

UNISON LEARNING  LONDON

Learning to organise Organising to learn

Trade union
education
courses
August to
December
2010




UNISON
Greater London

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Welcome to our course programme

Welcome to our programme of courses for Greater London Region UNISON. Our courses are designed to help build an active and effective union at workplace, branch and regional level based on UNISON's values: promoting members' rights; encouraging participation in the union; providing quality services to members; and equality. Our courses aim to help you develop your skills and knowledge for organising in the workplace. They are run in a friendly and supportive way, they value participants' ideas and experiences, and they have a practical focus. They use 'student centred' methods; so you won't be lectured at or put on the spot.

Finding your course

This programme is organised to make it as easy as possible for you and your branch to identify a course that suits you.

- We have put the courses into five 'levels' to give you an idea of how to make progress along your union learning pathway. You should be aiming to progress from level one to level four as you gain more experience in your union activity. These levels and their respective courses are shown in the Planning Your Progress index on page 7
- We have organised the programme itself into subject areas:

First steps: courses to help with the essential knowledge and skills for trade union activity. These are courses you really can't do without!

Local negotiating and casework: Helping members with workplace problems and representing them either individually, or collectively, is the core business of trade unions; it is why we are here! This section will help with all aspects of this work – but we will expect you to have done an 'organising stewards/handling grievance and disciplinaries' course first.

Health and safety: Health and safety at work is a priority for us all, although it is a constantly shifting area as new

risks and issues get identified. For most of these courses we will expect you to have done an introductory safety reps course first.

Equal opportunities: UNISON is committed to developing equal opportunities at work and in the union. Here you will find courses for different groups, and also mainstream courses.

Organising and running your branch: If you have already, or are about to take on responsibilities at branch level look in this section

Lifelong learning: We aim to open up educational opportunities and lifelong learning (LLL) to all our members. A key role in promoting these is the Union Learning Rep. Find out more in this section.

Paid time off

Your rights: You have a legal right to reasonable paid time off for training in your union industrial relations duties. You should give your manager at least a few weeks notice, and if asked to, provide them with information about the content of the course. So, when you send off your application form to UNISON, at the same time ask management for time off using your local procedure – don't delay by waiting until your course place is confirmed. If you need help at any stage ask your UNISON branch.

What the law says about time off: Stewards and other branch officers have rights given by the Trade Union and Labour Relations (Consolidation) Act 1992, backed up by the ACAS Code of Practice on 'Time Off for Trade Union Duties and Activities' revised in 2003. You can find the Code of Practice on www.acas.org.uk. Union Learning Reps have rights from the same Act and the same ACAS Code of Practice applies. Safety Reps have similar rights described in the Code of Practice and Regulations on Safety Representatives and Safety Committees (1977). These are reproduced as a UNISON publication of the same name. Have a look as well at the UNISON publication *Time to Act – negotiating time off for trade union duties and activities*, stock number 2359.

Paid time off for part time workers: If you attend a course for which paid time off is available and those course hours exceed those you normally work then you should be entitled to receive pay or time off in lieu for those extra hours. If you need help with this please contact your branch secretary.

Information

Course arrangements

Changes to course requirements and course duration

Due to funding changes and accreditation requirements we have to change the format and length of some of our courses. Please note that in future a majority of our courses will be of three days duration. These are the courses which will be run by a TUC tutor. The majority of courses will require participants to undertake a pre-course activity and/or to bring with them to the course relevant documents or policies. We will provide participants with the necessary branch information which can be used to complete the pre-course activity/or to obtain the relevant information required (ie policies etc). Course participants will be contacted before the start of the course by the course tutor who will be able to provide further assistance and help as required and answer any concerns or questions. We hope that those involved will do all they can to ensure these new requirements are met successfully. Should you require any further information about this please contact Amanda Mayers on 020 7535 6561 or email a.mayers@unison.co.uk.

Timing

Most of our courses run from 9.15am to 4.30pm, though some will start at 10.00am. The start time will be clear in the details that we send you when you are booked on a course. Whatever the final details say: for everyone's benefit, please get there on time.

