

Thames Valley

Sussex

Hampshire & Isle of Wight

Surrey

Kent & Medway

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Location Key

The five regions that make up the UNISON South East Region are represented by different colours throughout this programme. Each course description has a list of colour-coded dates so you can easily see when the course is available in your area.

Thames Valley

Surrey

Sussex

Hampshire & Isle of Wight

Kent & Medway

Welcome to the 2013 South East Regional Education Programme



Cuts and outsourcing are taking their toll on public services and the people who work there. Our first priority to help these members is to make sure that as many representatives as possible are trained, accredited and supported as soon as they agree to take on this role.

The programme has been left flexible so that if branches have training needs to help them deal with campaigning, negotiating or organising matters they will be able to discuss with Regional Organisers the possibility of holding sessions tailor made for their circumstances.

Branches activists have played a tremendous role so far in supporting members during these difficult times and we will do our best to make sure they have all the tools to carry this work on.

Phil Wood

South East Regional Secretary



We all know the pressures activists and members are under. New and more intense challenges mean that activists need relevant training more than ever. But those same challenges mean there seems to be less and less time available for training. The regional programme focuses on the core courses, essential to enable activists to do their jobs effectively. But we will put on almost any course you ask us for, provided you can a reasonable number of people together at the same time. And we may be able to help you get the numbers up – just talk to your regional organiser or one of the regional education team.

And don't leave organising your training until the last minute – you know that if you do that, you'll never go. Read the programme now, decide what courses you want to go on during the whole of the year and apply for them all now before you get overwhelmed by your day-job. All our courses are good, for you and for the members you represent. You know it makes sense!

Good luck,

Jon Appleton

Chair, Regional Education, Training & Development Committee



UNISON values the contribution of every workplace representative, and is committed to providing development opportunities to enable you to fulfil your role effectively, including providing you with a named contact who can point you in the right direction to help you in your role.

These opportunities are designed to benefit you as an individual and as part of a collective organisation.

UNISON expects reps to be proactive in finding opportunities to put into practice the new skills which are covered on training courses and in line with the job outlines for their union role. This means following up on agreed actions, and seeking out information and support to enable you to carry out your role effectively. //

Contact us

Sam Wines

Regional Education Officer



Sam works closely with the Regional Education and Training Committee and has responsibility for the strategy, planning and implementation of UNISON South East's Education provision. Please contact Sam for advice on any education policy matters and how to integrate organising around learning in your Branch. s.wines@unison.co.uk

Introducing the Regional Education Team & Women's Officer who will support you and your branch around Learning and Organising.

Sam Hill

Regional Course Administrator



Sam deals with all admin queries relating to courses on offer in the region. He works closely with the Regional Education Officer to ensure that members have a positive learning experience and is the first point of call for newly elected Education Co-ordinators. Please contact Sam if you have any questions relating to course administration. s.hill@unison.co.uk

Fiona Roberts

Regional Women's Officer



Fiona offers support to branches in developing policies and strategies that encourage a greater participation of women in UNISON. Fiona works very closely with the Women's Committee to plan the implementation of women-only courses in the South East Region. Please contact Fiona for advice on issues you may have around women's equality. f.roberts@unison.co.uk

You can speak to any member of the Regional Education Team by calling the Guildford Regional office on **01483 406533** or email: educationse@unison.co.uk.

Important Information

Closing dates (CD)

The closing date for all courses in this programme is TWO WEEKS before each course starts. Please make every effort to submit your course applications to the Regional Education Officer (REO) before that date. Late applications may mean that you lose a place on the course, that we cannot make arrangements for family care or disabled needs, or even that courses have to be cancelled. Cancelled courses inconvenience everyone and potentially wastes UNISON's valuable resources. If you have any difficulties in submitting applications in time, please contact the REO on **01483 406511** to let them know.

Key	
(R)	Residential
CD	Closing Date
	Stewards passport courses
	Health & Safety passport courses
	Branch Leadership passport courses
	Women's courses
TBC	To be confirmed

Arranging branch based training

How to arrange a branch based course:

- Contact needs to be made with the REO to discuss your branch's training needs. This should be done on behalf of the branch by the Regional Officer/Organiser in conjunction with an authorised Branch Officer.
- There is a minimum requirement of 12 participants. If a branch cannot meet this minimum, contact should be made with neighbouring branches to make up the number. Ask your Regional Officer or the Regional Education Officer for advice. If you cannot meet the minimum number the region will not be able to provide a tutor.
- The REO will arrange a tutor and the provision of training materials. You should plan on it taking between eight to twelve weeks to arrange, recruit and be delivered.
- The branch is responsible for arranging the venue, catering, publicity, recruitment and covering branch participants' expenses.
- Due to spiralling courier charges the costs of having the course materials delivered to the training venue will be the responsibility of the branch, on course completion, the invoice will be forwarded to the branch for payment to be made directly to the courier company.
- When the REO has identified an appropriate tutor, s/ he will pass on the name of the person in the branch responsible for organising the course. The final details of the course – date, times, numbers attending – should be agreed between the branch contact and the tutor. When the details have been finalised the REO should be informed so that the materials can be forwarded.
- The region needs to be informed four weeks before the start of the course of numbers attending and the address for the delivery of materials. If this is not adhered to there is no guarantee the materials will be delivered on time.

Passport courses which will change your life



Stewards passport

If you have recently become a UNISON Steward or workplace representative, you are probably feeling slightly anxious about what you have let yourself in for. Don't panic! UNISON Education & Training is here to help you develop the knowledge, skills and confidence you will need in your new role.

We have put together a 12-day programme of training, which we recommend for all new Stewards, and for which your employer should give you paid time off work to attend.

You do not have to commit to doing all 12 days now – the 12 days are made up of five modules so you can spread them over a year or longer according to your needs, the availability of courses, etc. However, Modules 1&2 and 3 should be done in order but you can fit Modules 4 and 5 in any order.

The Modular courses took effect from 1 April 2008, and each new Steward will receive a booklet (passport) on the first day of the Organising Stewards course which will set out the modular aims and skills objectives. The booklet is for you to keep as a record of training received, which could come in useful when asked for course information from your employer.

Module 1* Organising Stewards Course (3 days)	↑ ↓
Module 2* Grievance & Disciplinary Handling Course (2 days)	
Module 3 Negotiating Skills Course (3 days)	
Module 4 Equality reps (2 days)	
Module 5 Confidence Skills for Activists (2 days)	



Health & safety representatives passport

If you have been recently elected as a UNISON Health & Safety Representative, you are probably feeling slightly anxious about what you have let yourself in for. Don't panic! UNISON Education & training is here to help you develop the knowledge, skills and confidence you will need in your new role.

