



# ACTIVISTS

Education Programme  
2010-2011

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## Introduction

Welcome to the activists education programme for the forthcoming year. The need to train our activists has never been greater. All public services face cuts and redundancies and we need to equip our representatives to deal with difficult times. 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. We need our Branch Officers and senior lay activists to demonstrate their leadership skills and support less experienced reps. We are required to ensure all representatives are ERA accredited again and a separate series of courses on this is planned.

Last year saw an unprecedented level of demand for training. On our Regional courses we trained around 550 reps with more undergoing training at branch level and via the TUC. A number of these courses ran full or oversubscribed or with waiting lists. So it is clear that there is a need for even more training to be offered. This year's programme tries to do that. We have more than 80 courses planned – an ambitious programme for a 12 month period and there is no doubt that this number will increase when Branch based courses and the ERA reaccreditation programme is included.



Your Learning and Organising Committee members have looked at the courses that were in demand last year. We have listened to requests from Branches and Service Groups together with our other committees and self-organised groups. All this information has helped to shape our programme. We want to stress this is a core programme and any and all requests for additional or new training will be considered and delivered where possible.

If your Branch or Committee is looking for something that is not here 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!

**Jim Burnett, Chairperson Learning and Organising Committee**  
**Anne Cascarino, Regional Education Officer**  
**Nancy Kelly, Regional Organiser**

## 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. Our weekend residential courses are usually in large city centre hotels. Single room accommodation is usually provided, unless you request otherwise. If you are travelling some distance to a non-residential course your Branch is responsible for booking your accommodation although we can assist with suggestions.

### WHAT ARE THE COURSE TIMINGS?

Usually courses run from 9.30am till 4.30pm. Weekend residential courses usually begin at 6.00pm on the Friday and finish after lunch on the Sunday. You will be sent precise details of the timings with your joining instructions.

### HOW DO I APPLY FOR A COURSE?

Fill in the form 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.

### **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 course you are asked to bring copies of local policies and procedures. 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. For those who have been stewards for longer the National Executive Council have introduced a scheme to cover accreditation needs. The easiest way to gain reaccreditation is to attend one of the new Refresher Courses called ERA Reaccreditation. As this is a new initiative and is likely to cover large numbers it will be advertised separately for this year. There will be a number of Regional courses as well as Branch-based ones on offer. All the courses in this programme that involve representing members count towards formal accreditation so that is an alternative route.

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 we will find what you need. If not, get in touch. **UNISON's U-Train** shows all routes to learning that are available. Please get in touch if you want more information.



## Unison Stewards and Health and Safety Reps

### THE ORGANISING STEWARD

This is a 3 day course (either 3 weekdays or over a weekend) which is suitable for all newly elected stewards and health and safety reps. It covers the role and responsibilities of the workplace representative, develops skills to take part in problem solving, shows what other assistance the wider **UNISON** structures can offer, and introduces communication and representation skills. This is an essential course for those who want to become effective as workplace representatives and is compulsory for new accreditation.

**DATES AND VENUES** We are planning 20 of these courses over the next 12 months – see calendar for details – if there is demand we will organise more.

### HANDLING GRIEVANCES AND DISCIPLINARIES (STAGE 1)

This is a 2 day course which is an essential follow-on from the Organising Stewards training. It identifies the skills needed in handling grievance and disciplinary cases, and looks at procedures, types of problems, sources of information, interviewing members, case preparation and case preparation. It is an essential course for every workplace representative who wants to build their skills and knowledge in order to represent members. Participants should have completed the Organising Stewards course.

**DATES AND VENUES** We are planning 13 of these courses over the next 12 months – see calendar for details – if there is demand we will organise more.

## HANDLING GRIEVANCES AND DISCIPLINARIES (STAGE 2)

This is an advanced course which requires completion of Stage 1. 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.

**DATES AND VENUES** It is our experience that there is less demand for this course so at present we only have 5 of them planned – see calendar for details – if there is demand we will organise more.