Certificates and credits

Everyone who completes a course will receive a certificate of attendance from Greater London Region UNISON. In addition most courses allow you the opportunity to gain educational credits under the Open College Network. This is not a course requirement, and you won't be disadvantaged if you don't take up the option. To get credits your work on the course is assessed, but there is no examination! The credits are equivalent to NVQs and GCSEs, and can be added to your portfolio to help you qualify for higher or further education. There is a new credit system, your tutor will be able to give you more details.

Employment Rights Act accreditation

If you successfully complete an introductory organising steward course, or a handling grievances and disciplinaries course, you will be entitled to a certificate from UNISON under the ERA to say that you have received the union training you need to accompany a member to a grievance or disciplinary hearing. This would be useful in the unlikely event of a manager challenging you.

Course fees and expenses

There is no cost to you. Where we show a course fee that will be paid by the branch. Our course fees are to cover the cost of lunch at venues where we provide it. Travel and subsistence fees will also be paid by the branch. We will provide you with a claim form to give to your branch. They should also pay any additional child care costs that result from attending a course – it is best to discuss this with your branch before attending.

Cancellation If for any reason you find that you cannot attend a course that you have applied for, then you should let your branch know. They may be able to find someone else to fill your place. You should also let the Education Unit at Regional Office know (see Enquiries and Contacts). If you fail to attend without informing us before the course starts there will be a penalty charge made on your branch.

Course numbers

Many of our courses can only run if we have 12 participants. If we are unable to recruit 12 participants to a course, we will have no alternative but to cancel it. This is disappointing and frustrating all-round. In these circumstances we try and offer alternative courses if they are available. We are happy to tell you about numbers in advance if you are anxious to know whether or not your course is likely to run.

Our course administration

Most of our courses are run solely for activists in Greater London Region, and you will receive your course details from us. Once we have received your completed application form, signed by your branch, we will send you an acknowledgement letter, **approximately** two weeks before the course start date we will send you a letter giving details about the course, joining instructions and a map of the venue. If for any reason you do not receive this information please contact us at regional office.

Enquiries and contacts

Our Education Unit Administrator is **Amanda Mayers**. Contact her about the progress of your course applications; joining instructions about how to get to your course; course vacancies and numbers etc.

Telephone: 020 7535 6561

Fax: 020 7535 2105

Email: a.mayers@unison.co.uk

Please note – we will only accept email applications if sent by your branch secretary. You may also use our dedicated mailbox: g.education@unison.co.uk

Regional Education Officer **Les Perkins** does policy, organising and tutorial work in relation to the regional education programme. Contact him through the above number if you want a discussion or advice about what we can do to help your branch.

Telephone: 020 7535 6566

Email: l.perkins@unison.co.uk

Richard Soer is the Regional Learning and Development Organiser for the region, and would be pleased to advise you on how to develop your branch organisation and LLL.

Telephone: 020 7535 6568

Email: r.soer@unison.co.uk

Find our more about UNISON education on these websites

www.unison.org.uk/london

London region's website which has a pdf of this programme, and application forms on the home page.

www.unison.org.uk/laos

The national Learning and Organising Services website for activist education info.

www.unison-opencollege.org

The national website for Life Long Learning.

And find out about TUC education at

www.tuc.org.uk

follow the links under education and training.

Venues

We try to run our most popular courses at various venues around London, for others we use central London venues. Rather than repeat this information throughout the programme it is summarised here:

● CENTRAL LONDON OR CITY

We use a number of venues in Central London and (in the Euston/Kings Cross area), and also in the City (around Liverpool Street main line station). These are all served by a number of tube lines from all over London. Precise details will be given when you apply.

● DEPTFORD

We use the Deptford campus of Lewisham College in Deptford Church Street. Stations: New Cross (tube) or Deptford Bridge DLR.

● HOUNSLOW

We use West Thames College, London Road, Isleworth. Nearest tube: Hounslow East.

● PUTNEY

We use South Thames College, Putney Centre, Putney Hill. Nearest tube: East Putney.

● TOTTENHAM

We use the College of North East London, Tottenham High Street. Nearest tube: Seven Sisters.



More opportunities for education and training

Lost in UNISON

Many potential stewards are reluctant to commit until they know what's in store. Many new stewards feel overwhelmed when they first start. They are unsure of the role, or what's expected of them, not knowing where to get advice, information and support or how they fit into the bigger union.

