



Education Programme For Activists 2023



*Knowledge is power. Organisation is power.
Knowledge and organisation mean the right to life,
liberty and the pursuit of happiness. Knowledge and
organisation mean the opening of the cage door’.*

*Mary Macarther
The Women Worker*

Contents

Organising Stewards Programme

ERA Refresher

H&S Starter

Union Learner Reps

Branch Officer Courses

Plan to Win

Follow on courses

H&S short courses

Pensions

TUC Courses

Members Learning

Application Form



Course notes

How to apply

Welcome to UNISON's North West Regional education programme for 2023. For each course you want to attend, complete an application form and make sure it is signed by your Branch secretary or Branch Education Co-ordinator. Once completed send it to: **northwestlearningandorganising@unison.co.uk**

NW UNISON Education
UNISON
Arena Point
1 Hunts Bank
Manchester
M3 1LN

Your application will be acknowledged on receipt and before the course starts you will be sent joining instructions.

Costs

There are no charges for you as an individual.

Your branch will be charged at a rate of £20 a day.

Your branch will be responsible for these costs and will be invoiced directly from regional office after each course. Your branch will also be responsible for funding travelling expenses. Please see your branch secretary for forms.

Courses will start at 9:30am and finish at 4:30 approx. Unless otherwise stated.

Child and dependent care

UNISON will endeavour to provide child and dependent care support for all those requiring it in order to attend courses. Assistance is available to fund child and dependent care, at home or at a crèche, should that be necessary, if you require such assistance please let us know as soon as possible.

Equal opportunities and facilities for disabled members

No Member should be deterred from applying for a course because of individual circumstances. UNISON believes that venues should be accessible. We are more than happy to discuss individual needs or requirements before the course if it would be helpful. Please tell us if you have specific needs.

Cancellations

If you need to cancel your place, you must notify us immediately. Failure to do so might deprive another member of a place and your branch might have to pay for the costs.

Contact us:

Bob Kelly – Regional Education Organiser

b.kelly@unison.co.uk

0795 7506 031

General Enquiries

northwestlearningandorganising@unison.co.uk

0161 661 6751

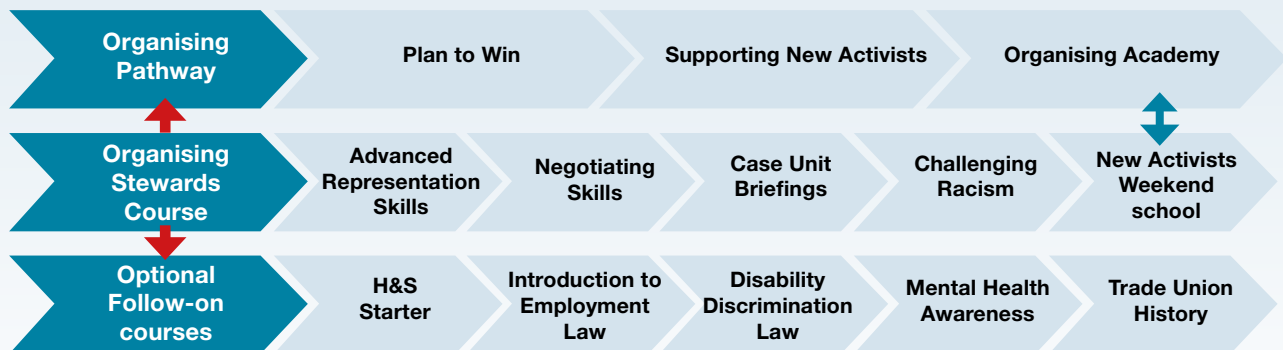
www.unisonnw.org/course_catalogue



Organising Steward's Programme

All new stewards are expected to attend the full programme of steward's courses.

The first course for new Stewards is the Organising Steward, followed by Developing Representational Skills and Negotiating Skills. There are also a number of other optional courses see below:



THE ORGANISING STEWARD

The Organising Steward course has been designed for newly elected and less experienced UNISON stewards organising in the workplace. As a steward you are a vital link in the union chain and have an important role to play in organising members at local level. The course covers the following subjects:

- The Role of the Rep
- Organising
- UNISON structure
- Representing members

The courses take place over 5 days usually 1 day a week for 5 weeks or in 3 and a 2 day block at locations around the region-9.30-4:30 pm each day lunch provided.