We have put together a 12 day programme of training, which we recommend for all new Health & Safety Representatives, and for which your employer should give you paid time off work to attend.

You do not have to commit to doing all 12 days now – the 12 days are made up of 5 modular courses that can be spread over months or a year, or even longer according to your needs, the availability of courses, etc.

Modules 1&2 must be completed together, but you can fit Modules 3-5 in any order, it is up to you.

Module 1* Health & Safety Reps (3 days)	↑ ↓
Module 2* Risk Assessment (2 days)	
Module 3 Negotiating Skills (3 days)	
Module 4 Dealing with Bullying & Harassment (2 days)	
Module 5 Confidence Skills for Activists (2 days)	



Branch Leadership Development passport

We have put together a 11-day programme of training, which we recommend for all newly elected branch secretaries and consists of six modules over an eighteen month period. Your employer should give you paid time off work to attend.

You must complete Module 1 – Introduction, before proceeding to Modules 2 – 6. This is the core module for branch secretaries and includes the Branch Secretary job description, branch organisation, priorities and managing the branch.

Dates and locations for Modules 2 – 6 will be set once Module 1 has been completed and include Managing the Branch, Organising Representation and Bargaining, Developing Your Activists and Mentoring, Strategic Campaign Planning and Leadership.

Module 1

UNISON Branch Secretary – Introduction (2 days)

Module 2

Managing the Branch (2 days)

Module 3

Organising Representation & Bargaining (2 days)

Module 4

Developing Your Activists & Mentoring (2 days)

Module 5

Strategic Campaign Planning (1 day)

Module 6

Leadership (2 days)

- * Stewards Passport: Modules 1 & 2 are now a joint course incorporating Organising Stewards & Grievance & Disciplinary Handling courses, with both modules being completed over 5 days. ERA accreditation will only be received on completion of the 5 day course.
- * H&S Reps Passport: Module 1 & 2 are now a joint course, incorporating Health & Safety Reps and Risk Assessment courses, with both modules being completed over 5 days. UNISON accreditation will be received on completion of the 5 day course.

Passport courses

Organising steward course (5 days)

Modules 1&2

Please note: The Organising Steward Course is 5 days long and incorporates the previous New Stewards course and Grievance & Disciplinary Handling (ERA Accreditation will only be received on completion of the 5 day course).



Part 1 – Who we are and what the course is about

- A sense of the wider union movement in the public services

Part 2 – How to be a rep

- The role of the rep
- Skills required to be effective in the role
- Understanding of the UNISON framework
- To introduce the Trained and Active Plan (TAP form)

Part 3 – Getting everyone involved

- An understanding of Organising
- Identifying organising opportunities
- Practice recruitment techniques
- Profile raising

Part 4 – World at work

- An understanding of the legal framework
- Where and how to find out information
- Practice presenting a case/argument
- To practice representing members

Part 5 – You are not alone

- Sources of support in the branch
- Key ideas about and to raise equalities in UNISON
- Developing effective campaigning
- Practice communication and championing skills



14 – 18 January	UNISON, Guildford	Course Code: 08-13-0008
7, 14, 21, 28 Jan, 4 Feb	UNISON, Brighton	Course Code: 08-13-0014
11, 18, 25 Jan, 1,8 Feb	Tonbridge College	Course Code: 08-13-0031
21 – 25 January	UNISON, Reading	Course Code: 08-13-0026
11 – 15 February	Southampton City College	Course Code: 08-13-0020
22 Feb, 1, 8, 15, 22 March	UNISON, Guildford	Course Code: 08-13-0009
4 – 8 March	UNISON, Brighton	Course Code: 08-13-0015
18 – 22 March	Ashford College	Course Code: 08-13-0032
10, 17, 24 April, 1, 8 May	Public Service Plaza, Havant	Course Code: 08-13-0021
30 April, 7, 14, 21, 28 May	UNISON, Brighton	Course Code: 08-13-0016
3, 10, 17, 24, 31 May	UNISON, Reading	Course Code: 08-13-0027
3, 10, 17, 24, 31 May	Dover College	Course Code: 08-13-0033
13 – 17 May	UNISON, Guildford	Course Code: 08-13-0010
1 – 5 July	Southampton City College	Course Code: 08-13-0022
1, 8, 15, 22, 29 July	UNISON, Guildford	Course Code: 08-13-0011
8 – 12 July	UNISON, Reading	Course Code: 08-13-0028
15 – 19 July	Tunbridge Wells College	Course Code: 08-13-0034
22 – 26 July	UNISON, Brighton	Course Code: 08-13-0017
2, 9, 16, 23, 30 September	Public Service Plaza, Havant	Course Code: 08-13-0023
6, 13, 20, 27 Sept, 4 Oct	Ruskin College, Oxford	Course Code: 08-13-0029
19, 26 Sept, 3, 10, 17 Oct	Ashford College	Course Code: 08-13-0035
20, 27 Sept, 4, 11, 18 Oct	UNISON, Brighton	Course Code: 08-13-0018
23 – 27 September	UNISON, Guildford	Course Code: 08-13-0012
4 – 8 November	Southampton City College	Course Code: 08-13-0024
4, 11, 18, 25 Nov, 2 Dec	UNISON, Guildford	Course Code: 08-13-0013
2 – 6 December	Dover College	Course Code: 08-13-0036
9 – 13 December	UNISON, Brighton	Course Code: 08-13-0019
9, 10, 18, 19, 20 December	Public Service Plaza, Havant	Course Code: 08-13-0025
16 – 20 December	Ruskin College, Oxford	Course Code: 08-13-0030

Passport courses

Health & safety representative (5 days)

Modules 1&2

The course is for newly elected and less experienced Health and Safety Reps organising at a local level and incorporates Risk Assessment training.



The course will help you:

- Find out more about your role as a UNISON health & safety representative
- Practice the skills you will need
- Develop your confidence to represent your members effectively
- Understand your employer's key responsibilities for health and safety at work
- Understand the law relating to health and safety at work
- Show an awareness of the risks in the workplace
- Understand the key legal requirements concerning risk assessments and the criteria used
- Be familiar with the UNISON approach to risk assessment
- Understand how risk assessment can be used as part of a workplace strategy for improving the health, safety and welfare of their members
- Develop a risk assessment resource pack for use in the workplace and union.

