

UNISON 2016



Activist Education Programme



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Introduction

Welcome to the UNISON Scotland's stewards and workplace reps training programme for 2016

Following a review of last year's training and a survey of local branch requirements for 2016, the Learning and Organising committee has designed a comprehensive and professional development and training programme to meet the needs and demands of our newly elected stewards, workplace representatives and union activists.

This year's programme has been adapted to take account of a request for more flexibility on the days on which courses are run and has prioritised the courses that our members and activists have identified as their primary priorities.

We have continued to include variety and specialist courses to empower our active members with the knowledge which will help them build personal confidence and provide them with the ability to challenge and tackle bad practices in the workplace.

Our programme acknowledges the threats that lie ahead for the Union in the form of the Government's Union reforms, which threaten to drastically curb union activity and put both civil rights and industrial relations at risk, and the ongoing onslaught of austerity cuts on public services.

Training and education is vital to the professional development of our activists, By gaining new knowledge and skills, and connecting with other activists in a learning environment, the movement as a whole is strengthened.

Training significantly contributes to an organising Union, the wisdom that it brings develops strong voices which in turn create organisational strength.

For those of you who are looking at this brochure and wondering if you will be allowed by your employer to participate in the wonderful educational opportunities that are available, the Learning and Organising committee would like to remind everyone - that every trade union representative working for an employer where the trade union is recognised for collective bargaining has a legal right to paid release from work to carry out duties and activities relevant to their role. They also have legal rights to attend training relevant to those duties and activities – *source ACAS Code of Practice 3 (2010) – “Time off for Trade Union duties and activities”*.

If you want to help to address inequality and unfairness, to improve terms and conditions, to fight for a living wage or just simply make a positive difference in your workplace it's time **TO GET INVOLVED, GET LEARNING AND GET ACTIVE!**

LEARNING – IT JUST WORKS

Lawrence Hunter Chair, Learning and Organising Committee

Essential information for branches

When new Stewards are elected they are contacted by email with a link to an e-note about the role of the steward and advice on their basic training needs. The Scottish L&O Committee recommend the following. Every Steward should attend the 5 day Organising Steward course, then after 6 months they should attend the Further Representation Skills course and after a further 6 months the Developing Representation Skills course. They will be accredited after the first course but it is good practice to continue to develop their skills. Branches are therefore encouraged to book new Stewards onto a programme of courses for a year. In addition Branches who organise their own training are asked to ensure they follow the same pattern.

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

If you want to run a Branch course you should in the first instance discuss this with your Regional/Area/Local Organiser who can advise on what would be most appropriate for you. We will provide training materials and a lay tutor if necessary. Branches need to order course materials at least 28 days before the course begins. There is a protocol for running Branch courses and a form for booking packs which can be obtained from the Admin Team in Inverness.

Branches have an obligation to provide all trained stewards with a named contact to support them in their development.

It is essential that once new Stewards are trained they gain experience as quickly as possible not only to help their own development but to build the Branch.

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

Further information from **UNISON** Scotland's website www.unison-scotland.org.uk or from Nancy Kelly on n.kelly@unison.co.uk or from the Team in Inverness on activisteducationscotland@unison.co.uk

Nancy Kelly, Regional Organiser (Education)

****STOP PRESS: TRADE UNION BILL****

Members will be aware that the Trade Union Bill seeks to attack every aspect of our work. The Education Programme is going to press when the detailed impact of the Bill is not known. Look out for workshops and other events in 2016 that are tailored to the challenges of the Bill once it becomes law. In the short term we recommend branches make use of materials and workshops designed to grow awareness of the latest attack on the union and to build support for the **UNISON** campaign against the Bill. We have 2 short workshops available now – Quick Conversations about the Trade Union Bill and What's at Stake with the Trade Union Bill. If your Branch is interested in running one of these please discuss with your RO/AO.

