

Free Courses  
and Funding Support  
for UNISON Members 2016/17



“The training engaged, inspired and motivated me helping me to stop looking at the negatives and look for solutions instead”

# Welcome to the 2016/7 Free Training Course Guide for UNISON Members in the East Midlands Region

UNISON is committed to providing free learning opportunities for its members across the East Midlands.

We recognise the difficulties many of our members are experiencing in the workplace with the constant worry of re-organisation and change and the importance of ensuring that all our members are able to access quality training provision to ensure their skills are up-to-date and relevant.

With this in mind, we have introduced a number of new courses in 2016/7 including:

- **Mental Health Awareness and Well-Being**
- **Deaf Awareness and Introduction to British Sign Language**
- **Pre-Retirement Workshops**
- **IT Skills - Beginner and Intermediate**

All the courses are free of charge and are delivered by experienced adult education providers.

For further information about any of the courses in this guide please contact:

**Angela Gerrard, UNISON Regional Education Organiser**  
**0115 847 5454 or email [a.gerrard@unison.co.uk](mailto:a.gerrard@unison.co.uk)**

I hope that you will find a course of interest to you and we look forward to receiving your completed applications.

Best wishes



Helen Black - UNISON Regional Secretary

# Build Your Confidence (2 days)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Leicester	19, 20 April 2016	02160054	22 March 2016
Northampton	18, 19 May 2016	02160055	20 April 2016
Nottingham Regional Centre	18, 19 October 2016	02160056	20 Sept 2016
Lincoln	5, 6 April 2017	02170019	8 March 2017
Nottingham Regional Centre	11, 12 July 2017	02170020	13 June 2017
Derby	9, 10 November 2017	02170021	12 October 2017

**Aimed at - any UNISON member who would like to feel more confident.**

This two-day course is aimed at any UNISON member who wants to take positive steps towards building their self-confidence.

This course follows a similar format to Women's Assertiveness but is a mixed course, available to men and women.

## **This course will help you to**

- explore issues around confidence
- investigate your idea of a confident person
- recognise body language and unspoken communication
- raise awareness of different behaviour types and hidden agendas
- deal with criticism constructively
- look to the future

## **By the end of the course, you will be able to**

- better understand your own confidence
- identify and use confident behaviour
- communicate assertively
- plan the changes required to behave in a more confident manner
- identify development opportunities

# Women's Assertiveness (2 days)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Centre	4, 5 July 2016	02160070	6 June 2016
Lincoln	10, 11 November 2016	02160071	13 October 2016
Leicester	8, 9 February 2017	02170030	11 January 2017
Northampton	17, 18 May 2017	02170031	19 April 2017
Lincoln	20, 21 September 2017	02170032	23 August 2017

**Aimed at - any UNISON woman member who would like to feel more confident.**

This friendly and supportive 2-day course is aimed at women who want to take positive steps towards building their self-confidence and learn how to behave and communicate assertively.

## **The course will help participants to**

- assess and understand issues around confidence and assertiveness
- investigate their idea of a confident woman
- recognise body language and unspoken communication
- raise awareness of different behaviour types and hidden agendas
- say no
- deal with criticism constructively
- look to the future

## **By the end of the course, you will be able to**

- better understand your own confidence and assertiveness issues
- identify and use confident behaviour
- communicate assertively
- plan the changes required to behave in a confident and assertive manner
- identify development opportunities

“A fun and insightful learning environment”

# Develop Your Job Skills (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Leicester	14 April 2016	02160058	17 March 2016
Nottingham Regional Centre	16 March 2017	02170022	16 February 2017
Lincoln	5 July 2017	02170023	7 June 2017
Northampton	19 September 2017	02170024	22 August 2017

**Aimed at - UNISON members who would like to develop their skills in looking for new job opportunities in their existing workplace or outside.**

**During the workshop, you will have an opportunity to look at the following**

- What are my skills?
- Marketing techniques
- Gathering information for a CV
- Completing application forms
- Hunting for jobs
- Career action planning

**By the end of the workshop, you will have**

- an understanding of the concept of 'self marketing'
- identified goals related to job search activities
- developed and practised skills and techniques - CV preparation and completing application forms
- the ability to identify future career opportunities and set personal goals in pursuit of these

“A very informative and well presented course which left me in a far more positive frame of mind for the future”

# Interview Skills (2 days)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Lincoln	13, 14 June 2016	02160061	16 May 2016
Northampton	16, 17 November 2016	02160062	19 October 2016
Derby	11, 12 May 2017	02170025	13 April 2017
Leicester	9, 10 October 2017	02170026	11 September 2017

**Aimed at - any UNISON member who wants to improve their practical skills in applying for work and producing materials that are current and relevant in today's job market.**

It is a useful follow-on course for anyone who has previously attended the UNISON "Develop Your Job Skills" workshop.