4 – 8 February	Dover College, Kent	Course code: 08-13-0039
14, 21, 28 Feb, 7, 14 March	Public Service Plaza, Havant	Course code: 08-13-0040
8 – 12 April	UNISON, Guildford	Course code: 08-13-0042
1, 8, 15, 22, 29 October	UNISON, Guildford	Course code: 08-13-0043
14 – 18 October	UNISON, Reading	Course code: 08-13-0044
21 – 25 October	Southampton City College	Course code: 08-13-0041
1, 8, 15, 22, 29 November	UNISON, Brighton	Course code: 08-13-0045



Negotiating skills (3 days)

Module 3

This course is aimed at UNISON representatives who are involved in negotiations or who are likely to become involved in negotiations with management on pay and conditions of service.

The course covers 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.

The course is organised in an active way that gives us all an opportunity to have a say as well as listen to others. In addition, a large part of the course is based on practice negotiating sessions giving you practical experience of negotiating situations. The scenarios used in the course are designed to be as close to reality as possible and will enable you as a group to work together to develop strategies for successful negotiations.



5 – 7 June	UNISON, Guildford	Course code: 08-13-0037
21 – 23 October	UNISON, Brighton	Course code: 08-13-0038

Dealing with bullying & harassment (2 days)

Module 4

For active members who want to find out more about identifying problems of bullying and harassment in their workplaces and look at ways of raising these issues with the employer and within the branch.

The course will cover:

- How to identify potential cases
- How to deal with them in the workplace
- How to negotiate with the employer around these issues.



17 – 18 June	UNISON, Guildford	Course code: 08-13-0046
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Introduction to Branch Leadership programme (1 day)

This event is aimed solely at newly-elected branch secretaries and will give information about the modular passport course and ensure relevant information is given to ensure that members will enroll on this passport course and are aware of the level of commitment this will mean.



11 March	UNISON, Guildford	Course code: 08-13-0047
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Passport courses

UNISON Branch Leadership programme

UNISON's Branch Leadership programme is aimed at Branch Secretaries and consists of a number of modules over an eighteen month period.

The dates and locations for Modules 2 – 6 will be set once Module 1 has been completed.



The UNISON Branch Secretary – Introduction (Module 1) – 2 days

This is the current core module for branch secretaries and includes the Branch Secretary job description, branch organisation, priorities and managing the branch.

10 – 12 May

UNITE, Eastbourne (R)

Course code: 08-13-00TBC

Managing the Branch

(Module 2) – 2 days

This includes the Code of Good Branch Practice, looking at stakeholders, enemies and allies and the branch image. It also considers branch resources including activists, members, branch employed staff and finances.

A key part is also support for stewards and building a team and looking at branch assessments and leadership versus management.

Organising Representation and Bargaining

(Module 3) – 2 days

This module includes local agreements, research, collectivising cases, bargaining priorities, negotiating teams and difficult situations, persuading and influencing.

Developing Your Activists and Mentoring

(Module 4) – 2 days

This looks at different methods of developing new activists and setting up systems of support, including mentoring, buddying and planning your activists development.

Strategic Campaign Planning

(Module 5) – 1 day

This covers effective campaigns, what makes a good campaign issue, developing your message, targets and allies, devising your organising strategy and actions.

Leadership

(Module 6) – 2 days

This includes what it means to be a leader in a branch or at regional level, understanding the culture, identifying areas of influence, developing leadership skills and succession planning in the branch.



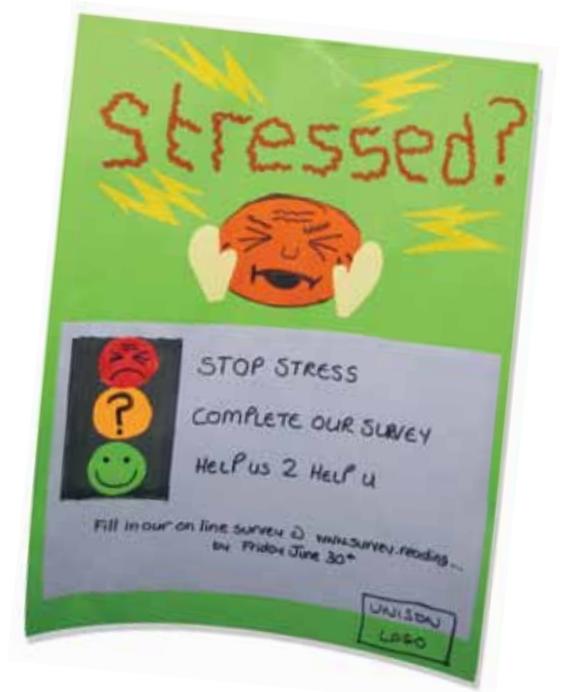
Courses for activists

Branch officer training

All Branch Officer training courses will be residential and will run from 5pm on Friday until 1pm on Sunday.

If you are a newly elected Branch Officer you may be interested in an introductory session before the training starts, this will give guidance on national, regional and local structures of UNISON, policies, aims and objectives, committees both National, Regional and branch, Self-organised Groups and to get an introduction to the roles of other branch officers to see how you can work together to form an effective and organised branch.

The session will last for 2 hours, from 2pm – 4pm in a seminar room at the same venue where the Branch Officer training will take place.



10 – 12 May

UNITE, Eastbourne (R)

Course code: 08-13-00TBC

Branch secretary (Module 1)

Aimed at new Branch Secretaries or those who have not attended training for some time. This course will help with the organising and administration part of the job. It will focus on building the Branch around the Organising model.

Branch chairpersons

The course is aimed at anyone who has to chair a formal trade union meeting, whether it be Branch meetings, Branch committee, Working Parties or Self-Organised Group meetings. Find out how to practice the skills needed to run a meeting so as to be fair to all participants. This course is suitable for all activists but especially Branch Chairs.

Health & safety officer

This course covers the strategic role of organising Health & Safety reps and members around health and safety issues. It is not suitable for Health & Safety Representatives who have no training or have just been trained. The course will look at the role of safety reps and the Branch, investigating hazards and members' complaints, agreements with the employer and future planning.

Equality officer

This course is open to all Branch Equality Officers and Branch Officers for Self-Organised Groups, this course will look at the role of the Equality Officer, how to organise for equalities in Branches. It will also look at equalities as a bargaining and campaigning issue.

Branch education co-ordinator

Good education within the Branch is vital for making local organisation work. This course will look at how to identify your Branch education needs, how to plan and budget for education and how to support and encourage representatives in training.