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 Regional non-residential courses are in **UNISON** offices in Glasgow, Edinburgh, Aberdeen and Inverness or public

sector venues. Branches outside these areas can arrange cross-branch training where there is demand - this is likely to happen in Ayrshire, Lanarkshire, and Tayside. 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 9.30 am till 4.30 pm. Weekend residential courses usually begin at 6 pm on the Friday and finish after lunch on the Sunday. You will be sent precise details of the timings with your joining instructions.

HOW DO I APPLY FOR A COURSE?

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

WHAT DOES IT COST?

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

HOW DO I DEAL WITH 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. **It is particularly important to let us know in good time if you need copies of materials in a different format.**

DO I NEED TO BRING ANYTHING WITH ME?

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

WHO ARRANGES TIME OFF?

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

ACCREDITATION

The Employment Relations Act requires trade unions to certify their representatives as having been appropriately trained. The NEC accreditation scheme states that completion of the 5 day Organising Stewards course (or the TUC equivalent) is sufficient to accredit new Stewards. In addition, for those already accredited, a refresher course is required every 5 years (unless they have attended representation training in the interim).

COURSE DESCRIPTIONS

UNISON Stewards

THE ORGANISING STEWARD

This is a 5 day course which is suitable for all newly elected stewards and health & safety reps. It is run in various ways – as a 2 days then 3 days, as one day a week for 5 weeks, as 2 residential weekends etc. The key thing is that attendance at all 5 days is compulsory. The course will develop skills knowledge and confidence to enable stewards to carry out their role and it covers the role of the organising union in public services, the importance of equalities, tackling issues in the workplace, working with members, understanding procedures, handling grievances and disciplinaries and understanding the world UNISON works in, both nationally and internationally. This is an essential course for those who want to become effective as workplace representatives and is compulsory for new accreditation.

FURTHER REPRESENTATION SKILLS

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

DEVELOPING REPRESENTATION SKILLS

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

NEGOTIATING SKILLS

This course will enable you to effectively negotiate with your line manager or senior management on behalf of your members and will cover the following - Understanding the process of negotiating; Becoming familiar with different styles of negotiating; Working effectively as part of a negotiating team; Understanding how to prepare, present and negotiate on an issue; Developing and practising negotiating skills. Applicants for this course must have up to date credentials. We offer a couple of generic courses but can arrange negotiation skills courses targeted to your own situation (for example, private sector, community and voluntary etc).

ERA REFRESHER

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

Health and Safety Representatives

ORGANISING FOR HEALTH AND SAFETY

We have streamlined our approach for all UNISON H&S Representatives. The course is run over 5 days (either 2 weekends or a 3 day and 2 day). It now covers the role and rights of the Safety representative using H&S legislation, building health and safety organisations, developing strategies for health and safety and risk assessments. On completion, all participants will receive the **UNISON** Health & Safety pack. Participants may then choose to attend the more advanced TUC Health & Safety training and/or one of **UNISON's** specialised courses in, for example, Staying Strong, Stress Management or Bullying and Harassment.

BULLYING AND HARASSMENT

This is a 2 day or weekend course which will help participants define and recognise bullying, identify what may contribute to workplace bullying, make employers aware of what they can do to recognise and eliminate workplace bullying and develop strategies and policies for their own Branches and workplaces. Completion of either the Organising Stewards course or the Organising for Health & Safety course is necessary to attend this.

STAYING STRONG, STRESS MANAGEMENT

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.

Mental health at work

UNISON has identified the need for training for stewards in how to deal with members in difficult situations which may involve mental health issues. The course will examine what we mean by 'mental illness'; look at what employers can do to maintain mental health at work; identify some of the common signs and symptoms of poor mental health in the workplace; discuss and explore strategies for intervention and support for members experiencing mental ill health; understand what causes stress for us in our union roles; review strategies for coping with stress. This course is **NOT** suitable for inexperienced reps.