This course, developed by UNISON and the WEA (Workers' Educational Association) includes as part of the two days: individual activities, group discussions, the use of ICT and mock interviews.

**By the end of the course, you will be able to**

- present yourself appropriately at an interview
- answer the interviewer's questions appropriately
- reflect on your performance in an interview
- develop an interview specific plan with SMART actions



# Mental Health Awareness and Wellbeing (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Derby	8 June 2016	02160072	11 May 2016
Leicester	14 September 2016	02160073	17 August 2016
Nottingham Regional Centre	22 February 2017	02170033	25 January 2017
Lincoln	7 June 2017	02170034	10 May 2017

**Aimed at - any UNISON member who wants to increase their awareness of mental health issues and explore how to improve their own wellbeing.**

This new, one-day workshop has been developed by UNISON and RE: Training.

## **By the end of the workshop you will be able to**

- define what is meant by the term 'mental health'
- explore the stigma of mental health
- identify the signs, symptoms and risk factors of common depressive and anxiety disorders
- identify how to support someone in a crisis situation
- know where to go to for further support
- identify ways to develop your own positive wellbeing

“Really enjoyed the course and content. Great tutor”

# Manage Your Stress (1 day)

Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Derby	7 March 2016	02160063	8 February 2016
Nottingham Regional Centre	6 June 2016	02160064	9 May 2016
Lincoln	12 September 2016	02160065	15 August 2016
Northampton	20 February 2017	02170027	23 January 2017
Leicester	5 June 2017	02170028	8 May 2017
Nottingham Regional Centre	9 October 2017	02170029	11 Sept 2017

**Aimed at - any UNISON member who wants to know about stress and how to develop positive coping strategies.**

This 1-day workshop has been developed by UNISON and RE: Training.

The workshop will consider both the causes of stress and positive approaches to managing stress.

**By the end of this workshop you will be able to**

- define what is meant by the term 'stress'
- identify how and when stress affects you
- explore the implications of stress for yourself and your colleagues
- select from different strategies that are used to manage stressful situations
- create your own, basic, stress management plan



# Pre-Retirement Planning Workshop for Local Government Employees



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Office	27 April 2016	02160078	30 March 2016

**Aimed at - any UNISON member working in Local Government who is between 2 years to 6 months away from retiring.**

UNISON, working in partnership with True Bearing Chartered is offering all UNISON members who work in Local Government and are thinking of retiring in the next two years, the opportunity to attend a free, pre-retirement workshop.

## **The workshop will include**

- managing change - moving from work to retirement
- occupational pensions in Local Government
- independent financial advice - what is the typical process you can expect from companies
- legal matters - wills and trusts
- statutory pensions and state benefits

**NB: The programme will not include a sales pitch of any kind for financial products**

## **By the end of the workshop, you will be able to**

- create your own path from the world of work to the world of retirement
- identify changes in both pensions and financial regulations which will affect your retirement decisions
- identify the long term issues affecting your retirement
- identify personal and lifestyle actions which will help to improve your retirement
- start the process of planning for a successful retirement

“Comprehensive and thought provoking”

# Pre-Retirement Planning Workshop for NHS & Private Sector Employees



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham	21 June 2016	02160079	24 May 2016

**Aimed at - any UNISON member working in the NHS or within the private sector who is between 2 years to 6 months away from retiring.**

UNISON, working in partnership with True Bearing Chartered is offering all UNISON members who work in the NHS or the private sector and are thinking of retiring in the next two years, the opportunity to attend a free pre-retirement workshop.