Branch Women's officer

This course will show how Branch Women's officers can contribute to the effectiveness of the branch and play a part in discrimination. The overall aim of the course is to help women's officers understand their role and the link between women's organization and the branch. The course will also cover a range of issues affecting women members and the main pieces of equality legislation.

Communications officer

This course is mainly for those Branch activists who are already, or who wish to become involved in Branch publicity, producing leaflets, newsletters and Branch magazines. The course will be practical-based drawing on the skills of UNISON's publicity department. It will cover writing copy, headlines and captions, using photographs and cartoons and how to use layout to the best effect to produce finished newsletters using computers and modern technology.

Courses for activists

Branch Treasurer

This course has 2 Modules which both have to be completed to ensure consistency when dealing with branch accounts. Module 1 will teach treasurers the functionality of OLBA (on-line branch accounts) and Module 2 will replace the previous treasurers course.

3 – 4 June (Part 1)	UNISON, Guildford	Course code: 08-13-0048
24 – 25 June (Part 2)	UNISON, Guildford	Course code: 08-13-0049

Organising around Employment Law (3 days)

This course is aimed at Stewards only and will give an overview of employment law and how to identify legal cases in the workplace.

This course will give you an understanding of the following areas of employment law:

- Unfair Dismissal
- Contracts of Employment
- Discrimination Law
- Employment Tribunals.

25 – 27 February	UNISON, Guildford	Course code: 08-13-0050
26 – 28 June	UNISON, Reading	Course code: 08-13-0051
7 – 9 October	Southampton City College	Course code: 08-13-0052

Dealing with re-organisation and redundancy (3 days)

This workshop is designed to help you to:

- Analyse the impact of redundancies in the workplace and branch
- Understand the basic legal entitlements including equalities impact
- Understand the employers policy/agreement on redundancies
- Review and where possible influence selection criteria
- Build knowledge and skills that will enable us to negotiate an improved or new redundancy agreement
- Understand the organising issues in a redundancies situation.

12 – 14 March	Ashford College, Kent	Course code: 08-13-0053
3 – 5 September	Ruskin College, Oxford	Course code: 08-13-0054
4 – 6 December	UNISON, Brighton	Course code: 08-13-0055

Challenging racism in the workplace (2 days)

The aims of this course are to help branches become more active in identifying and challenging those issues that affect Black workers collectively, rather than focusing only on individual concerns, so that all workers are treated fairly.

This course is being run as a national project with pilot branches being identified. The course has a vast range of learning resources and guidance, including a practical toolkit with model letters, posters, leaflets, dedicated website, regional and national officer support and a 2 day training course covering six distinct sections:

- What the law says
- First steps
- Issues for collective bargaining
- Next steps
- Enforcement
- Further information.

13 – 14 June

Southampton City College

Course code: 08-13-0056

DIGNITY
everyone

JUSTICE
is entitled to

RESPECT
fair

DIVERSITY
treatment

FAIRNESS
at

EQUALITY
work

STRENGTH

Challenge racism in the workplace

The law gives you the tools
UNISON gives you the skills

Courses for activists

ERA (Employment Rights Act) Refresher Course (2 days)

This course is aimed at UNISON workplace representatives who have completed a first stage course, either the UNISON Organising Steward course and the 3 day Handling Grievances and Disciplinary course or the equivalent, including the TUC 10 day course. The course is relevant to reps who have previously attended UNISON's One Step head training, and also to branch officers. It is designed to meet the requirements of the Employment Relations Act (ERA) recertification.

The purpose of the course is to update reps on new developments both in UNISON and in the law. In some cases participants will be signposted to further training, for example in the Public Sector Equality Duties or to develop new skills such as in mentoring.

The course aims to:

- Update reps on new legislation which is relevant to their role, particularly the updated Grievance and Disciplinary procedures and the Public Sector Equality Duties
- Introduce new developments within UNISON, including Meeting the Organising Challenge
- Develop new skills and ideas including preparing for cases and encouraging and supporting new activists.

By the end of the course, the participant will:

- Have reflected on the process of action planning and have recorded SMART actions to follow up on in their branches
- Have reflected on the role of a rep and on what they have learned in the role so far
- Be able to explain the differences between the new ACAS Code on Grievances and Disciplinary
- Be familiar with UNISON's Representation Handbook
- Be able to put together a case plan
- Be able to describe practical ideas about how to engage and involve new members and activists in UNISON
- Have an understanding of the Public Sector Equality Duties
- Be able to describe some examples on ongoing inequality in the UK.

30 – 31 January	Southampton City College	Course code: 08-13-0057
20 – 21 March	Tonbridge College, Kent	Course code: 08-13-0058
20 – 21 June	UNISON, Brighton	Course code: 08-13-0059
16 – 17 September	UNISON, Guildford	Course code: 08-13-0060
28 – 29 November	Ruskin College, Oxford	Course code: 08-13-0061

End of year accounts (1 day)

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.

13 December	UNISON, Guildford	Course code: 08-13-0062
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New delegates conference briefing (1 day)

These briefings are held at the Novotel Hotel, Liverpool and are aimed at Conference delegates who will be attending Conference for the first time, if attending it is recommended that both parts 1 & 2 are completed.

The briefings aim to:

- Give a general introduction to National Delegates Conference
- Explain the structure of Conference
- De-mystify the jargon that surrounds Conference
- Give advice on preparing a speech and speaking.

15 June	Local Government Conference Delegates
17 June	National Delegate Conference Delegates

Breaking the silence on domestic abuse

This course raises awareness of domestic abuse and its impact on members in the workplace, this course is aimed at stewards and senior reps and is not a course to train reps to counsel members but will provide you with the information on those who can.

The aims of the course are to enable reps to:

- Develop an understanding of domestic abuse
- Consider how it can affect members at work
- Identify their role, and the roles of others, in supporting members experiencing domestic abuse
- Plan workplace and trade union action on domestic abuse

24 – 26 July	UNISON, Guildford	Course code: 08-13-0066
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Courses for activists



Public speaking for Trade Union Reps (4 days)

This course is aimed at reps of all levels and experience, and is designed to give reps the skills, techniques and confidence to speak in public, and make speeches that make a difference.

Delivered in two parts the course's aims are to increase confidence in your ability to speak in public, and also to allow you to practice the skills and techniques which make public speaking effective.

The course will help you to:

- Identify the skills and techniques required to speak in public
- Analyse what makes a speech effective and inspiring
- Analyse your target audience
- Construct your speech or message
- Practice and improve your delivery
- To write a speech to support a conference/AGM motion
- Understand and analyse different types of public speaking and speeches
- Analyse and overcome obstacles to confident public speaking
- Gain confidence skills.
- Use public speaking in all trade union contexts
- Understand the role public speaking can play in campaigning and organising.