Before you come on the Organising Steward Course however you should talk to your branch mentor about the jobs you could be doing in the workplace.

Look at the UNISON eNote for new stewards. Visit <http://learning.unison.org.uk>

Start Dates:

Manchester, Arena Point (3 and 2 day blocks)

March 20th, 21st, 22nd, 27th and 28th

May 15th, 16th, 17th, 22nd and 23rd

November 6th, 7th, 8th and 13th and 14th

Manchester, Arena Point (5 day, 1 day a week)

6th February – 5 Mondays

5th June – 5 Mondays

11th September – 5 Mondays

Manchester, Arena Point (5 day block)

July 31st, August 1st, 2nd, 3rd and 4th

Continued overleaf >

Liverpool (3 and 2 day blocks)

March 20th, 21st, 22nd, 27th and 28th

May 15th, 16th, 17th, 22nd and 23rd

November 6th, 7th, 8th and 13th and 14th

Liverpool (5 day, 1 day a week)

6th February – 5 Mondays

5th June – 5 Mondays

11th September – 5 Mondays

Preston (3 and 2 day blocks)

March 20th, 21st, 22nd, 27th and 28th

May 15th, 16th, 17th, 22nd and 23rd

November 6th, 7th, 8th and 13th and 14th

Preston (5 day, 1 day a week)

6th February – 5 Mondays

5th June – 5 Mondays

11th September – 5 Mondays

Penrith (5 day, 1 day a week)

6th February – 5 Mondays

11th September – 5 Mondays

NATIONAL ONLINE COURSES

ORGANISING STEWARD COURSES

Spring: 23 Jan to 3 March: <https://learning.unison.org.uk/events/online-stewards-spring-2023/>

Summer: 22 May to 30 June: <https://learning.unison.org.uk/events/online-stewards-course-summer-2023/>

Autumn 11 Sept to 20 October: <https://learning.unison.org.uk/events/online-stewards-course-autumn-2023/>

Please use the links to apply.

Follow on courses for Stewards

ADVANCED REPRESENTATION SKILLS

This is a three day follow on course for people who have completed initial basic training (The Organising Steward and/or the Health and Safety Starter Courses) but who now need extra skills knowledge and practice in case handling.

Manchester, Arena Point 3 day block

14th March

24th October

NEGOTIATING SKILLS

Negotiating through collective bargaining takes place at many levels from raising members issues with line managers, work rotas, overtime, local agreements or terms and conditions. This course will help participants to:

- Develop and practice negotiating skills
- Be more effective team negotiators
- Understand the process of negotiating and be familiar with different styles of negotiating
- Understand how to prepare, present and negotiate on a claim
- Develop good practice in negotiations.

Manchester, Arena Point 3 day block

25th April
28th November

ERA STEWARDS REFRESHER COURSE

UNISON 5 year rule

If you undertake representative work or casework for UNISON then you need refresher training at least every 5 years. Think of it, as your vital continuing professional development as a UNISON rep or your 'licence to practice'.

On the refresher course you will learn about current protocols in the union when representing members. How to organise around issues in the workplace to lessen the amount of individual casework required and look at recent legal changes and how these may affect the way we represent.

The course is best run in the branch – see your Regional Organiser to get a course off the ground. The events lists below are what we refer to as 'mop up' events. For people from branches where only one or two people need 'refreshing' ie too few to run a branch based course.

Course Dates:

Preston

23rd February Thursday
8th June Thursday
5th October Thursday

Liverpool

2nd March Thursday
22nd June Thursday
12th October Thursday

Manchester, Arena Point

9th March Thursday
29th June Thursday
19th October Thursday

continued...

Penrith

16th February Thursday
28th September Thursday

Online

23rd March
26th October

HEALTH AND SAFETY STARTER

If you are a new Health and Safety Rep this three day course is the first you should take. Your role and the rules and regulations governing health and safety at work are outlined. You will receive a resource pack and details of the UNISON support for Health and Safety reps and issues.