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 introductory weekend covers key responsibilities in the Branch Secretary Job Description, building an organising union, the branch assessment process and branch admin requirements.

BRANCH CHAIRPERSONS*

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

FINANCE AND THE ORGANISED BRANCH*

Most Branches have now migrated to the On-Line Accounting system and separate assistance is offered to those still waiting. This weekend course is aimed at both Treasurers and Branch Secretaries and will develop knowledge and skills to help support the organised branch and understand their role in financial planning and budgeting.

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.

***See page 20 under Branch Leadership Modules**

EQUALITY OFFICERS*

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



COMMUNICATIONS OFFICERS*

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

HEALTH & SAFETY OFFICERS

This is different from the health and safety representatives course in that it does not focus on dealing with individual

workplace issues but instead aims to show how to coordinate the work of the various H&S reps and pursue health & safety issues through the bargaining agenda. It also covers the general promotion of health and safety issues.

INTERNATIONAL OFFICERS

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

BRANCH WELFARE OFFICERS

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

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

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

BRANCH YOUNG MEMBERS OFFICERS

This course explains the role of the Young Members Officer in the Branch and explores how to get more young people involved. Separate short sessions aimed at young members can also be arranged.

***See page 20 under Branch Leadership Modules**

CORE STEWARDS PROGRAMME GLASGOW

Courses	Dates
Organising Stewards (Part 1)	26-27 January 2016
Organising Stewards (Part 2)	1-3 March 2016
Further Representation Skills	20-21 July 2016
Developing Representation Skills	7-8 December 2016
Organising Stewards Day 1	27 April 2016
Organising Stewards Day 2	4 May 2016
Organising Stewards Day 3	11 May 2016
Organising Stewards Day 4	18 May 2016
Organising Stewards Day 5	25 May 2016
Further Representation Skills	2-3 November
Developing Representation Skills	April 2017*
Organising Stewards (Part 1)	28-29 June 2016
Organising Stewards (Part 2)	2-4 August 2016
Further Representation Skills	January 2017*
Developing Representation Skills	June 2017*
Organising Stewards (Part 1) RESIDENTIAL	16-18 September 2016
Organising Stewards (Part 2) RESIDENTIAL	21-23 October 2016
Further Representation Skills RESIDENTIAL	April 2017*
Developing Representation Skills RESIDENTIAL	October 2017*

CORE STEWARDS PROGRAMME INVERNESS

Courses	Dates
Organising Stewards (Part 1)	9-11 May 2016
Organising Stewards (Part 2)	6-8 June 2016
Further Representation Skills	5-7 September 2016
Developing Representation Skills	21-23 November 2016

*The dates for 2017 courses will be arranged towards the end of 2016 when the new programme is launched.

CORE STEWARDS PROGRAMME EDINBURGH

Courses	Dates
Organising Stewards (Part 1)	23-24 February 2016
Organising Stewards (Part 2)	8-10 March 2016
Further Representation Skills	31 August-1 Sept 2016
Developing Representation Skills	February 2017*

Organising Stewards (Part 1) RESIDENTIAL	6-8 May 2016
Organising Stewards (Part 2) RESIDENTIAL	3-5 June 2016
Further Representation Skills RESIDENTIAL	9-11 December 2016
Developing Representation Skills RESIDENTIAL	June 2017*

Organising Stewards (Part 1)	28-29 September 2016
Organising Stewards (Part 2)	25-27 October 2016
Further Representation Skills	April 2017*
Developing Representation Skills	October 2017*

CORE STEWARDS PROGRAMME ABERDEEN

Courses	Dates
Organising Stewards (Part 1)	2-3 February 2016
Organising Stewards (Part 2)	8-10 March 2016
Further Representation Skills	6-7 July 2016
Developing Representation Skills	8-9 November 2016

Organising Stewards (Part 1)	19-20 April 2016
Organising Stewards (Part 2)	7-9 June 2016
Further Representation Skills	6-7 July 2016
Developing Representation Skills	8-9 November 2016

Organising Stewards (Part 1)	9-10 August 2016
Organising Stewards (Part 2)	6-8 September 2016
Further Representation Skills	July 2017*
Developing Representation Skills	November 2017*

Organising Stewards (Part 1)	18-19 October 2016
Organising Stewards (Part 2)	22-24 November 2016
Further Representation Skills	July 2017*
Developing Representation Skills	November 2017*

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.