## **The workshop will include**

- managing change - moving from work to retirement
- occupational pensions in the National Health Service
- independent financial advice - typical process you can expect from companies
- legal matters - wills and trusts
- statutory pensions and state benefits

**NB: The programme will not include a sales pitch of any kind for financial products.**

## **By the end of the workshop, you will be able to**

- create your own path from the world of work to the world of retirement
- identify changes in both pensions and financial regulations which will affect your retirement decisions
- identify the long term issues affecting your retirement
- identify personal and lifestyle actions which will help to improve your retirement
- start the process of planning for a successful retirement

# Introduction to Microsoft Word (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Office	11 May 2016	02160080	13 April 2016
Nottingham Regional Office	8 March 2017	02170035	8 February 2017

**Aimed at - members who are new users of Microsoft Word who wish to become more productive. Basic IT skills are required.**

This one-day course is perfect for the complete beginner or the basic user to get up-to-speed with the latest features of Microsoft Word. Quickly and easily create powerful, professional looking letters and documents and build your confidence using the latest version of Microsoft Word.

# Microsoft Word Next Steps (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Office	18 May 2016	02160081	20 April 2016
Nottingham Regional Office	15 March 2017	02170036	15 February 2017

This course presumes you have some experience of using Microsoft Word or have attended the Microsoft Word introductory level course. This one-day course will enhance your existing knowledge of Word. You will gain an understanding of creating and managing simple styles, templates, sections, complex automatic numbering, managing tables and how to make mail merge easier.

# Introduction to Microsoft Excel (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Office	7 July 2016	02160082	9 June 2016
Nottingham Regional Office	10 May 2017	02170037	12 April 2017

**Aimed at - new users of Microsoft Excel who want to become more productive. No prior knowledge of Excel is needed but basic IT skills are required.**

This course is designed to provide an introduction and overview of the basic features of Microsoft Excel. Upon completion of this course you will have an understanding of creating spreadsheets, basic calculations, handling simple lists of data, charts and be able to print out formatted sections of the spreadsheet.

# Microsoft Excel Next Steps (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Office	14 July 2016	02160083	16 June 2016
Nottingham Regional Office	17 May 2017	02170038	19 April 2017

This one-day course presumes you have some experience of using Excel or have attended the Introduction to Excel course. It is intended to advance your skills and confidence with the package. Upon completion you will have an understanding of advanced formatting, search data using criteria based searches, be able to analyse and summarise data and customise charts.

# Introduction to Microsoft PowerPoint (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Office	11 October 2016	02160084	13 September 2016
Nottingham Regional Office	14 November 2017	02170039	17 October 2017

**Aimed at - new users of Microsoft PowerPoint who want to become more productive. No prior knowledge of PowerPoint is needed but basic IT skills are required.**

Microsoft PowerPoint is a powerful graphics presentation application for producing slides and slide shows. It also offers rich speaker support and aids to help you create truly effective presentations. The objectives of this one-day course are to equip you with the skills to produce a professional-looking presentation utilising its text handling, outlining, drawing, graphing and ClipArt features.

# Microsoft PowerPoint Beyond the Basics (1 day)



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Office	18 October 2016	02160085	20 September 2016
Nottingham Regional Office	21 November 2017	02170040	24 October 2017

This course presumes you have some experience of using PowerPoint or have attended the Introduction to PowerPoint course.

This one-day course will provide you with the knowledge to develop your existing PowerPoint skills to improve and make effective slide presentations. The course is aimed at those who wish to customise or modify their presentations with multimedia applications, action objects and animation. PowerPoint has the ability to make presentations engaging, creative and personalised.

# Deaf Awareness and Introduction to British Sign Language



Course fee to branches: £0

Location	Course Dates	Course Code	Closing date for applications
Nottingham Regional Office	30 September 2016	021160086	2 September 2016
Leicester	16 June 2017	02170041	19 May 2017

**Aimed at - any UNISON member who has regular contact with members of the public and/or a deaf or hard of hearing colleague and who would like to ensure a more accessible working environment and service.**

This new course has been developed between UNISON and the Nottinghamshire Deaf Society and will be delivered by experienced deaf BSL users accompanied by interpreters.

## **During the workshop, you will**

- consider the challenges deaf people face every day, both as service users and employees
- consider the confidence issues raised around approaching a deaf service user, customer or colleague and how that can lead to dissatisfaction and awkwardness on both sides
- have an opportunity to learn and practise some British Sign Language (BSL), which will include the manual alphabet, greetings, numbers and time and family signs. You will be given time to practise your new-found skills, and to ask the trainer for any vocabulary specific to your job.