## ORGANISING FOR HEALTH AND SAFETY

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 organisation 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, bullying and harassment and violence at work.

**DATES AND VENUES** We are planning 8 of these courses over the next 12 months – see calendar for details – if there is demand we will organise more.



## UNISON Branch Officer Training Weekend

All Branches have to elect a group of Officers to share the work of running the Branch. This year we are holding most of the training over one weekend 23 – 25 April 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. 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 DEVELOPMENT PROGRAMME

This is a new initiative to support and assist Branch Secretaries for the future. It consists of six training modules over 18 months. Module One is the general overall introduction to being a Branch Secretary and the weekend will cover this and will discuss planning for the future. For further information please contact Anne Cascarino at [a.cascarino@unison.co.uk](mailto:a.cascarino@unison.co.uk) or Nancy Kelly at [n.kelly@unison.co.uk](mailto:n.kelly@unison.co.uk)



## 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

This is a practical course explaining **UNISON's** financial systems and associated procedures and processes and how to prepare budgets, keep accounts and produce annual returns.

## BRANCH EDUCATION COORDINATORS

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

## LIFELONG LEARNING COORDINATORS

This is a newer role and 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 new ERA reaccreditation course covers the Public Sector Equality Duties and the new 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 and public speaking. The course will introduce these various elements and will focus on presenting a positive image for the Branch.

## HEALTH AND 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

**DATES AND VENUES** 23-25 April 2010. The Jurys Hotel, Glasgow. These courses are usually popular and if necessary we can run a second weekend later in the year. Please contact Sandie Thomas to get on the waiting list.

## Other UNISON Branch Officer Training

## SERVICE CONDITIONS OFFICERS

This is not a "Rule Book" Officer position and not every Branch has them. The role means different things in different Branches and has different titles – sometimes they are Convenors or Senior Stewards. The role is usually a mixture of more complex casework and negotiating skills. Often those who occupy the post have a developed leadership role in the Branch. The Learning and Organising Committee have considered how best to meet the training need and want to pilot a new course separately from the annual programme. Depending on its success we

may consider including it next year. We are asking Branches to let us know what they would like such a course to cover.

## INTERNATIONAL OFFICERS

This is a course usually run in London for Branches from across the UK. However, due to demand it is proposed that we run one in Scotland for the first time and this is likely to be in September 2010. Please indicate if you are interested in this and we will maintain a waiting list for it.

## BRANCH WELFARE OFFICERS

This is a 2 stage course run nationally across Regions. Full details can be found on the **UNISON** Welfare website [www.unison.org.uk/WELFARE/BWOtraining](http://www.unison.org.uk/WELFARE/BWOtraining). If for any reason you cannot attend this training please let us know as we will assess demand across Scotland.

## 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.



## Equalities Courses

Almost 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 new 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.

**DATES AND VENUES** See calander for dates and venues.

## ASSERTIVENESS FOR WOMEN

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.

**DATES AND VENUES** 27 -29 August 2010 venue to be confirmed.

## CHALLENGING RACISM IN THE WORKPLACE

This 2-day course is designed to familiarise Branch officers and workplace reps with the key elements of the Race Relations (Amendment) Act 2000 including the duty it places on employers to promote equality and carry out Race Equality Impact Assessments. The course will also help participants to develop a branch action plan for raising race equality issues with employers.

**DATE AND VENUE** 12-13 October venue to be confirmed.

## BLACK MEMBERS WEEKEND

**DATE AND VENUE** 24-26 September Perth.



## 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.

### CAMPAIGNING

Using the expertise of **UNISON's** Communications and Campaigning structure 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.

**DATES AND VENUES** Most of these courses will be run at branch level but one weekend course is planned and will be separately advertised.

### PUBLIC SPEAKING

This one day course will focus on the core skills required for effective speaking in a variety of situations. It will equip participants with the knowledge skills and confidence to participate effectively when public speaking.