14 – 15 February (Part 1)	UNISON, Guildford	Course code: 08-13-0063
22 – 23 April (Part 2)	UNISON, Guildford	

Demand-driven courses

These courses will be demand-driven, requested by Regional Organisers in Team areas and branches once suitable course participant numbers are achieved.

Privatisation & Outsourcing

Is your branch faced with services being contracted-out to the private sector? Might your employer be considering transferring public sector workers to private sector management? If so, this could mean members' terms and conditions and even their jobs may be under threat. Do you want to learn how you can organise around the issues? If so, this is the course for you!

Who is it for?

Branch activists in all sectors who are faced with outsourcing and privatisation. Outsourcing and privatisation sometimes called "procurement" of services, is becoming increasingly common in the public sector, so it is essential that UNISON branches know how to respond. Don't wait for the process to start and risk being caught without this essential information.

What does the course cover?

- Understanding the stages of procurement
- Influencing your employers procurement policy
- How to organise before, during and after the procurement process
- In-house bids
- Employment issues
- Information and confidentiality agreements.

Strategic Campaigning

This course develops an organising approach to campaigning and follows on from the UNISON Organising Steward and Organising Challenge courses to support branch campaign around key industrial relations issues.

The course introduces key steps in the running of a strategic campaign to deliver achievable results and a positive outcome in terms of recruitment and branch organisation.

The course is aimed at activists and members affected by a particular campaign issue.

Developing casework skills (2 days)

This course has been designed to help Stewards and Workplace Representatives identify underlying discrimination when dealing with day to day casework and will give an appreciation and overview of the existing discrimination legislation.

Collective bargaining

This course is aimed at negotiating agreements, working effectively as part of a negotiating team, understanding how to prepare, present and negotiate on an issue that could affect many workers and developing and practising negotiating skills. (Ideally, this course should only be attended if you have previously attended the Negotiating Skills course.)



Women's Lives

Women's lives is a course specifically designed for women who have been away from learning for some time but would now like to take up new learning opportunities. It looks at issues of interest to women and draws on your own experiences at work and at home.

When doing this it will develop your skills and give you greater confidence in:

- Writing
- Investigating and Research
- Analysing and Problem Solving.

You will join a regular study group that meets once a week in the evening with a woman tutor who will help and advise you and give you feedback. There will be 10 weekly sessions that are informal and friendly and also the option of a weekend school or day school.

Upon completion you will receive nationally recognised Adult Learning Credits.

Women's lives participants often go on to do further women's courses with UNISON for example:

- Women's history
- Women and Leadership
- Regional Women's Forum
- Domestic Abuse Workplace Policies
- Assertiveness Skills Training.



Demand-driven courses



Return to Learn (R2L)

Return to Learn is not about going back to school. It is a course specially designed for adults who have been away from learning for some time. There are no exams but you will get nationally recognised credits equivalent to NVQs and GCSEs. R2L will help you develop your skills and give you greater confidence in five key areas.

- Writing
- Investigating and research
- Analysing and problem solving
- Working with numbers
- Basic computer skills.

Past R2L students have come from a variety of work backgrounds and found that it helps both at work and home. It is the ideal base from which to go on and do further or higher level study but is also accredited as a course in its own right.

Recruitment Techniques Workshop

The activities use trade union education methods to provide confidence to participants in using a range of recruitment techniques, to identify barriers to recruiting and organising members and possible solutions to such barriers and to highlight daily workplace situations that might allow for recruitment of new members.

The activities will also encourage participants to think about 'what happens next' in terms of planning and delivering recruitment and organising projects within their workplaces.

Union Learning Reps (Parts 1 & 2) (3 days)

Both parts must be attended

Union learning reps are enthusiasts and advocates for learning in their own workplaces. Their role will vary according to their own circumstances.

The course aims to:

- Raise awareness of lifelong learning issues in the workplace
- Raise awareness of lifelong learning opportunities amongst members and potential members, and finding out the learning needs of particular groups of members or potential members
- Give guidance on how to liaise with employers on lifelong learning opportunities in the workplace
- Ways of working with UNISON branch officers to promote workplace learning
- How to create a positive experience of what UNISON can do for and with members in the workplace around learning issues.

Disability Champions Course (2 days)

The course will look at how disability discrimination can occur, the legal rights that people with disabilities have and the sources of support both inside and outside of the workplace. In addition the course will cover the role the Disability Champion can play and how to build a disability equality action plan.

Handling Basic Pension Enquiries

This course aims to provide UNISON activists with the knowledge and skills to deal with basic pension problems that arise from these schemes and to be able to process the more complex problems in a more efficient way.

This course is written for three full days of teaching. The sessions take a building block approach to pensions and the activities attempt to develop skills, knowledge and confidence by reducing a complex reality into simplified examples. Once participants have grasped the basics, the complexities can be gradually added.



Demand-driven courses

Equality reps (2 days)

These new reps are workplace-based (like health and safety or union learning reps) and work with other representatives and UNISON branches to make our workplaces fairer by promoting respect and dignity at work.

The role of the equality rep

Being an equality rep gives you the chance to work with other UNISON members who also believe in fairness at work.

Your role will include:

- improving equality policies and agreements
- finding out about good practice and sharing success stories
- promoting equality in the workplace and the union
- developing tools and techniques for raising equality issues
- keeping updated with current legislation
- working with other reps and the branch to ensure fairness and dignity in the workplace.

What training will I get?

UNISON has developed a three day course specifically for our equality reps. The course covers UNISON's approach to equalities, legislation and how you can make a difference.

Why is this such an important role?

Equality is at the heart of everything UNISON does because:

- many of us face discrimination and unfairness at work
- equality matters to every one of us
- equality is not a minority issue or an optional extra.



The role of the trade union equality rep is so important. It represents a new frontier for the trade union movement... we need a trade union equality representative in every workplace, so that nobody suffers on their own at work, nobody exists feeling vulnerable and discriminated against, and everybody has the opportunity for support.

Quote from Harriet Harman
Former Minister for Women & Equalities

Be part of it – make your workplace a fair place



Women's courses

Women's history (3 days)

This course is open to all women members and/or women activists. This new course will be looking at the history of women in work, society and the trade unions. The course will cover such topics as:

- Women's suffrage
- Women and politics
- Feminist theories
- Women and the trade union movement
- Women in to public life.