Lost in UNISON is a new steward induction/ taster session, four to five hours long, for potential and new stewards where you get a grounding in the structures of UNISON, explore the scope of the role, identify sources of support and access further training. We also look at the difference you can make immediately in your workplace with a bit of basic organising. It's fun and informal and has been developed by existing stewards to meet the needs of new and potential stewards.

These inductions are held six times a year. Nearer the time they will be advertised in a direct mailing to new stewards, branches, on the UNISON website and in the London newsletter.

See page 8 for dates and venues of upcoming sessions or contact Alice Dawnay – 020 7535 6554 / aliced@unison.co.uk for more information.

As well as the courses that are detailed in our programme, there are other opportunities for you to explore

Opportunities with the TUC

We work closely with the TUC education service in London. They help us run many courses, and we encourage UNISON members to attend their courses. They publish a brochure with course details three times a year, which is sent to branches. Many UNISON activists 'pick and mix' UNISON courses with TUC courses, especially their ten-day reps and safety reps courses, and so develop their own learning pathways; but it's a good idea to go on a UNISON level 1 course first (see the note on 'Planning Your Progress' opposite). The TUC offers IT training; and watch out too for the further education diploma and certificate courses in trade union studies that they support.

Bursaries

If you are doing a course in further or higher education relating to trade unionism, you might be eligible for a national or regional bursary. These help with course fees and the cost of books etc.

The main criteria used for supporting members/activists engaged in a course is that the subject matter should be connected to some aspect of trade unionism and the application form should be supported by your branch.

If you need further information about bursaries please contact Amanda Mayers on 020 7535 6645 or email her at a.mayers@unison.co.uk.

Branch courses and branch development

As well as courses run at regional level we can help with courses and sessions for individual branches. For example, we can arrange for introductory stewards courses at branch level, and we can assist with branch development workshops to help with recruitment and organisational effectiveness. Your branch education co-ordinator or branch secretary will arrange local publicity when something is organised for your branch.

Changes at work

We are in a period of unprecedented change in all our services: Agenda for Change in Health Care, HERA in Higher Education, Pay and Grading Reviews in Local Government, are some major examples. Courses to assist with such issues are run at national, region and branch level. Watch out for information about these opportunities relevant for your service.

Replacement Membership System (RMS)

We will continue with our programme of courses for branches that want full access to the RMS for maintaining their membership records. If your branch is interested in getting on to RMS, then contact our RMS section on 020 7535 6650 and they will advise on the IT systems that you will require and explain how to get the training.

Planning your progress



Note

We haven't included the Running Your Branch courses – but we would usually expect anyone taking on branch level responsibilities to have done at least an introductory organising steward course first.

Check out where your course fits into your progression path

This is a UNISON guide only; the levels do not correspond to OCN credit levels.

Entry level

Lost in UNISON

Level one

Communicating with confidence
Introductory stewards
Introductory safety reps
Union learning reps

Level two

Handling grievances and disciplinaries
Introduction to team negotiating
Rights at work
Risk assessments
Skills for life and the impact of dyslexia in the workplace

Level three

Basic pension enquiries
Dealing with capability cases
Disciplinary hearings
End of year accounts
Going to black members conference
Introduction to ICT for trade unionists
Sickness absence
Stewards refresher (ERA re-accreditation)

Level four

Dealing with bullying and harassment
Dealing with redundancy and reorganisation at work
Employment law update
New equality reps training
Stress in the workplace
Violence at work

First steps

Lost in UNISON

If you are thinking about becoming a steward but are not sure yet, try our LOST IN UNISON course as a first step, then follow the other first step programme.

At London Bridge
(Guys Hospital Tower)
On 29 September
(10am – 3pm)
Code L056

At Central London
(Congress House)
On 20 October
(4pm – 8pm)
Code L057

At Camden Centre, Camden
On 26 November
(10am – 4pm)
Code L058



The following are basic skills courses for newly appointed activists

Introductory organising steward

These three day courses cover the job of the UNISON steward, getting organised in the workplace, and understanding UNISON's organisation and services. Follow it up with a handling grievances and disciplinaries course. **(Pre-course activity to be completed)**

At Euston (NUT)
On 4, 5 & 6 August
Code L008

At Hounslow (West Thames College)
On 7, 14 & 21 September (3 Tuesdays)
Code L059

At Deptford (Lewisham College)
On 13, 14 & 15 September
Code L060

At Putney (South Thames College)
On 4, 5 & 6 October
Code L061

At Luke Street, EC2 (WEA)
On 8, 9 & 10 November
Code L062

At Tottenham (CONEL)
On 10, 11 & 12 November
Code L063

Please note that with your joining instructions there will be information regarding the pre-course activity which we would be grateful if you would complete. If you require any help or assistance please contact your branch.