The course will help you to organise around health and safety issues in the workplace. Some of the subjects covered include:

- The role of the H&S Rep
- Organising around H&S
- H&S Law
- SRSC Regs
- Inspections
- Safety Committees
- Risk Assessment

Start Dates:

Manchester, Arena Point (3 Day Block)

14th, 15th and 16th February
9th, 10th and 11th May
11th, 12th, 13th July
21st, 22nd and 23rd November

Liverpool, Cotton Exchange (3 Day Block)

14th, 15th and 16th February
9th, 10th and 11th May
11th, 12th, 13th July
21st, 22nd and 23rd November

Preston (3 Day Block)

14th, 15th and 16th February
9th, 10th and 11th May
11th, 12th, 13th July
21st, 22nd and 23rd November

Penrith (3 Day Block)

9th, 10th and 11th May

NATIONAL ONLINE COURSES

H&S COURSES

Spring: 21 Feb to 28 March: <https://learning.unison.org.uk/events/health-and-safety-online-spring-2023/>

Summer: 14 to 18 August: <https://learning.unison.org.uk/events/health-and-safety-online-summer-2023/>

Autumn 30 October to 3 November: <https://learning.unison.org.uk/events/health-and-safety-online-autumn-2023/>

LEARNING REPS COURSE

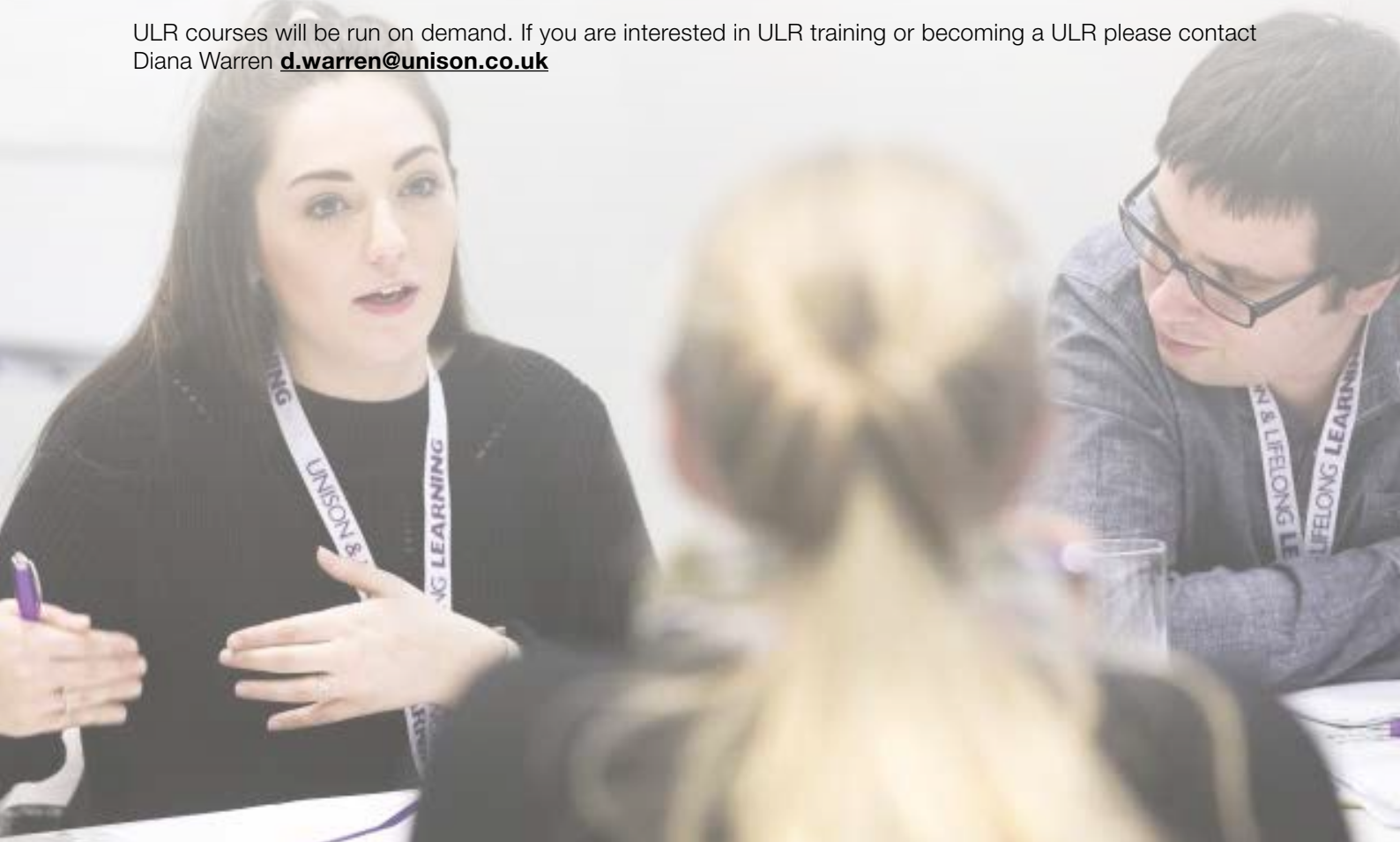
To be able to work effectively as union learning representative (ULR) you need to build a broad knowledge and understanding of education and training matters. Equally, if not more important, is a good understanding of how the union works and your workplace context.