22 – 24 March	UNITE, Eastbourne (R)	Course code: 08-13-0001
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Women and Leadership (3 days)

The idea that women operate differently as leaders is subject to much debate and analysis. Do women lead in different way to men? If women lead differently, why is that? This course will explore ideas about:

- What a leader is and what a leader does
- Nature versus nurture
- Leadership qualities
- Supporting and promoting women leaders.

16 – 18 April	UNISON, Guildford	Course code: 08-13-0002
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Regional Women's Forum (3 days)

The Regional Women's Forum is an annual event organised by the Regional Women's Committee to give women members and women stewards the opportunity to meet each other, network and share experiences. With 1 million women members in UNISON, this event inspires, informs and builds the confidence of women to become active in their branches and raise awareness of issues that affect women in the workplace and society. This event is particularly aimed at women who have never attended any UNISON training events and who are interested in becoming more involved in UNISON therefore get involved in the union and come along to the Women's Forum and learn about Women is UNISON, and how we can work together to make changes.

13 – 15 September	UNITE, Eastbourne (R)	Course code: 08-13-0005
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I thoroughly enjoyed the weekend. Thought it would be good and it was even better than that. It has given me a lot to think about. The tutors provided a 'safe' environment which encouraged one to open up and participate.

Women's History Course 25-27 May



Domestic Abuse Workplace Policies

The distress from the affects of domestic abuse will affect performance and attendance at work. Domestic abuse is an issue for employers and trade unions. UNISON was one of the first unions to recognise that domestic abuse is a trade union issue. This one-day course is open to branch women's officers and stewards and will include the following topics:

- Dispelling the myths of domestic abuse
- Why domestic abuse is a workplace and trade union issue
- Negotiating workplace domestic abuse policies
- Providing information and support to members.

21 May	UNISON, Guildford	Course code: 08-13-0006
29 October	UNISON, Guildford	Course code: 08-13-0007



Women's courses



Assertiveness Skills Training (3 days)

A lack of assertiveness can have a negative impact on relationship whether in a personal or professional capacity. By looking carefully at how we communicate with others, we can begin to identify ways in which we can be more assertive and help to improve our quality of life. With a bit of practice and training, most people can learn how to become more assertive. It is a communication skill that we can all improve on. This course will help to improve confidence through participative group work and focus on behaviour types, body language and practice in using assertive behaviour and is open to women members, branch women's officers and women stewards.

9 – 11 July	Venue TBC	Course code: 08-13-0003
5 – 7 November	Venue TBC	Course code: 08-13-0004

TUC Education provides training for more than 57,000 union representatives, health and safety representatives and union learning representatives each year.

They offer high quality training through a network of TUC approved providers across the UK where learners achieve nationally recognised educational credits and qualifications.

TUC courses encourage everyone to learn in a friendly, supportive environment, usually in surroundings designated for trade union courses. Courses are offered flexibly to suit the needs of union representatives and through the traditional day-release model.

For many reps this is a second chance to learn. A range of learning pathways has been established, offering all reps the opportunity to achieve their full potential.

The following is a list of TUC approved colleges UNISON South East for training.

Pam Singer

West Thames College
London Road
Isleworth TW7 4HS
Tel: 020 8326 2235
Email: pamela.singer@west-thames.ac.uk

Ade Phillips

TUC Education Coordinator (Kent)
K College
T3 CO3, Brook Street
Tonbridge
Kent TN9 2PW
Tel: 01732 358101 xt1811
Tel: 0845 2078220 xt1811
Email: adePhillips@kcollege.ac.uk

Angela Perry

TU Studies Department
Southampton City College
St Mary Street
Southampton SO14 1AR
Tel: 023 8057 7359
Email: sucha.singh@southampton-city.ac.uk
or charlotte.wills@southampton-city.ac.uk

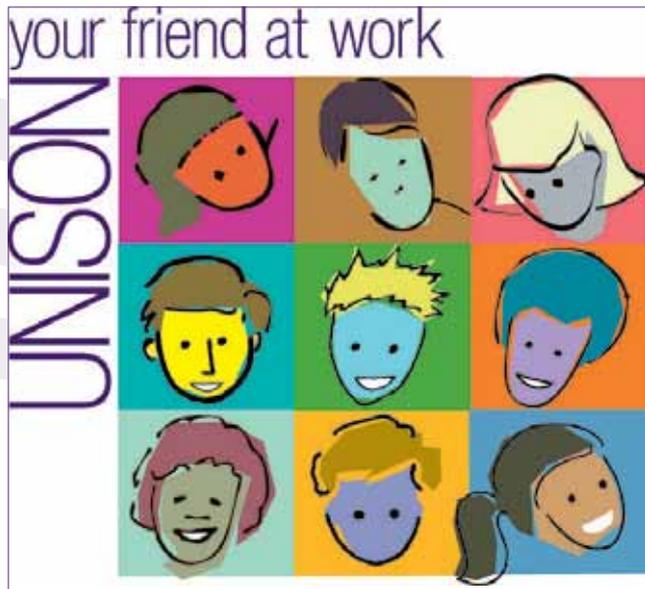
Mark Everden

Sussex Downs College
Newhaven Campus
Denton Island
Newhaven
East Sussex BN9 9BN
Tel: 01273 511409
Email: unionlearn@sussexdowns.ac.uk

Nigel Williams

TUC Centre
Ruskin College
Stoke House
Stoke Place
Headington
Oxford OX3 9BX
Tel: 01865 517810
Email: nwilliams@ruskin.ac.uk

Course guidelines



In UNISON everyone has an equal right to benefit from, contribute to and enjoy education and training courses. We also have the right not to be made to feel uncomfortable on courses as a result of the behaviour of others members or tutors. The trade union movement represents all working people, regardless of their sex, race, religious beliefs, sexual orientation, disability or culture. To help us work together successfully, the following guidelines have been drawn up.

Working together

We all bring valuable knowledge, experience and skills to courses – both in terms of our trade union work and our everyday lives. We can help to create the right atmosphere to allow us to share this equally by:

- Listening to what others have to say
- Making any criticism of other course members in a constructive way
- Giving the other course members encouragement and opportunities to speak.

Language

Since all our union representatives need to be good communicators, putting forward your views is an important part of courses. During the course, always use language that you know will not offend others. Language which is sexist or racist or which contains anti-gay or anti-disability sentiments should not be used. Jokes or comments based upon these areas can make others feel uncomfortable. If you experience anything during the course that you feel is not acceptable, please raise it either on the course or privately with the course tutor. Take care not to use initials or jargon terms unless you explain what they mean.