**DATES AND VENUES** To be confirmed.

### 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.

**DATES AND VENUES** 12-14 November, 2010 Glasgow.

## WEBSITES

**UNISON** has been at the forefront of trade unions using the internet to reach members and non-members, AT UK, Scottish and Branch level we have excellent examples of websites and samples of other ways to use the internet. This practical course starts at the beginning and takes participants through the reasons why your Branch needs a website, what sort of information should be used and how to put one together. Participants should leave the course with the home page of their new Branch website. Basic experience in using a keyboard and screen is required as is basic knowledge of how to organise files on a PC.

**DATES AND VENUES** This course will run the same weekend as the Newsletters course 8-10 October 2010 Paisley.

## NEWSLETTERS

This is a weekend course which offers an opportunity for activists to acquire and improve the skills relevant to produce an informative Branch Magazine or Newsletter. Having basic IT skills before attending is an advantage and it is recommended that those without such skills attend a basic IT course in advance.

**DATES AND VENUES** This course will run the same weekend as the Websites course 8-10 October 2010 Paisley.



## 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 in the issues. Most of them are most appropriate for running at local level but some have been arranged regionally to allow others to participate.

### REDUNDANCIES

This is a one-day workshop designed to help participants understand the legal framework (including equalities) and examine their local policies for possible improvements. In addition it looks at organising in a redundancy situation.

**DATES AND VENUES** 20 May Glasgow, 3 November Edinburgh.

### 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.

**DATES AND VENUES** 2-3 June Edinburgh, 1-2 September Glasgow.

### 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.

**DATES AND VENUES** 20-22 August 2010 venue to be confirmed.

## 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.

**DATES AND VENUES** 3-5 December 2010 venue to be confirmed.

## 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.

## 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 Gillian Bannatyne at [g.bannatyne@unison.co.uk](mailto:g.bannatyne@unison.co.uk)

## Employment Law Courses

These courses were heavily oversubscribed in 2009 so this year we are doubling the number on offer adding a capability element to the introductory course. 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. Branches who want to have briefings on specific areas of the law can ask **UNISON's** Legal Officer Suzanne Craig [s.craig@unison.co.uk](mailto:s.craig@unison.co.uk) for assistance.

### EMPLOYMENT LAW – INTRODUCTION AND CAPABILITY

This is a 2 day course and will cover a general overview of employment law. It will look at the process of cases, dismissals, contracts, wages, redundancy, discrimination, and general employment rights. Day two will also cover the increasing problem of capability dismissals.

**DATES AND VENUES** 4-5 August Glasgow, 11-12 August Edinburgh.

### EMPLOYMENT LAW – INTRODUCTION TO CONTRACTS OF EMPLOYMENT

This one-day introductory course covers implied employment contract terms including the implied term of trust and confidence, analysing a real contract, changes allowed and equality implications when a contract is changed. The course is designed to give participants an overview and general feel for how contract law works. It is not possible to deal with all aspects of this very technical subject

**DATES AND VENUES** 28 October Edinburgh, 29 October Glasgow.

## EMPLOYMENT LAW – UNFAIR DISMISSAL

This one-day introductory course will give an overall guide to unfair dismissal, conduct, misconduct and consistency in dismissals, capability and incapability/incompetence dismissals. It will also cover time limits and remedies.

**DATES AND VENUES** 20 October Glasgow, 21 October Edinburgh.

## EMPLOYMENT LAW – RACE AND SEX DISCRIMINATION

This one-day introductory course covers an outline of the law, direct discrimination, indirect discrimination, victimisation, time limits and statutory procedures.

**DATES AND VENUES** 22 November Glasgow, 23 November Edinburgh.

## EMPLOYMENT LAW – DISABILITY DISCRIMINATION ACT

This one-day introductory course will cover an overview and definition of disability, who is disabled under the Act, the duty of reasonable adjustment, and time limits.

**DATES AND VENUES** 24 November Glasgow, 25 November Edinburgh.



## Other Trade Union Courses

### TRADES UNIONS AND POLITICS

This is a new weekend course 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. It is hoped the course will include an invited guest speaker on the Saturday night.