Knowing who to talk to and when, who makes the decisions and how, what policies and guidelines can help is fundamental to ULRs making a successful case for members.

This course will help you:

- understand union structures, and how your union organises around priorities and learning
- build a broad perspective of where you fit in the scheme of things
- find out about developments in learning and appreciate issues affecting learning
- work with members and other reps to define priorities
- take a planned approach to your own and your members' development
- develop the skills of putting the union case on learning
- work collectively as part of the union team

ULR courses will be run on demand. If you are interested in ULR training or becoming a ULR please contact Diana Warren d.warren@unison.co.uk



BRANCH OFFICERS

This course is designed for new branch Officers, Chair, Secretary, Treasurer, Education Coordinator, lifelong Learning Coordinator, Equalities Officer, Young Members etc.

The course is designed for you to understand how the branch works and your responsibilities and will cover the following subjects:

- Branch structures
- Organising in the branch
- Meeting Skills
- Finding new activists
- Supporting new activists

The course is a three day block

Liverpool

3rd, 4th and 5th May

Manchester, Arena Point

5th, 6th and 7th July

13th, 14th and 15th September

EQUALITY IN YOUR BRANCH

This course will enable branch officers and reps to:

- Understand the roles of the branch Equalities Co-ordinator, Equality Reps and Self-Organised groups officers.
- Develop their understanding of Equality in UNISON
- Promote equality organising in their workplace and branch
- Develop realistic action plans