Union learning reps

This three day course will help if you want to organise around UNISON's learning agenda and work with members and employers to promote lifelong learning opportunities. Follow up with the course described in the Lifelong Learning section.

Lunch provided, £30.00 branch fee.

At Euston (NUT)
On 5, 12 & 19 October (3 Tuesdays)
Code L074

Handling grievances and disciplinaries

This two day course follows up the introductory organising steward course and helps you apply your everyday skills to members problems at work.

[\(Pre-course activity to be completed\)](#)

At Euston (NUT)
On 19 & 20 August
Code Lo14

At Deptford (Lewisham College)
On 4 & 5 October
Code Lo64

At Hounslow (West Thames College)
On 22 & 29 October (2 Fridays)
Code Lo65

At Putney (South Thames College)
On 3 & 4 November
Code Lo66

At Luke Street, EC2 (WEA)
On 22 & 23 November
Code Lo67

At Tottenham (CONEL)
On 1 & 2 December
Code Lo68

Please note that with your joining instructions there will be information regarding the pre-course activity which we would be grateful if you would complete. If you require any help or assistance please contact your branch.

Communicating with confidence

This will help get your message over in a variety of typical trade union settings.

Lunch provided, £20.00 branch fee.

At Euston (NUT)
On 22 & 23 November
Code Lo75

Introductory safety reps

This three day course covers the role of the safety rep., the legal framework, doing inspections and getting organised for workplace health and safety. Why not book a risk assessment course (see the Health & Safety section) as well?

[\(Pre-course activity to be completed\)](#)

At Euston (NUT)
On 11, 12 & 13 August
Code Lo20

At Deptford (Lewisham College)
On 25, 26 & 27 October
Code Lo69

At Hounslow (West Thames College)
On 5, 12 & 19 November (3 Fridays)
Code Lo70

At Tottenham (CONEL)
On 24, 25 & 26 November
Code Lo71

At Putney (South Thames College)
On 29 & 30 November & 1 December
Code Lo72

At Luke Street, EC2 (WEA)
On 6, 7 & 8 December
Code Lo73

Please note that with your joining instructions there will be information regarding the pre-course activity which we would be grateful if you would complete. If you require any help or assistance please contact your branch.

Local negotiating and casework

Progress on to these courses after you have done your first step course.

Negotiating and representation skills



You may only attend this course if you have been on one of our two day handling grievance and disciplinary courses.

Disciplinary hearings

This course uses a case study, presented on video, to help you develop the skills of advocacy and cross examination in disciplinaries.

At Euston (NUT)
On 6 & 7 October
Code Lo77

Dealing with reorganisation and redundancy at work

This three day course looks at anticipating and dealing with management proposals for change and reorganisation at work, and will help you prepare a trade union response to protect your member's interests.

Lunch provided, £30.00 course fee.

At Euston (NUT)
On 28, 29 & 30 September
Code Lo76

Introduction to ICT for trade unionists

This three day course is aimed at all union members wishing to develop IT skills and is intended to help with personal and career development. It introduces students to MS Word (file management, letters etc), MS Excel (setting up a basic spreadsheet and manipulating data) and MS PowerPoint (assist in producing a presentation). This will help in developing effective communication systems between members and the branch and can help with presentations around promoting the work of the Union.

At UNISON HQ, Mabledon Place, London WC1
On 11, 12 & 13 October
Code Lo78



Local negotiating and casework

Employment law update

This three day course will provide an opportunity to find out about recent developments in the law relating to work, employment rights and collective bargaining.

Lunch provided, £30.00 course fee.

At Euston (NUT)
On 1, 2 & 3 November
Code Lo80

Introduction to team negotiating

This is for reps new to joint trade union/management committees at workplace/departmental level. Develop your skills of working in a trade union side team.

Lunch provided, £20.00 course fee.