**DATES AND VENUES** 13-15 August Glasgow.

### INTRODUCTION TO NATIONAL DELEGATE CONFERENCE

This is a one day course to introduce new and potential delegates to Conference to the arrangements and procedures used to manage the business of conference. It will help participants understand how to represent and voice their Branch views and how to report back. It will assist delegates to prepare to attend the Conference in June.

**DATES AND VENUES** 26 May Glasgow.

### LAY TUTOR TRAINING

**UNISON's** lay tutor training scheme is designed to provide a pool of highly trained tutors drawn from lay activists who will help to deliver some of our courses. The scheme involves an assessed 5 day course, an assessed piece of written work, and an assessed tutor practice and a compulsory two day Equalities Training module. Alongside those lay tutors will be expected to undertake some co-tutoring at regional level and when all the training is complete they should be able to run Branch-based training events.

**DATES AND VENUES** Stage 1 course 4-8 October 2010. Equalities Module 1-2 March 2011. Venues to be confirmed.

## Lifelong Learning

**UNISON** has a range of initiatives available for members. Details of our current special projects are below but we are also always looking to recruit more Union Learning Representatives. We are happy to arrange training for them on a regular basis and assist in negotiating Learning Agreements with employers. If you want more information please get in touch.

### SPRINGBOARD WOMEN'S DEVELOPMENT PROGRAMME

Some women in **UNISON** may highlight that they don't feel they have the confidence or skills to become active in the union and would like further training that enables them to gain those skills. **UNISON** Scotland Pay Equality Group feels that the Springboard programme could address this.

The Springboard development programme has been specifically devised and written for women. The programme includes assertiveness training and encourages participants to develop ideas and skills and boost self confidence to make things happen.

The benefits of Springboard are:

- Self belief and goal setting
- Confidence to take on more responsibility
- Improved problem solving
- Improved relationships and emotionally healthier
- Positive thinking improved

The course is delivered by licensed Springboard trainers and consists of 4 one-day workshops run over a 3 month period. If you would like more information please contact – Gillian Bannatyne, [g.bannatyne@unison.co.uk](mailto:g.bannatyne@unison.co.uk) or 0141 342 2829

## 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 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 women at local level.

## LIFELONG LEARNING – HIGHLANDS AND ISLANDS

Times are tough at the moment – in the public sector the talk is not “if” there will be cuts but “when” and “how many”. This makes the effectiveness of lifelong learning even more important. Giving members the opportunity to learn new skills, to be confident communicators – and not only in the workplace - is more important than ever. **UNISON** is seizing this chance to show the union's commitment to fighting for fairness for all members wherever they work and whatever they do. Your union offering you yet another service.

So how is Lifelong Learning in the Highlands and Islands doing? A popular course is a day or half day assertiveness training – confident



communication in the workplace. Another is deaf awareness – reflecting the commitment of many **UNISON** members to delivering first class vital front line services.

Successful learning is a consistent feature of the Orkney Health Branch and the learning message has also been taken around the Highlands on a road show for Home Carers – a strategic campaign for Highland Branch.

In March lifelong learning goes on tour to the Western Isles – all of them; Reinforcing the message that **UNISON** works to support all its members, not only those in large metropolitan branches. Again it's our message of fairness and equality for all, in the workplace and also in the union.

The learning work benefits from a team approach with branches, officials and staff all working together. We are also fortunate in having two excellent partners – the Workers Educational Association and The Scottish Trade Union Congress Highlands and Islands Development Team.

We want more Union Learning Reps to generate more activity. In the present climate this is not so easy to achieve – but trade unions have never been deterred when something important has to be fought for. So for anyone in the Highlands and Islands of Scotland who wants to help “Spread The Word” about learning, please contact the Highland Resource Centre on 01463 723952 or Philippa Clark at [p.clark@unison.co.uk](mailto:p.clark@unison.co.uk)

## **MIGRANT WORKERS PROJECT**

A project worker has been recruited to identify training needs of migrant workers across a range of sectors in the Highlands and Islands area. Having identified these needs she addresses them either through support already available or by arranging specific training solutions.