## **By the end of the course, you will be able to**

- demonstrate an increased knowledge and understanding of effective communication with deaf and hard of hearing people
- provide a more accessible service to the deaf community
- provide a better working environment for deaf employees
- increase your confidence in communicating with deaf or hard of hearing colleagues and service users

# How To Apply For A UNISON Course

**The courses described in this brochure are free to all UNISON members.**

To apply for a place on any of these courses, you will need to complete the Course Application Form and Proportionality and Fair Representation Form to be found in the middle of this programme. Additional application forms are available by contacting the **Learning & Member Development Team on 0115 847 5457**.

Application forms only require a branch signature if members wish to claim travel/ subsistence expenses as these are payable by the branch. Members, who would like to make such a claim should their application be successful, need to tick the 'I wish to claim travel/subsistence expenses from my branch' box on the Application Form. The Learning and Member Development Team will then forward the form to the relevant UNISON branch for consideration.

**N.B. We will be unable to process your application unless it is fully completed.**

If the course falls on a day when you would normally be at work, you will need to seek permission from your line manager to attend.

Your completed Application Form and Proportionality and Fair Representation Form should be sent to the following address before the advertised closing date:

**Learning & Member Development Team, UNISON Regional Centre  
Vivian Avenue, Nottingham NG5 1AF**

Please note, when courses are over-subscribed, course places are allocated to eligible applicants using the information given on the Fair Representation and Proportionality Form and NOT on a first come, first served basis.

## **Confirmation of a place on a course**

Each course in this programme has a closing date for applications. You will be contacted after the closing date and advised whether or not you have a place. We will also provide you with details of the course arrangements e.g. venue, start times etc.

If you require time off to attend the training you are advised to seek this provisionally, pending confirmation of a place.

We may cancel a course if there is insufficient interest to make it viable.

You can request an email acknowledgement of receipt of your application form - this is not a guarantee of a place on the course. All applicants will be contacted after the closing date. If you are unsure about your application or the course status please contact the **Learning & Member Development Team on 0115 847 5457**.

# UNISON Course Application Form

Name ..... Male  Female  Identify in some other way

Home address .....

Branch ..... Position in branch ..... Membership number .....

Daytime phone number ..... Mobile phone number .....

E-mail address .....

Emergency contact name and phone number .....

Course title .....

Course code ..... Course date(s) .....

Course venue / location (town) .....

Dietary requirements - please give details .....

Facilitation requirements - please give details (e.g. disabled parking, large print, braille etc.)

I wish to claim care allowance for a child/adult dependant for additional costs incurred

I wish to claim travel/subsistence expenses from my branch if I am successful in gaining a place and note that this can only be claimed if my application is authorised by the branch

Applicant's signature ..... Date .....

To be completed by your Branch Education Co-ordinator/Branch Secretary.  
I confirm the applicant has branch approval to attend the above course.

Signed ..... Date .....

\*Branch Education Co-ordinator / Branch Secretary (\*please mark as appropriate)

**Please tick** - on behalf of the branch I accept the terms and conditions of this booking and agree to abide by ALL charges as advertised in the current Education Programme or specific course advertisement.

Once fully complete and countersigned, please return this form to the UNISON Learning & Member Development Team, UNISON Regional Centre, Vivian Avenue, Nottingham NG5 1AF. Please note, your application may be declined if you do not return a completed Proportionality and Fair Representation form in addition to this application form.

**Please tick** - if you wish to receive an acknowledgement of receipt via e-mail. N.B. 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 and up to date. Course information may also be used for statistical purposes.

# Proportionality and Fair Representation Form

Name ..... Membership no .....

Branch .....

Course title/dates .....

Have you previously applied for a course and been rejected? If "yes" please state reasons:

Course cancelled    Course oversubscribed    Other - please state

**Please tick the following boxes that apply:**

1. Which of UNISON's service groups are you in?

Local Government    Health Care    Higher Education    Energy    Police & Justice  
 Community    Water, Environment and Transport

2. Are you?    Female    Male    Identify in some other way

3. How would you describe your ethnic origin?

Bangladeshi    Chinese    Indian    Pakistani    Asian uk  
 Asian other    Black african    Black caribbean    Black uk    Black other  
 White UK    Irish    White other    Other mixed heritage

4. UNISON has self-organised groups for women, lesbian, gay, bisexual and transgender, black, and disabled members. In which, if any, of the groups do you participate?