At Euston (NUT)
On 8 & 9 November
Code Lo81

Stewards refresher

(ERA Re-Accreditation)

This course is designed to meet the requirements of the Employment Relations Act (ERA) on re-accreditation.

This two day course is for reps and branch officers who did an Introductory Organising Stewards course over five years ago OR reps and branch officers who have never done an Introductory organising stewards course but have been carrying out the full role of a steward ie representing members on grievances and disciplinaries.

Lunch provided, £20.00 course fee.

At Euston (NUT)
On 16 & 17 November
Code Lo82



You must have attended the Introductory organising stewards and Handling grievances and disciplinaries courses first. This course is aimed at more experienced stewards and/or those who have dealt with disciplinary and/or grievance hearings.

Dealing with capability cases

This two day course will look at the issues surrounding disciplinary hearings with 'capability'. It will also look at employment law in this respect and some of the frequent issues that arise. Lunch provided, £20.00 course fee.

new!

At Euston (NUT)
On 18 & 19 October
Code Lo79



Local negotiating issues and rights at work



Rights at work

This three-day course will include an introduction to rights at work and how we can use these rights to build union organisation at workplace and branch level.

Lunch provided, £30.00 branch fee.

At Euston (NUT)
On 6, 7 & 8 September
Code Lo83

Basic pension enquiries

This three day course will help you understand the basic provisions of the main occupational schemes in the public services, the role of the state scheme, and how pensions are calculated. Very topical!

Lunch provided, £30.00 course fee.

At Euston (NUT)
On 1, 2 & 3 December
Code Lo85

Sickness absence

This course will help you assess your employer's policy and practice, deal with sickness monitoring cases and develop an organising approach around this issue.

Lunch provided, £30.00 branch fee

At Euston (NUT)
On 22, 23 & 24 September
Code Lo84

These courses follow up the introductory safety reps courses

Sickness absence

This three day course will help you assess your employer's policy and practice, deal with sickness monitoring cases and develop an organising approach around this issue.

Lunch provided, £30.00 branch fee.

At Euston (NUT)
On 22, 23 & 24 September
Code Lo84

Dealing with bullying and harassment

This three day course will include an introduction to dealing with cases of bullying, racial harassment and sexual harassment. It will help you organise in the branch collectively around these issues.

Lunch provided, £30.00 course fee.

At Euston (NUT)
On 10, 11 & 12 November
Code Lo87



To attend any of these courses you must have attended a UNISON safety reps course first.

Violence in the workplace

Verbal and physical abuse at work is common as pressure increases on service users and UNISON members. This three day course examines the issues and develops the trade union response.

Lunch provided, £30.00 branch fee.

At Euston (NUT)
On 6, 7 & 8 October
Code Lo86

Stress in the workplace

This three day course examines work-related causes of stress, and trade union strategies to get employers to take it seriously and do something about it.

Lunch provided, £30.00 branch fee.

At Euston (NUT)
On 22, 23 & 24 November
Code Lo88

Risk assessment

This three day course will help work out what is a health and safety risk at work; how to do risk assessments; and how to get organised to make them effective.

Lunch provided, £30.00 branch fee.

At Euston (NUT)
On 6, 7 & 8 December
Code Lo89

Equal opportunities

Courses to help develop equal opportunities at work and in the union

New equality reps training

This three day course is aimed at anyone interested in becoming an equality rep in order to help you understand the role, as well as finding out more about discrimination legislation and promoting equality in your workplace.

Lunch provided, £30.00 course fee.

At Euston (NUT)
On 13, 14 & 15 October
Code Logo



Organising & running your branch



For branch officers and committee members with branch level responsibilities

Going to Black Members Conference

This one day workshop is for branch delegates attending Black Members Conference. The course will help you understand Conference Rules and procedures, preparing and making a short speech, and getting the most out of Conference.

At Euston (NUT)
On 10 December
Code Lo91



End of year accounts

This is a one day surgery to assist branch treasurers with closing their end of year accounts. Participants may bring along their books and vouchers for help and advice. This workshop is not a substitute for the two day treasurers course that we run every year.

Lunch provided, £10.00 course fee.

At Euston (NUT)
On 7 December
Code Lo93

To attend you must have been on an introductory ULR course first.

