Closing date for receipt of applications 21 January

The Disability Discrimination Act has been in force since December 1996 but people still do not realise how often it applies and how it can be used to put pressure on employers to take positive steps. The course covers identifying potential cases of disability discrimination in the workplace, who the DDA applies to, how to interview members with a potential case, the extent of the employer's duties to make reasonable adjustments, the relationship between sickness issues (e.g. back injury, depression) and the DDA and recognising time-limits. It does not cover how to run a tribunal case.

CONTRACTS REDUNDANCY & TUPE

4-6 MARCH Closing date for receipt of applications 14 January

18-20 NOVEMBER Closing date for receipt of applications 30 September

This course covers Interpretation of the contract of employment; unilateral variation of contract; potential rights on redundancy; TUPE; unfair dismissal in context of changing contracts; redundancy & TUPE. It does not cover unfair dismissal in the areas of capability and misconduct.

UNFAIR DISMISSALS AND EMPLOYMENT TRIBUNALS

10-12 JULY Closing date for receipt of applications 22 May

13-15 NOVEMBER Closing date for receipt of applications
25 September

This course covers the law of unfair dismissal: what makes a dismissal unfair; automatic unfair dismissals; the effect of the new statutory dispute resolution procedures. It follows a misconduct dismissal through every stage of preparation for a tribunal case, finishing with a mock video of the tribunal hearing. It is not expected that activists will represent at actual tribunal cases. However, by understanding the tribunal process, local activists will have a greater understanding of the necessary evidence and what is involved for the member and will be able to support those representing the member. The skills for preparing a case and representing at a tribunal will also be useful for application in internal disciplinary hearings.

RACE & SEX DISCRIMINATION LAW

25-27 MARCH Closing date for receipt of applications 4 February

This course covers identifying potential cases of race and sex discrimination in the workplace; overview of legislation; how to interview members with potential cases; recognising time-limits; understanding the questionnaire procedure; understanding indirect race and sex discrimination; introduction to law on sexual harassment; pregnancy, maternity and family friendly laws. It does not cover how to run a tribunal case.

All courses will be held in Central London.

To apply, visit www.unison.org.uk/laos for an application form and return it to:

UNISON Learning & Organising Services

UNISON Centre

130 Euston Road

London NW1 2AY

Tel **0207 121 5383** Fax **0207 121 5758**

Email learning&organisingenquiries@unison.co.uk

ALLOCATION OF COURSE PLACES

In order to ensure the effective application of **UNISON** principles of Proportionality and Fair Representation places are allocated on national courses as soon as possible after the closing date instead of on a first come first served basis. In the event of courses being oversubscribed, selections will be made on the basis of achieving Fair Representation and Proportionality, as set out in **UNISON** Rules, and will also ensure a fair spread of participants from regions and sectors where appropriate.

In-depth employment law courses supplement the range of training offered at regional level. They are aimed at experienced activists and this is also taken into account when offering places on these courses.

CHARGES: Branches will be charged a fee per participant of £300 for 3-day courses, £150 for 2-day courses and £75 for 1-day courses. Accommodation, travel and care costs and a £10 per day out-of-pocket allowance will be paid from national level.

FACILITATION AND DEPENDENT CARE: It is **UNISON** policy that no member should be deterred from applying for a course because of facilitation needs, necessary childcare or other care commitments.

CANCELLATION POLICY: Where places on courses are cancelled without good cause charges will be levied as follows: Where places are cancelled within two weeks of the start of the course the cost will be 50% of the course cost. Where places are cancelled within one week of the start of the course the cancellation will be 100%.

OUR COMMITMENT TO EQUALITIES: As part of **Unison's** equal opportunities policy in education there is a questionnaire at the back of the application form. This information will be strictly confidential and used only to monitor **UNISON's** ability to deliver educational opportunities fairly to all sections of its membership.

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



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.

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 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)) n.kelly@unison.co.uk 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 Deborah MacKay at d.mackay@unison.co.uk or on **0141 342 2899** for further details.



New to UNISON?

For members who want to find out more about the Union we have included a one day Introduction to **UNISON** course – this will help you understand the structures of **UNISON** and will introduce you to the Organising model. It is ideal for those who are thinking of becoming Stewards but want to know more. And for people who want to know how to get more involved and be more effective there is a one day Getting More Involved in **UNISON** course on offer which will help you participate more effectively within **UNISON's** decision making structures. It covers how formal meetings work, working as part of a committee, how decisions are made, how to write motions etc.