Women members    black members    disabled members    Lesbian, gay, bisexual & transgender members

5. What is your age group?    16 - 26    27 - 39    40 - 49    50+

6. Which UNISON subscription band are you in?

Band	Yearly income £	Band	Yearly income £	Band	Yearly income £
<input type="checkbox"/> A	up to 2,000	<input type="checkbox"/> B	2,001 to 5,000	<input type="checkbox"/> C	5,001 to 8,000
<input type="checkbox"/> D	8,001 to 11,000	<input type="checkbox"/> E	11,001 to 14,000	<input type="checkbox"/> F	14,001 to 17,000
<input type="checkbox"/> G	17,001 to 20,000	<input type="checkbox"/> H	20,001 to 25,000	<input type="checkbox"/> I	25,001 to 30,000
<input type="checkbox"/> J	30,001 to 35,000	<input type="checkbox"/> K	35,000 +		

7. How many hours per week do you work?

Less than 16    16-29    30-34    35 or more

8. In which occupational group is your job?

Managers    Technical    Professional  
 Personal and caring services    Administrators    Clerical and secretarial  
 Other non-manual    Other manual    Other occupation (please specify)

UNISON is committed to achieving fair representation and proportionality in all its structures. The education and training committee asks each course applicant to fill in this form to assist us in achieving this aim. This form is used to monitor and evaluate participation in regional education and branch training opportunities. Thank you for your co-operation. Please note, you do not have to disclose this information to your branch. You may prefer to photocopy this form and send it direct to: **UNISON, Learning & Member Development Team, Vivian Avenue, Nottingham NG5 1AF.**

# Get Back Into Learning! Free Learning Opportunities

**UNISON aims to give all members the opportunity to get back into learning, to develop new skills, build self confidence and experience the enjoyment of learning and the satisfaction of achievement.**

Many members who attend UNISON Lifelong Learning courses have few or no qualifications and have not studied for some time. With the help of experienced WEA (Worker's Educational Association) tutors, students build their confidence, increase their knowledge and brush up or learn new skills.

## What's on offer?

The following courses are available exclusively to UNISON members:

- **Return To Learn**
- **Women's Lives**

All courses are provided free of charge to UNISON members. We help students with their travel, dependent care and childcare costs. The courses are delivered by friendly, experienced tutors with students working in small groups which meet in the evenings. Each course includes a residential weekend.

**For further information about any of these courses please contact  
Angela Gerrard on 0115 8475454 or e-mail [a.gerrard@unison.co.uk](mailto:a.gerrard@unison.co.uk)**



# Return To Learn



**Did you know that the UNISON Return to Learn course has been running for 25 years?**

**Over that time, hundreds of members have completed the course and have enjoyed increased self-confidence and self-esteem as a result.**

Many learners have gone on to further study, looked for new career opportunities or have taken on more responsibility at work.

The course consists of 4 units which have lots of short activities and assignments including problem solving note taking and writing, everyday maths and basic computing.

## **It will give you vital study skills in areas such as**

- writing, for example letters and reports
- reading and analysing
- research and interviewing
- working with numbers
- basic IT e.g. word processing and using the internet

Return to Learn courses run in the evening for 12 sessions lasting 2.5 hours each. There is also a free residential weekend included as part of the course.

The course is free to UNISON members. Students study at a level equivalent to GCSE/A level standard. There are no exams and all completers will receive a WEA Achievement Certificate.

“It has developed my confidence,  
writing ability and widened my horizons”

# Women's Lives

This course has been designed specifically for UNISON women members who have experienced little, if any, recent education. The aim of the course is to build confidence as well as develop study skills in reading and comprehension, note taking, writing, analysing and basic research.

It features a strong personal development and confidence building element.

## What will I learn?

Students gain many different things from the course, including:

- a chance to look at women's experiences at work, in family life and in the community
- greater self-confidence
- a sense of achievement
- study skills in reading, comprehension and note-taking
- information and guidance to move on to further learning opportunities
- wider horizons and new friends

The course runs in the evenings for 8 sessions lasting 2 hours each. There is also a residential weekend as part of the course. The course is free to UNISON members. Students study at a level equivalent to GCSE/A level standard. There are no exams and all completers will receive a WEA Achievement Certificate.