Manchester, Arena Point

3rd April

Liverpool City Centre

20th September

SKILLS FOR STRENGTH – ORGANISING CONVENTION

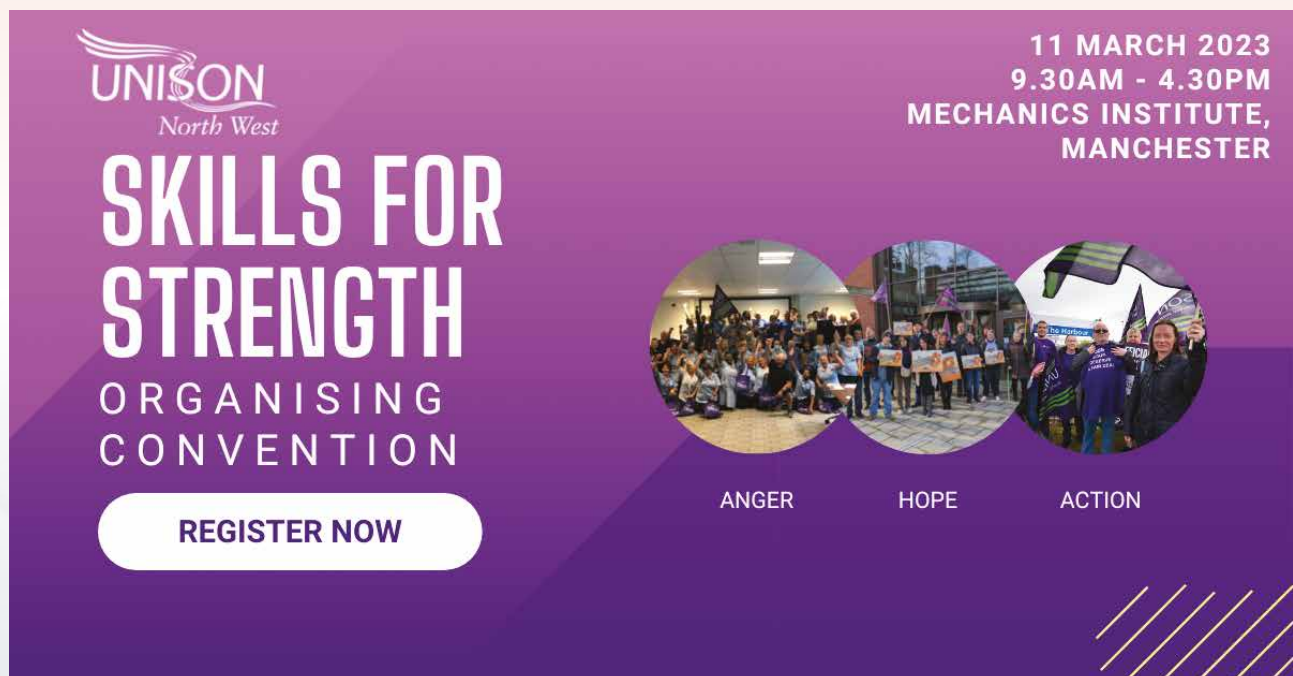
Saturday 11th March 2023 – Manchester

Skills for strength is a convention for UNISON members in the North West Region, bringing us together with other trade unionists from across our region, country and from across the globe to share ideas, best practice and skills.

This is a practical, workshop-based event to help you win in the workplace, build our union and improve people's working lives.

Registration and attendance at the event is free, including lunch and refreshments, but registrants will need to claim any travel expenses incurred from their UNISON branch, with their permission.

www.eventbrite.com/e/440863964987



The poster features a purple background with the UNISON North West logo in the top left. The main title 'SKILLS FOR STRENGTH' is in large white letters, followed by 'ORGANISING CONVENTION' in smaller white letters. A white button with 'REGISTER NOW' is below the title. On the right, the date and time '11 MARCH 2023 9.30AM - 4.30PM' and the venue 'MECHANICS INSTITUTE, MANCHESTER' are listed. Three circular images show groups of people at a convention, with the words 'ANGER', 'HOPE', and 'ACTION' written below them. A large, stylized 'UNISON' logo is visible in the background of the entire page.

UNISON
North West

**SKILLS FOR
STRENGTH**
ORGANISING
CONVENTION

REGISTER NOW

**11 MARCH 2023
9.30AM - 4.30PM
MECHANICS INSTITUTE,
MANCHESTER**

ANGER **HOPE** **ACTION**

Building a powerful workplace union

PLAN TO WIN

This one day course is to help branches build campaigns in their workplaces. Based on successful campaigns run in the region it will teach skills in planning campaigns, mapping, recruitment, finding new activists and sustaining an organised workplace.

The course will take place regularly to fit in with Activity Fortnights.

They can be run in branches or workplaces on request and tailored to branch or workplace needs:

27th January – Manchester	28th July – Manchester
24th February – Liverpool	29th September – Liverpool
31st March – Manchester	6th October – Manchester
28th April – Liverpool	27th October – Liverpool
26th May – Manchester	10th November – Manchester
30th June – Liverpool	

SUPPORTING NEW ACTIVISTS

Becoming a new union activist can be quite daunting, so if we are to keep and develop these potential reps or branch officers then we need to support them.

This one day course will:

- concepts of coaching and mentoring in UNISON
 - skills required by mentors and buddies
 - systems which need to be in place in the branch to enable the mentoring process
-

Liverpool

30th March

Manchester, Arena Point

21st September

WORKSHOPS

We also offer short workshops that can be run online or face to face for branches either as part of a development day or a branch meeting.

- Workplace contacts
- One to one conversations
- Knowing your members
- Fundamentals of organising
- Running Campaigns
- UNISON structures
- Writing motions

If you want training on other subjects or issues and it is not on the list then please contact us. We will endeavour to provide the training.

Contact Bob Kelly for more details b.kelly@unison.co.uk

TRADE UNION HISTORY

In partnership with Working Class Movement Library in Salford. We are hoping to run Trade Union History courses this year. The courses will be run in the evenings over 6 weeks.

WORKING
CLASS
MOVEMENT
LIBRARY

The course will cover the period of history between the industrial revolution and the 1970s. As well as learning about the history of trade unions the historical context in which they develop will also be explored.

28th February (Tuesday evening) – Manchester 6:00pm – 8:30pm

11th September (Tuesday evening) – Liverpool 6:00pm – 8:30pm

ECONOMICS FOR EVERYONE

This is a one day course for activists who would like to know more about the political economic system that determines our working lives.