BRANCH LEADERSHIP MODULES

For 2016 we are running the follow-on Modules as part of a second residential weekend. Completion of one of the courses marked * on pages 14-16 is necessary for attendance. The weekend will cover Strategic Campaigning, Managing the Branch, Organising and Bargaining, and Developing and Supporting Activists. Participants will be asked to choose one of the above.

Equalities Courses

All of our courses ensure they cover the equalities implications of the issues. For example, the ERA reaccreditation course covers the Public Sector Equality Duties whilst the course for Equality Reps covers conducting an Equality Impact Assessment in more detail. The L&O Committee works with the Womens Committee, the Black Members Committee, the LGBT Members Committee and the Disabled Members Committee to assist in identifying any additional training needs required. The Branch Equality Officers Training tries to bring all these issues together and there are various employment law courses on the legal aspects of discrimination.

EQUALITY REPRESENTATIVES

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

CHALLENGING RACISM IN THE WORKPLACE – DEVELOPING A BRANCH STRATEGY

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

EQUALITY IMPACT ASSESSMENTS

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

WOMEN'S ASSERTIVENESS AND CONFIDENCE BUILDING

Various training materials exist around building confidence, getting more involved, introduction to **UNISON** etc. In particular we can offer Women Only training around these issues. It is our experience that demand for these is erratic and unpredictable. We are therefore suggesting that if any Branch has a group of members/activists who are interested in this area they should contact us and we will aim to organise a course we can offer more widely.



Communications and Campaigns Courses

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 and practical exercises in doing interviews.

WEBSITES BLOGS AND SOCIAL MEDIA

This weekend course runs in tandem with the Magazine Editing Course with some aspects shared. It 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 is flexible and aims to provide training geared to students' needs as identified in advance or on the Friday night. The course covers:

- Web introduction and basics.
- Why and how to use a website.
- Websites, blogs and social media.
- Writing skills for web and social media.
- Effective use of text, graphics and hyperlinks.
- General design issues.
- How to set up and develop an online presence for your branch.

Students should come with all of the following:

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



MAGAZINE EDITING

This weekend course runs in tandem with the Website Blogs and Social Media Course with some aspects shared. It offers an opportunity for magazine editors to acquire and improve the skills relevant to producing an informative branch magazine. Having basic IT skills before joining this course is an advantage and it is recommended that those without these skills attend a basic IT course before the Magazine Editors' Training Weekend.

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

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

WRITING AND EDITING SKILLS

Writing skills are key to effective communications in all media - print, radio, TV and online. This weekend course will develop and strengthen writing skills for branch Communications Officers and activists. It is recommended that students have previously done the Communications Officer course or Magazine or Website courses but this is not essential.

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.

Employment Law Courses

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

INTRODUCTION TO EMPLOYMENT LAW AND UNFAIR DISMISSAL

Covers a general Introduction to the various areas of Employment Law before focussing specifically on Unfair Dismissal.

EMPLOYMENT LAW - CONTRACTS

A general overview of how the law deals with contracts of employment.

EMPLOYMENT LAW - DISCRIMINATION

Covering all aspects of potential discrimination as defined by Equality legislation.

EMPLOYMENT LAW - MATERNITY AND PARENTAL RIGHTS

Aims to help understand the complex law relating to these areas and suggests ways to improve on statutory rights through negotiation.

ABSENCE MANAGEMENT AND CAPABILITY

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

More detailed national courses are available on these subjects and further information can be found at www.unison.org.uk/getinvolved/learning-development/activists/activist-training-pathways.