# UNISON On-Line Learning Opportunities

**UNISON has developed an e-learning site which hosts quick online modules for UNISON members.**

## **These include**

- Your Skills, Your Future - a UNISON taster session, online, which you can complete in your own time
- Coping with Care: Dealing with Health Needs in School - aimed at staff working in schools who may be requested to support pupils with medical conditions. The module also looks at law changes in 2014 and the new guidance produced by UNISON for members. The e-note should take between 10 and 15 minutes to complete
- Are You Getting Paid the National Minimum Wage?
- Improve Your Maths Skills - this area will signpost you to online maths resources to practice and improve your maths skills in everyday life.

**To access these online training resources, you will need to complete a self-registration form which can be found by following this link - <http://learning.unison.org.uk>**

## **Free Taster Opportunity with the National Extension College (NEC)**

The NEC provides distance learning courses which include GCSEs and A Levels, and qualifications in childcare and early years. They offer a 10% discount to UNISON members on all its courses.

To help you find out whether distance learning courses are for you, the NEC is offering UNISON members a free taster course:

- Children's Growth and Development.

**To find out more, go to - [www.nec.ac.uk/content/nec-working-partnership-unison](http://www.nec.ac.uk/content/nec-working-partnership-unison)**

# Get Active!

## Become a Union Learning Representative (ULR)

**Learning is at the heart of what we do as a union. The courses we offer ensure that UNISON members get a chance to get on at work and also help in their daily lives.**

With so many changes across public services it is now more vital than ever that our members have access to learning.

So, we need Union Learning Representatives (ULRs) who can support and encourage people at work to access learning opportunities.

A ULR is somebody who promotes learning to people at work.

### **Their role may include**

- encouraging colleagues to take up courses
- supporting people through their training
- talking to their employer about training issues
- promoting courses

ULRs have a number of legal rights to time off for training and duties.

### **These include the right to**

- be recognised as a ULR in the same way as Stewards and Health & Safety Representatives
- reasonable time off with pay to train as a ULR.
- protection against unfair dismissal on the grounds of ULR activity.

The TUC have developed an on-line E-Note (becoming a ULR) which may give you a better understanding of the role. Visit - [www.tuceducation.org.uk/eNotes](http://www.tuceducation.org.uk/eNotes)

## Interested?

**Take a look overleaf at the Union Learning Representative course details.**

# Union Learning Representatives (5 days)

Course fee to branches: £75

Location	Course Dates	Course Code	Closing date for applications
Derby	25 February & 3, 10, 17, 24 March 2016	02160027	28 January 2016
Leicester	28 April & 5, 12, 19, 26 May 2016	02160028	31 March 2016
Nottingham	16, 23, 30 June & 7, 14 July 2016	02160029	19 May 2016
Nottingham	3, 10, 17, 24 November & 1 December 2016	02160030	6 October 2016

**Aimed at - new Union Learning Representatives (ULRs).**

**This 5-day course enables ULRs to**

- develop their skills and knowledge about the role
- talk to members and identify their learning needs
- understand how the ULR role fits within UNISON Branch structures
- relate UNISON's priorities to the role of the ULR
- influence the learning and development strategy within their workplace
- feel confident working with employers to plan learning opportunities within the workplace
- build contacts and information networks
- collect and record information
- find out about Government policies and programmes for lifelong learning

**For further information about the Union Learning Representative role and the training available please contact:**

**Gavin McCann, Regional Learning and Development Organiser  
on 0115 8475446 or email [g.mccaan@unison.co.uk](mailto:g.mccaan@unison.co.uk)**

# UNISON and The Open University

## Working In Partnership



**The UNISON/Open University (OU) Partnership has previously been recognised as a Widening Participation Initiative of the Year by the Times Higher Education Awards.**

This award reflects the hard work which has taken place over many years to build an effective and lasting partnership between UNISON and the Open University.

### **The benefits of this partnership include**

- free UNISON/Open University workshops in the East Midlands Region covering a range of topics. We are planning additional workshops in 2016/17 so look out for these!
- Open University (OU) Awards are available to UNISON members undertaking OU courses up to and including under-graduate level at their own expense. No awards are available for Masters Degree study or above. Further information can be found under Financial Assistance (p xx)
- a dedicated UNISON/OU website which provides useful information on:
  - funding - outlines the financial support available for students by the OU
  - Learning Zone - access to current OU learning materials and resources for free!