Changing Your Life With Unison Learning

Our members face an increasingly difficult working environment. Concerns about job security, erosion of terms and conditions and lack of development opportunities are greater than they have ever been. **UNISON** can offer help. Learning can help develop confidence skills and knowledge. Our learning opportunities include the award-winning Return 2 Learn programme, organised by **UNISON** and aimed at workers who have not been in a learning environment for some time. In addition, some **UNISON** branches are working with Scottish Union Learning to get funding for courses run at the workplace with employer support. These are particularly aimed at those with few qualifications or little recent experience of learning.

For many **UNISON** members gaining new skills or improving existing ones has never been more important. Changes in the working environment, increased demands for staff to be formally registered with a regulatory body and simply an increasingly competitive job market mean that many people are looking for new learning opportunities. This is where we come in - we work in partnership with a variety of Learning Providers including the Workers Educational Association and the Open University Scotland to develop design and deliver the training our members and Branches need. And for those who want to explore higher education we have a partnership with the Open University which offers discounts to **UNISON** members.

It is the mark of an educated mind to
be able to entertain a thought without
accepting it.

ARISTOTLE

And for women who want to find out more about the Union we have our Pathways course - a two and a half day course designed for women and providing a general introduction to **UNISON** and womens' 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/LO if you are interested in running a course in your Branch.

UNISON has been particularly fortunate in receiving funding from the Scottish Union learning Fund and the European Social fund to employ 2 Project Workers in the Highlands and Islands.

THE FIRST PROJECT

Is aimed at recruiting more Union Learning Reps in the isolated communities in rural and island environments and working with them to offer short courses to workers who rarely get opportunities to access learning. Organising a course is no simple task in the more remote communities of the Highlands and islands. However it can be done as evidenced by current activity. Lifelong Learning is now happening in parts we have never previously reached. This is thanks to the determination and tenacity of **UNISON** Union Learning Representatives.

We have British Sign Language courses running in Brora and Golspie. We have pc passport units being accrued in Wick, Brora and Fort William where we also have a beginners Access computing course underway. We are organising a BSL course for staff in a care home in Broadford, Isle of Skye; basic computing in a care home in Portree, Isle of Skye and more BSL we hope in Rothesay.

We have to work around the challenges of shift patterns, remote locations and a very poor public transport infrastructure – but it can be done and it is giving care home workers, hospital staff, youth workers, refuse workers a chance to learn for free. It is also an excellent

opportunity to showcase **UNISON** to existing members and to recruit new members. If you would like to find out more about Lifelong Learning in the Highlands and Islands then don't hesitate to contact: Philippa Clark, **UNISON** Lifelong Learning Fieldworker
Tel **01463 723 952**, Mobile **07904 295 074**, Email p.clark@unison.co.uk



THE SECOND PROJECT

Is aimed at migrant workers in the Highlands and Islands and tries to identify their particular training needs and support and mentor them through training. The Highlands & Islands are characterized by remote and rural communities which compounds the isolation of migrant workers. These challenges mean that the project has had to identify innovative ways of reaching out to them.

The project has found that offering learning/training opportunities acts 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. For more information about the Migrant Workers Project please contact:

Marta Chaba, Migrant Workers Fieldworker

Tel **01463723968**, Mobile **07950889765**, Email m.chaba@unison.co.uk

Calendar for 2013

GLASGOW		
DATES	COURSE	
29-30 January	Organising Steward Part 1	
5-7 February	Organising for Health & Safety Part 1	
21 February	Employment Law (Contracts)	 
22-24 February	Advanced Representation RESIDENTIAL	 
26-28 February	Organising Stewards Part 2	
27-28 February	Employment Law Workshops	 
7 March	Introduction to UNISON	 
8-10 March	Organising for the Media RESIDENTIAL	 
13-14 March	Representing Members	
19-20 March	Organising for Health & Safety Part 2	
22-24 March	Bullying at Work RESIDENTIAL	
9-10 April	Employment Law – Intro & Unfair Dismissal	 
26-28 April	Branch Officers RESIDENTIAL	
1 May	Organising Steward Day 1	
8 May	Organising Steward Day 2	
15 May	Organising Steward Day 3	
22 May	Organising Steward Day 4	
29 May	Organising Steward Day 5	
4-5 June	Absence Management & Capability	 