The course will explain in simple terms (no graphs or maths):

- Austerity
- Neoliberalism
- Economic jargon
- Economic and political alternatives

Liverpool

12th March

Manchester

13th October

INTRODUCTION TO EMPLOYMENT LAW

This is a 3 day follow on course for stewards or union representatives who wish to know the basics of employment law. The course includes the following:

- Background to the law
- Contracts of Employment
- Unfair Dismissal
- Tribunals
- Equality Law

Manchester, Arena Point

7th, 8th and 9th February

5th, 6th and 7th September

DISABILITY DISCRIMINATION LAW

This 1 day course will give reps an introduction to the law on disability and will include the following:

- Legal definition of disability
- A definition of discrimination
- Reasonable Adjustments

Manchester, Arena Point

1st March

4th October

MENTAL HEALTH AWARENESS

Aims of the course are to:

- 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

Liverpool

29th March

Manchester, Arena Point

18th September

Health & Safety Courses

RISK ASSESSMENT

A one day course for H&S reps or any other activist who wants to know about Risk Assessment the course will cover:

- Legal obligations
- Employer's responsibilities
- The role of the H&S Rep
- Organising around Risk Assessment

Liverpool

17th March

Manchester

22nd September

WORKPLACE INSPECTIONS

A one day course for H&S Reps that will cover:

- Rights to inspection
- Carrying out inspections
- Organising around inspections

Manchester

22nd February

Liverpool

17th November

TACKLING STRESS AT WORK

This one day course will help participants to:

- have a definition of stress
- understand the causes of stress and its effects on the health of members
- be familiar with statutory and common law concerning stress
- understand how risk assessments can be used as part of a workplace strategy on stress prevention
- prepare and implement a policy on stress prevention
- identify measures to include in a workplace stress reduction programme
- develop stress resource materials and information for use in the workplace and union

Manchester, Arena Point

18th October

DEALING WITH RACISM IN THE WORKPLACE

SHOW
RACISM
THE
RED
CARD

A one day essential course for all activists. The course will include:

- Language and terminology
- Law and legislation
- Challenging and responding to racist incidents in the workplace
- Embedding anti-racism into a workplace

The course will be tutored by Show Racism the Red Card.

Please visit their website for more information www.theredcard.org/

Manchester, Arena Point

21st February

20th July

11th October

GREEN SKILLS

This course aims to:

- To introduce participants to the interaction between humans and their environment and their impact upon it
- To enable participants to plan a strategy for their branch to engage around environmental issues on a workplace and wider level

Manchester, Arena Point

25th May

16th November



YOUNG MEMBERS POLITICAL SCHOOL

This is a residential course spread over 2 days. The course will cover current political issues that particularly effect young members. It is a good chance for young members to be introduced to Unison and network with other young members.

The course is open to any member in the region who is under 27 years.

.....

Radisson Blu Hotel, Liverpool

Friday 24th March and Saturday 25th March

Finance Courses

BRANCH FINANCES: OLBA

OLBA stands for On Line Branch Accounts. This one day training equips Branch treasurers with the skills to transfer accounts from paper based or other types of accounting and get the most out of this simple straight forward automated system.

1 day course

.....

Manchester, Arena Point

18th May

19th October

E-NOTE – INTRODUCTION FOR NEW BRANCH TREASURERS

Branch treasurers have responsibility for managing finances within the branch.

This e-note will introduce the roles and responsibilities of the branch treasurer, provide you with key information to help you get started in the role, and outline what you can expect from the face-to-face OLBA (online branch accounting) training.

It also seeks to reassure you about taking on the role and address some of the worries that you might have.

<http://e-learning.unison.org.uk/>

PENSIONS

An introduction to the Local Government or NHS Pension Schemes.

These courses will help you understand your pension scheme and your pension position including:

- Recent changes to the State and Public Sector Pensions
- Gaining an understanding of the opportunities for flexible and early retirement

- Understanding the pitfalls of “salary sacrifice contracts” and understanding their impact on Final Salary and career average pension schemes
- Understanding the opportunities to increase your pension by paying Additional Voluntary Contributions

We will be one day running courses in conjunction with the Trade Union Education Unit at Stockport College.