**The new website can be found at - [www.open.ac.uk/choose/UNISON](http://www.open.ac.uk/choose/UNISON)**

**For further information about OU courses please ring 0845 300 60 90**

“UNISON in conjunction with the Open University has helped me to regain my confidence in learning new skills.”

# Funding Support For Education Through UNISON

We know how difficult it is to afford training and development at present, so UNISON offers financial support to members taking part in general non-vocational education, or in vocational education relevant to work in the public services, as well as learning discounts from a number of providers. We also offer grants to members studying on Trade Union and Labour Movement or Women's Studies courses.

Anyone applying must be a member of UNISON for at least 4 weeks prior to their application, have no arrears of subscriptions and continue to pay all membership subscriptions throughout the time that he/she is in education and training supported by the award.

## Trade Union, Labour Studies and Women's Studies

UNISON offers various bursaries for members studying on trade union, labour studies or women's studies courses. The deadline for applications for each of the three awards is usually the end of July each year. Decisions on applications will be deferred until that point, rather than dealt with on a first-come, first-served basis, so that they can all be considered if funding remains available.

- **One year award for full-time residential diploma study at Northern College or Ruskin College**

Students on these courses are usually financed by mandatory grants and UNISON can offer one member an additional award of £1,000 to assist with course costs. The award is aimed at a member on a Labour Studies or Women's Studies Diploma course.

- **Certificate or diploma awards for members on Trade Union, Labour Movement or Women's Studies courses**

UNISON offers a limited number of awards towards course costs to members on full or part-time courses leading to a certificate or diploma qualification in Trade Union and Labour Studies or Women's Studies. Course costs include residential sessions, travel, course books, etc. The award is usually around £300. Applicants must meet the cost of fees themselves.

- **Bachelor or Masters Degree Awards for union representatives studying Trade Union Labour Studies or Women's Studies**

A limited number of awards of up to one-third of annual fees are available to union representatives studying full or part-time at their own expense for a Bachelors or Masters degree in Trade Union, Labour Studies, or Women's Studies. These awards are aimed at UNISON workplace representatives wishing to further their trade union experience.

## The awards offered are

- a) Adam Grierson Award: for a member employed in the Health Service
- b) Ruth Elliott Award: for a woman member
- c) A limited number of Trade Union or Labour Studies Bachelor/Masters Degree Awards:  
open to all workplace representatives

**N.B. There are no trade union and labour studies financial awards available for PhD study and research.**

## Open University Awards

Open University (OU) Awards are available to UNISON members undertaking 30 and 60 point OU courses up to and including undergraduate level at their own expense. No awards are available for Masters Degree study or above. Awards are made as follows:

- 60 point courses     £120
- 30 point courses     £60

Awarded on a first-come, first-served basis until funds are exhausted. Available on 1 January and 1 September each year.

## UNISON Learning Grants

These grants of approximately £70 are intended to help members who are undertaking study at their own expense, up to and including undergraduate level, on the following types of courses:

- Trade Union and Labour Studies where an applicant has not received a bursary
- Non-vocational education up to and including undergraduate level, e.g. GCSEs, A Levels, Access courses, leisure/recreational courses.
- Vocational education relevant to public service work up to and including undergraduate level.

UNISON Learning grant applications are dealt with on a first come, first served basis until funds are exhausted and are available on 1 January and 1 September each year. Learning grants are not available for Masters Degree study or above.

# Learning Discounts for UNISON Members

Members can get fee discounts for distance learning from the following:

## **National Extension College (NEC)**

The NEC offers educational opportunities and second-chance learning to people for whom attending regular classes at a school or college would not be possible.

The NEC provides distance learning courses which include GCSEs and A Levels, and qualifications in childcare and early years. They offer a 10% discount to UNISON members on all its courses.

Simply quote your UNISON membership number when enrolling.

The full list of courses can be found at - [www.nec.ac.uk](http://www.nec.ac.uk).

**CILEX TUTORIAL COLLEGE - UNISON** members are entitled to a 10% discount on law courses (excluding legal practice course or postgraduate Diploma in Law). **Visit - [www.cilexlawschool.ac.uk](http://www.cilexlawschool.ac.uk)**.