We also aim to develop a trade union model of good practice for successful social integration of migrant workers in the workplace. If you want more information on the project please contact Marta Chaba at [m.chaba@unison.co.uk](mailto:m.chaba@unison.co.uk)

## LEARNING @ WORK - LOWLANDS AND UPLANDS

**UNISON** Scotland has been successful in a number of recent bids to the European Social Fund which have allowed us to strengthen our commitment to our members through the Learning @ Work initiative. City of Edinburgh, Forth Valley Health and NHS Greater Glasgow & Clyde have been among the branches to have benefited from the latest round, with Midlothian West Lothian and Lothian Health about to follow.

Learning @ Work is a tremendous opportunity for us, not only to further the learning opportunities for existing members but also to be used as an organising and recruitment tool to build for the future. Recruitment grows in branches that are engaged in the learning programme. Many of our branch activists have been introduced to trade union activities via this means, either as a learner or because of being Union Learning Reps.

The available funding for courses will be in place until 2011 but like all other budgets the ESF is not a bottomless pit and will be under severe scrutiny in the coming months. So it is very much a case of striking while the iron is hot and making sure that we grasp the opportunity to provide for our members and potential members. Courses can vary from basic IT to Spanish for beginners or English for Speakers of Other Languages (ESOL). The process is fairly simple and is branch based although we would be delighted to assist branches in formulating bids and giving advice.

To take advantage of this opportunity or for advice of formulating bids to the Lowlands and Uplands fund please contact Derek Durkin on 0131 226 0072 or [email: d.durkin2@unison.co.uk](mailto:d.durkin2@unison.co.uk)

# UNISON LEARNING AND ORGANISING IN SCOTLAND COURSE APPLICATION FORM

Please fill in both sides of this form and return to the appropriate address

Course title

Dates	Venue	
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Name	Male	Female
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Address	Branch No and Name
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	Membership No
--	---------------

	Positions held (duration)
--	---------------------------

Part-time	Full-time	
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Employer	Mobile No
----------	-----------

Workplace	E-mail address
-----------	----------------

Job	Daytime tel no
-----	----------------

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.

* Overnight Accommodation	YES	NO
---------------------------	-----	----

* For information on partners accommodation on Residential Courses	
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For information on accommodation on Non-Residential Courses, please contact Branch.

\* Please tick box

**Remember start to make arrangements for time off to attend**

**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"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black other please specify	<input type="checkbox"/>	Other please specify	<input type="checkbox"/>

**RETURN THIS FORM 28 DAYS PRIOR TO THE START OF THE COURSE SEE APPROPRIATE ADDRESSES AND DETAILS BELOW**

**For courses in Aberdeen return to:**

Grampian Resource Centre  
UNISON House  
7Alford Place  
Aberdeen  
AB10 1YD

**For courses in Inverness contact:**

Inverness.office@unison.co.uk  
01463 715891

**For all other courses return to:**

UNISON  
Attn. Sandie Thomas  
Douglas House  
60 Belford Road  
Edinburgh  
EH4 3UQ

## Calendar

DATES	COURSE	VENUE
<b>April 2010</b>		
13 -15	The Organising Steward	Glasgow
20-21	Grievance and Disciplinary (1)	Glasgow
20-22	Organising for Health & Safety	Edinburgh
23 -25 (residential)	Branch Officers (see separate details)	Glasgow
26-28	Organising for Health & Safety	Inverness
28-30	The Organising Steward	Aberdeen
<b>May 2010</b>		
7-9 (residential)	The Organising Steward	Edinburgh
11-12	Grievance and Disciplinary (1)	Edinburgh
17-19	The Organising Steward	Inverness
20	Handling Redundancies	Glasgow
25-26	Grievance & Disciplinary (2)	Edinburgh
26	New Conference Delegates	Glasgow
<b>June 2010</b>		
1-3	Equality Representatives	Glasgow
2-3	Procurement and Outsourcing	Edinburgh
4-6 (residential)	Grievance & Disciplinary (1)	Glasgow
7-8	Grievance & Disciplinary (1)	Aberdeen
8-10	The Organising Steward	Glasgow
22-24	The Organising Steward	Edinburgh
28-30	Stress at Work	Inverness
<b>July 2010</b>		
6-8	Organising for Health & Safety	Glasgow
21-23	Organising for Health & Safety	Aberdeen