Skills for Life and the impact of dyslexia in the workplace

This three day course is for learning reps that want to improve and develop their role in promoting skills for life (language, literacy and number) in the workplace. It aims to help you understand the most common traits and behaviour associated with dyslexia and the barriers to learning at work that it creates.

Lunch provided, £30.00 branch fee.

At Euston (NUT)
On 1, 2 & 3 December
Code Lo92



UNISON's approach...



Lifelong learning

Learning doesn't just mean vocational training – getting the skills needed to do a particular task or job – however important that is. UNISON means learning in the broadest sense, providing people with the skills and confidence to progress and participate at work, in the union, and in wider society.

We know that our members are often held back at work and in society by a lack of skills, lack of training and lack of confidence. We also know that women, part-time workers and those in low paid manual jobs are less likely to be involved in any learning programmes that are on offer from their employer.

The UNISON approach is to ensure that as many of our members as possible have opportunities for learning providing them with the skills and confidence to

progress and participate fully at work, in society and in the union. Lifelong Learning Reps, alongside the branch education co-ordinator, will have a key role to play in delivering this benefit for our members.

UNISON's experience is that our skills for life courses delivered in partnerships with employers, and our other Lifelong Learning courses and projects, benefit members and branches alike. Individual learners benefit, and for them the courses are often a life-changing experience. Branches benefit as their profile is raised, and the union appears relevant to new groups of members. Recruitment and interest in the union is the result – all part of the organising approach. Members who have been through a successful course may want to help promote UNISON's lifelong learning agenda in their branch, and take on the role of Union Learning Representative – a new route into union activity.

...to Lifelong Learning

Union learning reps

Union learning reps are enthusiasts and advocates for learning in their own workplaces. Their role will vary according to their own circumstances. Some of the Reps tasks are:

- raising awareness of lifelong learning issues in the workplace
- raising awareness of lifelong learning opportunities amongst members and potential members, and finding out the learning needs of particular groups of members or potential members
- liaising with employers on lifelong learning opportunities in the workplace
- working with UNISON branch officers and especially the branch education co-ordinators to promote workplace learning
- creating a positive experience of what UNISON can do for and with members in the workplace around learning issues.

Union learning representatives now have the same statutory rights as stewards and safety representatives to facility time to undertake their role and get relevant training.

Training and supporting union learning reps

These three day courses will help if you want to organise around UNISON's learning agenda and work with members and employers to promote lifelong learning opportunities. Follow up with courses described in the Lifelong Learning section.

Lunch provided, £30.00 branch fee.

At Euston (NUT)

On 5, 12 & 19 October (3 Tuesdays)

Code L074



How to apply

Fill in the form

Fill in the application form, giving us all your contact details (we prefer to use your home address), including daytime phone number and email address in case we need to contact you at the last minute. We need your membership number for our computerised system.

Access

We would be pleased to help with any requirements for disability access or facilitation. Please mention any on the application form so that we can make arrangements.

Monitoring

Please don't forget to fill in the monitoring boxes covering disability, gender and ethnicity. As well as helping us monitor whether applications are representative, ethnic monitoring helps us to build up our database of black and minority ethnic activists. If this applies to you, but you don't want to be on the database please tick the exclusion box.

Get your branch to sign as well

As well as your signature, we must have a signature from a branch officer (usually your branch secretary or branch education co-ordinator), so that:

- we know your branch supports your application
- they know you have applied
- they can help you with paid time off
- they will pay your travel and meal expenses
- they will pay any course fees

If you don't know who your branch secretary is, ring us on 020 7535 6645 to find out.

Start arranging time off

At the same time as you apply we strongly advise you to begin arranging time off. Inform your manager, using your local procedure, and if they ask you to, provide them with information about the content of the course. We can get you this information, if necessary. Don't delay your time off request by waiting until your course place is confirmed, as your manager may then say that you didn't give them enough notice. If you need help at any stage ask your UNISON branch.

Send it to us as soon as possible

Your application should be sent (no stamp needed) to UNISON Education, Freepost, LONDON WC1B 3BR. If you

would prefer, you may get your branch to email your application, but we will need a covering note in lieu of a branch signature, and we must have all the information requested on the form. Your application must get to us at least two weeks before the course.