Harassment

There should be no sexual, racial, anti-disability or anti-gay harassment of any kind, including language, comments or actions, both inside and outside course hours.

Outside course hours

The social side of the course is also important. We should make every effort to ensure that everyone can become involved. No one should feel left out, but we should also not put pressure on members to join in activities against their wishes.

Smoking

Smoking is not permitted in the teaching rooms at any time.

Mobile phones/pagers

ALL mobile phones/pagers must be switched off during course sessions.

Finally...

These guidelines are intended to help us all to make sure that no-one feels excluded as a result of the language, actions or attitudes of other course members. They also aim to promote UNISON's policies on equal opportunities in a positive and practical way.

Enjoy the course!

Practicalities

What are our courses like?

Our courses are friendly and informal, so you are invited to dress at all times for comfort. Our training is aimed to make learning a fun rather than daunting experience. Everybody's views and experiences are listened to. Much of the time is spent working in small groups. You won't be lectured at and there are no exams at the end.

How do I apply for a course?

Photocopy and fill in the application form on page 37, giving us all of your contact details, including contact number and email address in case we need to contact you at the last minute. It is also important for you to give us your membership number as not having this information delays our processing of your application.

What do I do when I have completed my form?

Send your completed form to your local UNISON branch for signing by a Branch Officer (usually the Branch Secretary or Education Coordinator) and ask them to send it off to us for you. It is essential that your form has been sent to your local Branch first so that:

- We know your branch supports your application
- They know you have applied
- They can help with paid time off
- They will pay your travel expenses
- They will pay any necessary course fees

If you do not know how to contact your local Branch please call our Regional Office on **01483 406511** to find out.

Are there closing dates for courses?

Yes, the deadline for applications being accepted onto courses is TWO WEEKS before the date the course is due to start. The earlier you apply, the easier it is for us to organise. Most courses operate a minimum of 12 applicants in order to run so please do not delay. Late applications may mean the course has to be cancelled or child/dependant care cannot be organised.

What happens once you receive my application?

Once your form has been signed by a Branch Officer and sent to us at the Regional Office we will put you on the course and send an email to confirm. Approximately a week before the course begins we will send you final details confirming the course start and finish times and venue details (called joining instructions).

Do I need to arrange time off to attend the course?

Yes, we strongly advise you to start arranging time off at the same time you apply for a course. Inform your manager, using your local procedure. Don't delay your time off request by waiting until your course place has been confirmed, as your manager may then say that you didn't give them enough notice. If you need any help at any stage ask your local UNISON Branch. Time off with pay is normally available to Stewards/Reps to attend trade union courses.

What happens if I need to cancel my place on a course?

If for any reason you find that you cannot attend a course on which you have applied for and allocated a place, it is essential that you contact us immediately. Whatever your reason for cancelling it could mean that another member who is on the course waiting list, may be offered a place on the course or that you can be accommodated in some other way. Failure to notify us before the course begins will mean that your Branch will be asked to pay a cancellation fee for you not attending.



We accept applications on a first come first serve basis, so if as sometimes happens a course is full we will try and offer you another option or where applicable add you to a waiting list for a future course. Unfortunately sometimes courses are cancelled, often due to lack of applications. We appreciate that this is frustrating and inconvenient and we do our best to avoid it. Where this is unavoidable we will try and offer you alternative if possible.

I want to attend a course that is being run outside of my Region, can I do this?

Yes, members may take the opportunity to attend courses run by other regions. Applications for these should be made through the relevant region but we do need to be notified as we can amend our training records. Whilst course fees may be similar you need to be aware that accommodation and travel costs tend to make these more expensive for Branches.

I have child care/dependant responsibilities, what can you do to help?

If you require assistance with child or dependant care it is important that you notify us as soon as possible. It may be possible to provide a crèche (crèche facilities are normally provided on request at residential courses) or to assist with costs of child or dependant care at home to allow members to attend courses. Please give details on your application form. If for any reason you no longer require on-course crèche facilities to attend the course, it is essential that you let us know immediately to avoid unnecessary cancellation charges.

I have applied for a residential course do I need to book my own accommodation?

No, all of your accommodation will be booked by the Regional Education Administrator.

Practicalities

I have applied for a non-residential course but require overnight accommodation, what do I need to do?

If you require overnight accommodation, please ensure that you confirm you have a place on the course and arrange travel/accommodation through your branch, as the course is non-residential the branch will be expected to pay for this.

I have difficulty climbing stairs, will I still be able to come on the course?

It is UNISON's policy to seek venues that are accessible to all course applicants. Every effort is made to make suitable arrangements for members with disabilities, however facilities do vary between venues. If you are a disabled member please let us know relevant details of your disability when you apply so that we can try and cater for your needs.

I have special dietary requirements, will they be catered for?

In some instances some special dietary requirements can be catered for therefore it is essential that you let us know of any special requirements when filling in your application form.

Do all the courses start and finish at the same time?

Most of our courses are run on a non-residential basis and usually begin at either 9am or 9.30am and finish at 4.30pm on each day. Residential courses are usually held at weekends and normally start with an introduction session at 6pm, then dinner on the Friday evening and finish at approximately 1pm with lunch on the Sunday. These times may vary slightly and you will be notified of the exact timings of the course when you receive the Joining Instructions about a week before the course begins.

Do I have to pay to attend any of the courses?

There is no cost to members for attending any of the courses in this programme. Course fees, where applicable are charged to your local UNISON branch as follows:

■ Residential (R) courses – 1 night	£115
■ Residential (R) courses – 2 nights	£190
■ Non-residential courses – 1 day	£25
■ Non-residential courses – 2 days	£40
■ Non-residential courses – 3 days	£55
■ Non-residential courses – 4 days	£70
■ Non-residential courses – 5 days	£85

We will invoice your branch on course completion.

What are the cancellation charges?

Cancellation fees (payable by branches):

- Cancellation before course closing date (2 weeks before start date) – no charge
- Cancellation after closing date in genuine emergency – 50% of course fee
- Cancellation after closing date with no emergency – 100% of course fee. For cancellations after the closing date and before the course starts, where places can be filled with a suitable substitute from the branch or from a regional waiting list there is no charge
- Non-attendance with no notification – 150% of course fee.

Can I claim my travel expenses for attending a course?

Yes, you can claim any travel expenses you incur by attending a course from your local UNISON Branch by completing an expense form. As allowances vary from branch to branch we would advise you to check how much you can claim. The Branch Secretary or Branch Education Coordinator will be able to help you.