Regulatory and fitness to practice cases

Increasing numbers of our members are subject to scrutiny by regulatory bodies such as SSSC and NMC. In 2015 we arranged 2 briefings on this subject and they proved very popular so we have included them again this year. The briefings are held over one day and cover the internal **UNISON** processes overseen by the Professional Services Unit as well as input from Thompsons on their role in representing members at hearings.

Political education

The Learning and Organising Committee are keen to offer a separate programme of political education to Branches and members. We have a number of workshops available. Look out for opportunities to learn about economics, history, international issues, equality issues etc.

Lay Tutor Training

Scotland remains the only Region to use lay activists to tutor the bulk of the Regional programme. The lay tutor training programme has been updated and revised. The programme enables activists who might be interested in leading activities at Branch and workplace level to attend a 2 day Discussion Leaders course which will cover the basics of facilitating discussions together with an introduction to various education methods. Anyone interested in developing these skills further can then apply to attend a formal 3 day Tutor Training course together with a compulsory weekend Equalities Module for tutors. Individuals who have attended Discussion Leaders should be able to demonstrate that they have practiced their skills at Branch level before attending the follow-on courses. A separate protocol requiring tutors to commit to ongoing professional development applies. Mentoring will be offered to assist. Please get in touch with Nancy Kelly (RO(E)) for further information.

Young Members

We are working on a programme of short workshops we can offer to all young members on confidence building, public speaking, campaigning etc. This will be circulated separately.

Short workshops to run in the branch

A range of short workshops has been developed for use in Branches. They cover a wide range of topics both practical (like Skills Development) and informative (like legal briefings). Branches have been provided with the full list which is also available on the **UNISON** Scotland website. If you are interested in running one please contact your RO/AO.

Learning opportunities for UNISON members

We offer an extensive programme of learning opportunities for members. We are delighted to confirm that **UNISON** secured funding from Scottish Union Learning to extend two Member Learning & Development Projects in Scotland until March 2017. The projects are run by Marta Chaba in the Highlands and Islands and Kevin Duguid in the Lowlands & Uplands.

Both projects aim to deliver accessible and need driven learning/development opportunities for members across Scotland as well as embedding this work with Branches and **UNISON** organisers.

Learning through **UNISON** can help members develop their confidence, skills and knowledge to become more active in **UNISON**, tackle change and uncertainty at work and progress in their career.

Our learning opportunities include **UNISON** funded courses (e.g. Return to Learn, Your Skills, Your Future, Making the Most of the Internet, Dementia Awareness) and courses funded through Scottish Union Learning and delivered by our partners Open University, local Colleges, WEA (e.g. IT training, Autism Awareness, British Sign Language).

Funding for the procured courses is limited and we recommend speaking to Marta or Kevin as soon as you can.

Please refer to Membership Learning & Development booklet for further information.

Marta Chaba

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How do I apply for a course?

You can get a form from your Branch Secretary or Branch Education Co-ordinator or from the **UNISON** Scotland website: www.unionscotland.org.uk/education/applicationformcourses.pdf