When we get your application

We'll acknowledge receipt of your application, and then send final details confirming start time and venue details ten days before your course. We run some courses jointly with Eastern Region in order to get good numbers of applications, so you may get your final details from them.

There is a penalty if you fail to show up

Please note that after you receive final details we will expect you at the course. If you fail to attend, without giving us any notice, your branch will be charged a £15 penalty for each day of the course.

If the course is full

Please note that we accept applications on a 'first come, first served' basis. If, as sometime happens, a course is full, we'll try and find you an alternative.

If the course is cancelled

We know that course cancellation is frustrating and inconvenient and we do our best to avoid it, but many of our courses require minimum numbers in order to run. Unfortunately, that means that some of our courses do get cancelled. If that happens we will try and find you another course.

Travel expenses

To get your travel expenses you should claim from your branch. We can give you a claim form to use (unless your branch has its own). You might also want to claim a lunch allowance, if none is provided at the course, (see below). Child care costs should also be paid by the branch.

Course fees

We only charge a course fee (for your branch to pay) where we provide lunch at a course venue at the region's expense. This fee is £10.00 per day. We don't charge at other courses but we then expect branches to provide a lunch allowance. You must get your application countersigned by your branch so that they are aware of these arrangements.

Application form

The reverse of this page is a copy of the application form. Make sure you fill in the monitoring questionnaire on this side as well as the form.

Monitoring information questionnaire *(please tick one box)*

- | | |
|--|---|
| <input type="checkbox"/> White UK | <input type="checkbox"/> Asian UK |
| <input type="checkbox"/> White Other | <input type="checkbox"/> Asian Other |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Black UK | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Black Other,
please specify
..... | <input type="checkbox"/> Other, please specify
..... |

If you are a Black Member, we will add you to the region's Black Member's activist mailing list unless you tick this box.

Disability monitoring

Please tick this box if you define yourself as disabled.

Application form

The reverse of this page is a copy of the application form. Make sure you fill in the monitoring questionnaire on this side as well as the form.

Monitoring information questionnaire *(please tick one box)*

- White UK
- White Other
- Irish
- Black Caribbean
- Black African
- Black UK
- Black Other, please specify
.....
- Asian UK
- Asian Other
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other, please specify
.....

If you are a Black Member, we will add you to the region's Black Member's activist mailing list unless you tick this box.

Disability monitoring
Please tick this box if you define yourself as disabled.



Application form

Please read the notes 'How to Apply' and fill in both sides of this form.

Note your signature and branch signature required

Name

Address for correspondence (home address preferred)

.....

.....Postcode

Daytime telephone number

E-mail address

UNISON branch membership number

(From your membership card). We must have this information in order to process your application.)

Name of employer

Course(s) applied for

CODE(S)DATE(S)TITLE(S)

.....

.....

.....

Please note that with your joining instructions there will be information regarding the pre-course activity which we would be grateful if you would complete. If you require any help or assistance please contact your branch.

Please detail any disabled facilities required

and any dietary needs (in case lunch is provided)

Please note that your branch will be charged a penalty (£15 for each day of the course) if you fail to attend without notice, once your place has been confirmed by us.

SignatureDate

Please make sure that your branch fills in this section, and sends it on to us, promptly.

This application is supported by the branch. We will meet travel and subsistence costs if claimed. If a course fee is advertised we will pay when invoiced. (Note: we run some courses jointly with Eastern Region, and they may issue the invoice.) **We will accept a penalty charge if, once their place is confirmed, the applicant fails to attend without notifying regional office.**

Due to recent changes we now need to ensure that all course participants complete their pre-course activity. This may require, in some circumstances, the branch to assist in obtaining relevant policies or assisting with the completion of the activity itself. Many thanks for your assistance.

Signed for the branch Date.....

Branch position

Please return this form without delay to:

UNISON Education, FREEPOST, London WC1B 3BR

Or fax to: 020 7535 2105

Please note: we will not accept e-mail applications unless they are transmitted by your branch secretary, and convey all the information that we request on our form.

The information you provide and the record of your attendance of UNISON education courses may be shared within UNISON to ensure that membership and branch records are accurate, up to date and to enable your course tutor to contact you. Course information may also be used for statistical purposes.

Application form

Please read the notes 'How to Apply' and fill in both sides of this form.

Note your signature and branch signature required

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