**THE OPEN COLLEGE OF THE ARTS** - £50 off distance learning OCA tutored arts and craft courses for UNISON members and their families. **Visit - [www.oca-uk.com](http://www.oca-uk.com)**.

**BIRKBECK, UNIVERSITY OF LONDON** - 10% off all accredited Birkbeck courses (certificates, undergraduate and postgraduate) as long as you study at a level that is not lower than or equivalent to any existing qualifications you may hold. Birkbeck is London's part-time evening university.

**Visit - <http://www.bbk.ac.uk/mybirkbeck/finance/fees-information/union-discount>**.

## How to Apply for Financial Assistance

Application criteria for bursaries, grants and awards and an application form are set out in more detail on the UNISON website at:

<https://www.unison.org.uk/get-involved/learning-development/financial-support>

For more information contact the Bursaries Administrator on:

**0207 121 5116 or email [LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk)**

# Course Information

## What are the courses like?

UNISON courses are run in a friendly and supportive atmosphere. Everybody's views and experiences are valued and listened to. Most of the time you will be working with other people in small groups. You will not be lectured at or 'put on the spot'.

## Course times

Course times may vary, but are usually from 9.30 am to 4.30 pm each day. You will be given a specific start/finish time in the details sent to you when you are offered a place on a course.

## What if I have responsibilities at home?

UNISON provides a homecare allowance if you incur costs whilst you are attending a training event, which are additional to those you would normally have to pay for the care of dependants. For example if you are a part-time worker and you attend training on your day off then you are entitled to claim a care allowance.

The scale of the allowance changes from time to time and current rates can be obtained from the Learning & Member Development Team. You are required to provide a receipt.

## Facilities for members with specific needs

We seek to ensure that the venues we book, materials provided, etc. meet the needs of our members who have identified a specific need on their course application form. Due to the wide varieties of facilitation available it is important that you let us know as soon as possible about your individual requirements.

## Catering and dietary requests

Where catering is provided at courses UNISON will endeavour to make provision for specific dietary requests. However, it should be noted that where training takes place at the UNISON Regional Centre, provision is limited to that available from local caterers and hot food is not available.

Delegates with specific dietary needs are requested to specify these in detail on the application form. When course places are confirmed, delegates who have indicated a need will be asked to provide further information prior to the start of the course. Please note that menus/meals cannot be changed on the day of the course.

## Expenses

Travel and subsistence costs for all courses are the responsibility of your Branch. You should check with your Branch Education Co-ordinator or Branch Secretary to find out how to claim these. Members, who wish to make a claim should their application be successful, need to place a tick in the claim expenses box on the Course Application Form. The Learning and Member Development Team will then forward these forms to the relevant UNISON branch for consideration.

# Course Fees

The courses in this brochure are provided free of charge to UNISON members and there is no fee payable by UNISON branches. However, UNISON still incurs costs to cover tutor fees, room hire and buffet costs.

# Cancellations

If, for any reason, delegates cannot attend a course for which they have applied, it is essential that they contact the Learning & Member Development Team as soon as possible, who will then seek to fill the place from waiting lists or in liaison with the branch.

# Do We Have Your Correct Contact Details?

To ensure you receive up-to-date information on new courses and developments please check that your personal details are correct

**Go to the UNISON website - <https://www.unison.org.uk/my-unison/>**

To access your details you will need your membership number.

If you are a first time user you will also need to register your account with a password.

**Alternatively contact the UNISON Learning & Member Development Team on 0115 8475457 or email [j.palmer@unison.co.uk](mailto:j.palmer@unison.co.uk)**



“Meeting and sharing experiences with other people has been really rewarding”

**For further information please contact:**

**Angela Gerrard  
UNISON Regional Education Organiser  
UNISON Regional Centre, Vivian Avenue, Nottingham NG5 1AF**

**Telephone: 0115 847 5454**

**Email: [a.gerrard@unison.co.uk](mailto:a.gerrard@unison.co.uk)**

**Twitter - [@UNISONEMidsLMD](https://twitter.com/UNISONEMidsLMD)**

**Facebook - [UNISON East Midlands Education & Training](https://www.facebook.com/UNISONEastMidlandsEducationandTraining)**

**Join UNISON - Freephone: 0800 171 2193**

**Join online at: [www.unison.org.uk/join](http://www.unison.org.uk/join)**

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