<b>August 2010</b>		
4-5	Employment Law – Introduction/Capability	Glasgow
11-12	Employment Law – Introduction/Capability	Edinburgh
13-15 (residential)	Trade Unions and Politics	Glasgow
17-19	The Organising Steward	Glasgow
18-20	The Organising Steward	Aberdeen
20-22 (residential)	Stress at Work	TBC
24-25	Grievance & Disciplinary (1)	Edinburgh
24-26	The Organising Steward	Glasgow
27-28 (residential)	Assertiveness for Women	TBC
<b>September 2010</b>		
1-2	Procurement and Outsourcing	Glasgow
6-8	The Organising Steward	Inverness
7-9	The Organising Steward	Edinburgh
9-10	Grievance & Disciplinary (1)	Aberdeen
14-15	Grievance & Disciplinary (2)	Glasgow
17-19 (residential)	The Organising Steward	Glasgow
21-22	Grievance & Disciplinary (1)	Glasgow
24-26	Black Members Weekend	Perth
28-30	Equality Representatives	Edinburgh
28-30	Organising for Health & Safety	Glasgow
<b>October 2010</b>		
4-8 (residential)	Lay Tutor Training	TBC
5-7	Organising for Health & Safety	Edinburgh
8-10	Newsletters/Websites	Paisley
12-14	The Organising Steward	Perth/Dundee
20	Employment Law – Unfair Dismissal	Glasgow
21	Employment Law – Unfair Dismissal	Edinburgh
26-27	Grievance & Disciplinary (1)	Edinburgh
27-29	The Organising Steward	Aberdeen
28	Employment Law - Contracts	Edinburgh
29	Employment Law - Contracts	Glasgow
12-13	Challenging Racism in The Workplace	TBC

<b>November 2010</b>		
3	Handling Redundancies	Edinburgh
5-7 (residential)	Organising for Health & Safety	Edinburgh
9-10	Grievance & Disciplinary (1)	Edinburgh
12-14 (residential)	Equality Representatives	Glasgow
12-14 (residential)	Media Handling	Glasgow
15-17	Grievance & Disciplinary (1)	Inverness
20-21 (residential)	Grievance & Disciplinary (2)	Glasgow
22	Employment Law – Race and Sex Discrimination	Glasgow
23	Employment Law – Race and Sex Discrimination	Edinburgh
24	Employment Law – Disability Discrimination	Glasgow
25	Employment Law – Disability Discrimination	Edinburgh
26-28 (residential)	The Organising Steward	Glasgow
29-30	Grievance & Disciplinary (1)	Aberdeen
29-30	Bullying at Work	Inverness
<b>December 2010</b>		
3-5	Bullying at Work	TBC
7-9	The Organising Steward	Edinburgh
14-15	Grievance & Disciplinary (1)	Glasgow
<b>January 2011</b>		
26-28	The Organising Steward	Glasgow
<b>February 2011</b>		
9-11	Equalities representatives	Edinburgh
15-17	Organising for Health & Safety	Glasgow
23-25	The Organising Steward	Edinburgh
<b>March 2011</b>		
1-2	Lay Tutors –Equalities Module	TBC
7-9	Grievance & Disciplinary (2)	Inverness
11-13 (residential)	The Organising Steward	Edinburgh
23-24	Grievance & Disciplinary (2)	Edinburgh
23-25	Organising for Health & Safety	Glasgow
25-27 (residential)	Grievance & Disciplinary (1)	Edinburgh

## Further information from

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

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