6 June	New Conferences Delegates	
16-18 July	Equality Reps	
24-25 July	Representing Members	
30-31 July	Discussion Leaders	
5-9 August	Union Learning Reps	
9-11 August	Confidence Building for Women RESIDENTIAL	
23-25 August	Organising for Health & Safety Part 1 RESIDENTIAL	
27-28 August	Employment Law – Discrimination	
17-18 September	Organising Stewards Part 1	
20-22 September	Organising for Health and Safety Part 2 RESIDENTIAL	
24-25 September	Activists Refresher	
2-3 October	Advanced Representation	
4-6 October	Organising Stewards Part 1 RESIDENTIAL	
22-24 October	Organising Stewards Part 2	
1-3 November	Trade Union & Politics RESIDENTIAL	
5-6 November	Challenging Racism	
8-10 November	Organising Stewards Part 2 RESIDENTIAL	
12-14 November	Communication Skills for New Stewards	
15-17 November	Equalities for Lay Tutors RESIDENTIAL	
13-14 December	Representing Members RESIDENTIAL	

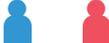
Calendar for 2013

EDINBURGH		
DATES	COURSE	
14 February	Employment Law (Contracts)	 
19-20 February	Organising Steward Part 1	
27-28 February	Discussion Leaders	 
12-14 March	Communication Skills for New Stewards	
19-21 March	Organising Stewards Part 2	
26-27 March	Employment Law – Intro & Unfair Dismissal	 
11 April	Confidence Building For All	    
30 April-1 May	Representing Members	
8-9 May	Activists Refresher	 
10-12 May	Organising Stewards Part 1 RESIDENTIAL	
14-16 May	Organising for Health & Safety Part 1	
29-30 May	Mental Health Awareness for Trade Union Representatives	  
7-9 June	Organising Stewards Part 2 RESIDENTIAL	
11-12 June	Organising for Health & Safety Part 2	
3-4 July	Advanced Representation	 
15 August	Introduction to UNISON	 
20-21 August	Employment Law – Discrimination	 
4 September	Organising Stewards Day 1	

11 September	Organising Stewards Day 2	
18 September	Organising Stewards Day 3	
19 September	Getting More Involved in UNISON	 
25 September	Organising Stewards Day 4	
2 October	Organising Stewards Day 5	
4-6 October	Magazine Editing/Website Building Course RESIDENTIAL (Separate Courses)	 
8-9 October	Representing Members	
15-17 October	Lay Tutor Training	 
22-23 October	Negotiating Skills	 
29-30 October	Organising Stewards Part 1	
5-7 November	Organising for Health & Safety Part 1	
12-13 November	Employment Law Workshops	 
19-21 November	Equality Reps	    
26-28 November	Organising Stewards Part 2	
3-4 December	Organising for Health & Safety Part 2	
10-11 December	Advanced Representation	 

Calendar for 2013

ABERDEEN		
DATES	COURSE	
5-6 February	Organising Stewards 1	
12-14 March	Organising Stewards 2	
23-24 April	Organising Stewards 1	
11-13 June	Organising Stewards 2	
13-14 August	Organising Stewards 1	
10-12 September	Organising Stewards 2	
22-23 October	Organising Stewards 1	
26-28 November	Organising Stewards 2	

HIGHLAND		
DATES	COURSE	
2-4 April	Activists Refresher	
15-17 April	Organising Stewards Part 1	
13-15 May	Organising Stewards Part 2	
24-26 June	Representing Members	
10-11 September	Employment Law Workshops	
15-17 September	Advanced Representation	
28-30 October	Bullying and Harassment	
18-20 November	Negotiating Skills	

VENUE TO BE DECIDED		
DATES	COURSE	
22-23 January	Branch Secretary Module 2	
5-6 March	Branch Secretary Module 3	
2-4 August	Stress at Work RESIDENTIAL (Dundee)	   
8-10 November	Writing Skills for Communication Activists RESIDENTIAL	 

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.unison-scotland.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

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Further information from

UNISON Scotland's website

www.unison-scotland.org.uk

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