NHS Pensions

17th February

23rd June

24th November

Local Government Pensions

24th February

30th June

1st December

TUC Education

Whether you're looking for a reps course or you want to refresh your skills as an experienced rep or you're simply interested in becoming a union rep, we have a course for you
www.tuc.org.uk/TUCcourses



You can choose from classroom or online training, a webinar or an eNote you should be able to find training that suits you.

TUC Education trains union reps to work with union members and officers to make a difference in their workplace. Training is run in partnership with further education colleges and online across the UK. Union reps attend from a wide range of industries and unions.

Whether you are a:

- Shop Steward
- Workplace Rep
- Safety Rep
- Union Learning Rep
- Equality Rep
- Green Rep
- or other trade union rep

You will find training available that will give you the skills you need as a rep to be effective in the workplace.

Training includes classroom and online versions of:

- Union Reps stage 1
- Employment Law
- Health and Safety stage 1 and 2
- Union Learning Reps stage 1 and 2

The online programmes are freely available for self-study and can be accessed as soon as a rep takes office, at a time and place most convenient, using a smart phone, tablet or computer. And of course, the online programmes can enhance the delivery of classroom courses.

If you want updates on a particular workplace issue then eNotes and webinars are a great place to start.

eNotes are short, bitesized chunks of online learning that contain a mix of text, video and quizzes.

Webinars are short briefings held on the internet for an online audience. New webinars on issues affecting reps are run regularly.

To look for TUC courses, training, events, webinars and eNotes visit <https://www.tuc.org.uk/training>

Despite cuts to funding and budgets the TUC Education Units in the NW are still offering courses for stewards and reps. There is a full range of courses on offer at the following centres:

Warrington & Vale Royal College

Rick Cayzer
(Contact for courses in Cumbria)
Tel: 01925 494637
Email: rcayzer@wvr.ac.uk

The Manchester College

Mike Dearing
Tel: 0161 920 2835/2261
Email: MDearing@tmc.ac.uk

Stockport College

John Handley
Tel: 0161 296 5728/5720
Email: john.handley@stockport.ac.uk

Wirral Met College

Dave Hawkins
Tel: 0151 237 2750
Email: dave.hawkins@wmc.ac.uk

Please contact the centres directly or visit the TUC Education website

<https://www.tuc.org.uk/training>



Members' Education

UNISON has a proud history of providing high quality learning opportunities for our members. We work with trusted national institutions like The Open University and the Workers' Educational Association (WEA) and a host of local providers, delivering courses regionally and individual learning online. We believe learning is best delivered collectively in the workplace and do all we can to support branches to organise that. We can deliver a range of courses but here is an example of subjects we cover

- Awareness raising courses including Menopause in the Workplace; Neurodiversity; Dementia Awareness; Mental Health Awareness
- Confidence boosting courses including Return to Learn; Women's lives; Power to be you; Get that Job and Reaching Your Goals
- IT Courses e.g., Everyday Excel and Working with Word
- Wellbeing courses e.g., Mindfulness for Stress; Managing Workplace Stress – Staying Strong
- Skills based courses including Literacy and Numeracy Skills (Everyday Maths) and Introduction to British Sign Language

To get the best member learning we need Union Learning Representatives in every workplace, who will find out what members want and help coordinate delivery with us. Training on the role will be provided.

For more information on member learning or on being a ULR contact Diana Warren d.warren@unison.co.uk



Notes

Notes

APPLICATION FORM

Please return completed forms to: Learning and Organising,
UNISON Regional Centre, Arena Point, 1 Hunts Bank M3 1UN

APPLICANT DETAILS			
Name		Contact Telephone No.	
Address		UNISON Membership No.	
Postcode		Branch	
E-Mail Address:		Position Held	

We use this information to add your name to the training database for this event and update your membership details.

COURSE DETAILS	
Course Title:	
Venue/Location	
Course Dates:	

No member should be deterred from applying for a course because of individual needs. Please give details of your access, dietary requirements, learning support requirements and other needs here – use a separate sheet if you need to:

This information tells us if you have any specific requirements that will help you to fully participate in the course.

BRANCH AUTHORISATION	
I have informed my branch that I have applied for the course and I am starting to make arrangements for time off to attend	
Signature of applicant..... Date.....	
The above named has branch approval to attend	
Signature from Branch..... Date.....	

Email: northwestlearningandorganising@unison.co.uk



Learning and Organising, UNISON Regional Centre, Arena Point, 1 Hunts Bank M3 1UN