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

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

Key - course best for



NEW STEWARDS



MORE EXPERIENCED STEWARDS



HEALTH & SAFETY REPS



BRANCH OFFICERS



MEMBERS

GLASGOW

Dates	Course	
26-27 January	Organising Stewards (Part 1)	
5-7 February	Organising for Health & Safety (Part 1) RESIDENTIAL	
1-3 March	Organising Stewards (Part 2)	
4-6 March	Organising for the Media RESIDENTIAL	
11-13 March	Organising for Health & Safety (Part 2) RESIDENTIAL	
22-23 March	Discussion Leaders	
29-30 March	Developing Representation Skills	
6 April	Employment Law Contracts	
22-24 April	Branch Officers Weekend RESIDENTIAL	
27 April	Organising Stewards (Day 1)	
4 May	Organising Stewards (Day 2)	
6-8 May	ERA Refresher RESIDENTIAL	
11 May	Organising Stewards (Day 3)	
12-13 May	Mental Health at Work	
17 May	Employment Law Maternity and Parental Rights	
18 May	Organising Stewards (Day 4)	
24 May	Regulatory and Fitness to Practice Cases	
25 May	Organising Stewards (Day 5)	
31 May	New Conference Delegates	
7-9 June	Equality Reps	
14-15 June	Discussion Leaders	
28-29 June	Organising Stewards (Part 1)	
12-13 July	Negotiating Skills	
20-21 July	Further Representation Skills	

26-27 July	Staying Stong, Stress Management	
2-4 August	Organising Stewards (Part 2)	
8-9 August	Absence Management and Capability	
17-19 August	Organising for Health & Safety (Part 1)	
24 August	Employment Law Discrimination	
29-31 August	Lay Tutor Training	
6-8 September	Equality Reps	
14-15 September	Organising for Health & Safety (Part 2)	
16-18 September	Organising Stewards (Part 1) RESIDENTIAL	
23-25 September	Branch Leadership Modules RESIDENTIAL	
27-29 September	Union Learning Reps (ULR)	
4-5 October	Mental Health at Work	
12-13 October	Branch Leadership Module 5 Developing & Supporting Activists	
21-23 October	Organising Stewards (Part 2) RESIDENTIAL	
25-26 October	Bullying and Harassment	
2-3 November	Further Representation Skills	
8 November	Regulatory and Fitness to Practice Cases	
9-10 November	Challenging Racism	
11-13 November	Equalities for Tutors RESIDENTIAL	
22 November	Introduction to Employment Law and Unfair Dismissal	
7-8 December	Developing Representation Skills	

EDINBURGH

Dates	Course	
23-24 February	Organising Stewards (Part 1)	
2-4 March	Organising for Health & Safety (Part 1)	
8-10 March	Organising Stewards (Part 2)	
15-17 March	Union Learning Reps (ULR)	
22 March	Employment Law Discrimination	 
7 April	Employment Law Maternity and Parental Rights	 
12-13 April	Organising for Health & Safety (Part 2)	
6-8 May	Organising Stewards (Part 1) RESIDENTIAL	
13-15 May	Writing & Editing Skills	 
18 May	Employment Law Contracts	 
3-5 June	Organising Stewards (Part 2) RESIDENTIAL	
26-27 July	ERA Refresher	
17 August	Introduction to Employment Law and Unfair Dismissal	 
31 August -1 September	Further Representation Skills	
7-8 September	Absence Management and Capability	  
20-21 September	Negotiating Skills	 
28-29 September	Organising Stewards (Part 1)	
14-16 October	Website Blogs & Social Media	 
14-16 October	Magazine Editing	 
25-27 October	Organising Stewards (Part 2)	
22-24 November	Equality Reps	    
9-11 December	Further Representation Skills RESIDENTIAL	

ABERDEEN

Dates	Course	
2-3 February	Organising Stewards (Part 1)	
8-10 March	Organising Stewards (Part 2)	
5-6 April	Negotiating Skills	 
19-20 April	Organising Stewards (Part 1)	
7-9 June	Organising Stewards (Part 2)	
6-7 July	Further Representation Skills	
9-10 August	Organising Stewards (Part 1)	
6-8 September	Organising Stewards (Part 2)	
18-19 October	Organising Stewards (Part 1)	
8-9 November	Developing Representation Skills	 
22-24 November	Organising Stewards (Part 2)	

INVERNESS

Dates	Course	
18-20 April	ERA Refresher	
9-11 May	Organising Stewards (Part 1)	
6-8 June	Organising Stewards (Part 2)	
5-7 September	Further Representation Skills	
3-5 October	Absence Management and Capability	  
21-23 November	Developing Representation Skills	 

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



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