Are there any bursaries available to members to attend courses?

Yes, the National Scheme for Financial Assistance for Education is a scheme that provides financial help to members on Trade Union/Labour Studies courses, those in general Non-Vocation Education and via a small scholarship programme supporting member and activist development. There are four types of award available; bursary, flexible bursary, Open University and book grants. For further information, including an application form please contact:

Bursaries Administrator
UNISON Learning & Organising Services
1 Mabledon Place
London WC1H 9AJ

Email: learning&organisingenquiries@unison.co.uk

Or visit our national website www.unison.org.uk/laos for further details.

What do I do if I have further questions to ask before I apply for a course?

If you have any queries that have not been covered above or need any further information please contact the Regional Education Team at the Guildford Office. Contact details for the Team are at the front of the programme.

Trained & Active

UNISON is committed to supporting the training and development of all our reps.

Your branch will be able to help you get on the relevant training courses and can allocate you a named contact who will be able to:

- answer your questions
- put you in touch with the information and people who can help you along the way
- have a regular catch up as you become more active in the union.

Your contact could be a branch officer such as the Branch Education Co-ordinator or an experienced steward. In larger branches, it may be a UNISON activist who has trained as a mentor or a buddy.

UNISON also asks you to be proactive in seeking out opportunities to put your training into practice.



Watch this space...

In addition to the courses advertised in this booklet and organised by the Regional Education & Training Committee, a number of other regional groups and committees will be organising and advertising courses during 2013.

These will include:

- Regional Police Staff Seminar
- Equality Issues in Higher Education
- Branch Welfare Officer Training
- Debt Advice Training for Welfare Officers
- Retired Members Secretaries' Training
- Lesbian, Gay, Bi-Sexual & Transgender Forum
- Courses for Black Members
- BME Training Weekend
- BME Network Day
- Union Learning Representatives Conference
- Disabled Members' Forum
- Young Members' Forum
- Health & Safety Network Days
- Health & Safety Seminars
- Regional Police Service Group
- Regional Higher Education Committee
- Regional Welfare Committee
- Regional Retired Members' Group
- Regional Lesbian, Gay, Bi-Sexual & Transgender Group
- Regional Black Members' Group
- Regional Disabled Members' Committee
- Regional Young Members' Group
- Regional Health & Safety Committee.

Details of these events will be circulated to branches at a later date. In the meantime, if you would like any further information please contact the relevant individual/committee/group organising the event at the Regional Office on **01483 406533**.

Application form

Please photocopy this page to complete form



Course details

Course date _____

Course title _____

Course code (if known) _____

Closing date for the course _____

Your details

Male Female

Surname _____

First name _____

Membership no. _____

Branch _____

Service groups (e.g Health, Local Gov) _____

Address for correspondence _____

Contact no. _____

Mobile _____

Please provide your email address below so we can send joining instructions by email:

Email _____

Facilities

Do you have special dietary needs? Yes No

Are you disabled? Yes No

Do you have any access needs? Yes No

Do you need assistance with child/dependent care to attend this course? Yes No

If you have answered yes to any of the above please give details:

Places on courses cannot be guaranteed therefore you are advised not to make travel/hotel arrangements until a place has been confirmed

Monitoring

To help us work towards fair representation, please answer the following questions:

Do you identify yourself as being:

White British
 Irish
 Any other White background

Mixed race White & Black Caribbean
 White & Asian
 Any other Mixed background

Asian or Asian British Indian
 Pakistani
 Any other Asian background

Black & Black British Caribbean
 African
 Any other Black background

Chinese or other ethnic group Chinese
 Any other ethnic background

All applicants must ask their Branch Secretary/ Branch Education Officer to complete this section.

Any problems should be referred to the Regional Education Officer on **01483 406511**.

Important note: please ensure membership numbers of all applicants are shown on all application forms to assist with administration.

This application is supported by the Branch

Signed _____ Date _____

Branch position _____

Return to:

Sam Hill

UNISON South East, Ranger House,
Walnut Tree Close, Guildford, Surrey GU1 4UL

Fax to: 01483 570271

Email to: educationse@unison.co.uk

UNISON is the South East's biggest trade union with 120,000 members across the region. Our members are people working in the public services or for private contractors providing public services and the essential utilities.

If you think you might like to become more active in your union then we are happy to offer the training. No one ever said its easy work being a Trade Union Activist, but is rewarding and you do develop a whole range of skills!

For news and information relating to UNISON South East trade union education courses visit our website at www.unison.org.uk/southeast/education.asp

- TU Education
- Education programme 2013
- Application form to apply
- Flyers with courses information per area
- Newsletters
- Education conferences and seminars



A thoroughly informative and well paced course, giving me the tools to move forward with confidence and knowing there is support

New Stewards course

Found the tutor very passionate and enthusiastic. Information given I have found invaluable

ERA Refresher course

An excellent group. Worked well together and the whole experience was good

New Stewards course

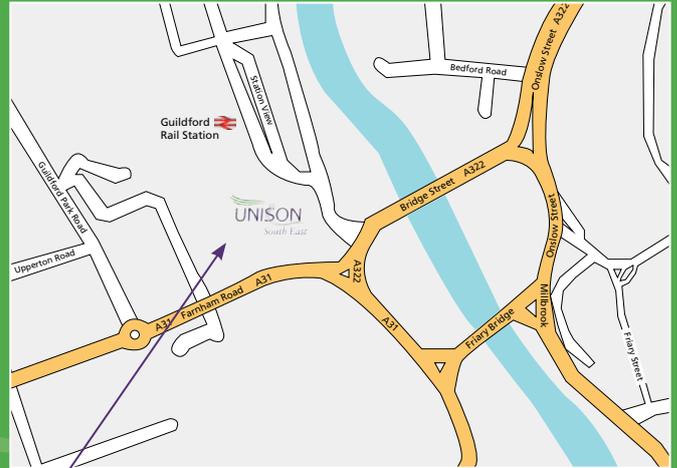
A worthwhile course. Graham was very patient and a good trainer. Gold star!

New Stewards course

Really enjoyed the course. Very helpful and much better than the TUC H&S stage one course as its face to face and better group working

Health & Safety course

UNISON South East Region



Thames Valley

Sussex

Hampshire & Isle of Wight

Surrey

Kent & Medway



For further information please contact

Sam Wines
Regional Education Officer
UNISON South East
Ranger House, Walnut Tree Close
Guildford, Surrey GU1 4UL

01483 406533
s.wines@unison.co.uk