

2019/2020 EDUCATION COURSES



North East,
Yorkshire and
the Humber



"Unite's education courses have given me the **knowledge** and **skills** I need to represent my members. Through them I have gained **courage**, **self-esteem**, **comradeship**, **political awareness** and last, but not least, **a great education**"

Welcome

This region has a strong tradition of providing first class activist education. We hope 2019 will build on this tradition further.

The 'New Reps Induction' Course is designed to enable all Unite reps (Workplace Reps, Health & Safety Reps, Union Learning Reps and Equality Reps) to train together to gain the skills needed to best support their members in the workplace. It also gives new representatives a better understanding of the Unite team in their workplace and how they can work together.

For workplaces with larger numbers of representatives wishing to be trained together alternative provision can be discussed. If you have any questions or queries, please do not hesitate to contact us.

education.northeastyorks@unitetheunion.org
or call 0113 2364830 and ask for the education department.



Andy Pearson
Regional Education Officer

New Reps Induction

Who should attend?

This course is designed for new representatives or those who have not received training in the last five years. The course is the induction for all workplace representatives, health & safety representatives, learning representatives and equality representatives.

What will I learn?

The course covers a number of topics to prepare you for your role as a Unite representative.



- Roles and Responsibilities
- ACAS and other legislation - know your rights
- Unite structures and where you fit in
- Understanding risk assessment and why it's every reps responsibility
- Giving members information, advice and guidance
- Why recruit members?
- Understanding the Equality Act 2010
- Knowing your agreements and the Unite Broad Industrial Strategy
- Introduction to leadership
- Our history - research and presentation skills
- Note taking
- Interviewing members
- Dignity at work - Bullying and harassment
- Barriers to learning and engagement for members
- Understanding grievance and disciplinary policies - why all reps should know these!
- Understanding negotiations
- Developing a workplace project

New Reps Induction Training

This course has a duration of ten days and is delivered either one day per week for ten weeks, or as two five day blocks. The course is designed for all new representatives (Workplace Reps, Health and Safety Reps, Union Learning Reps and Equality Reps). This course is designed to give all representatives the same skills and knowledge needed to carry out their elected posts within the workplace.

Leeds

Day Release Options

START	END	PATTERN
Tuesday 2nd April 2019	Tuesday 4th June 2019	10 Tuesdays
Monday 16th Sept 2019	Monday 18th Nov 2019	10 Mondays
Monday 13th Jan 2020	Monday 16th Mar 2020	10 Mondays
Thurs 16th Jan 2020	Thurs 19th Mar 2020	10 Thursdays
Tuesday 5th May 2020	Tuesday 7th July 2020	10 Tuesdays

Block Options

START	END	PATTERN
Monday 18th March 2019	Friday 22nd March 2019	Part 1
Monday 1st July 2019	Friday 5th July 2019	Part 2
Monday 2nd Sept 2019	Friday 6th Sept 2019	Part 1
Monday 16th Dec 2019	Friday 20th Dec 2019	Part 2
Monday 6th Jan 2020	Friday 10th Jan 2020	Part 1
Monday 20th Apr 2020	Friday 24th Apr 2020	Part 2
Monday 27th Apr 2020	Friday 1st May 2020	Part 1
Monday 27th July 2020	Friday 31st July 2020	Part 2

Note: - When booking a block course please ensure you book both part 1 & 2 at the same time

New Reps Induction Training

Sheffield

Day Release Options

START	END	PATTERN
Weds 3rd Apr 2019	Weds 5th June 2019	10 Weds
Tues 17th Sept 2019	Tues 19th Nov 2019	10 Tuesdays
Tuesday 7th Jan 2020	Tuesday 10th March 2020	10 Tuesdays
Weds 8th Apr 2020	Weds 10th June 2020	10 Weds

Block Options

START	END	PATTERN
Monday 18th March 2019	Friday 22nd March 2019	Part 1
Monday 24th June 2019	Friday 28th June 2019	Part 2
Monday 2nd Sept 2019	Friday 6th Sept 2019	Part 1
Monday 9th Dec 2019	Friday 13th Dec 2019	Part 2
Monday 30th March 2020	Friday 3rd Apr 2020	Part 1
Monday 29th June 2020	Friday 3rd July 2020	Part 2

Note: - When booking a block course please ensure you book both part 1 & 2 at the same time

Middlesbrough

Day Release Options

START	END	PATTERN
Tues 16th Apr 2019	Tues 18th June 2019	10 Tuesday
Thursday 19th Sept 2019	Thursday 21st Nov 2019	10 Thursdays
Tuesday 14th Jan 2020	Tuesday 17th March 2020	10 Tuesdays

Hull

Day Release Options

START	END	PATTERN
Monday 16th Sept 2019	Monday 18th Nov 2019	10 Mondays
Tuesday 14th Jan 2020	Tuesday 17th March 2020	10 Tuesdays
Thursday 9th Apr 2020	Thursday 11th June 2020	10 Thursdays

Block Options

START	END	PATTERN
Monday 18th March 2019	Friday 22nd March 2019	Part 1
Monday 15th July 2019	Friday 19th July 2019	Part 2
Monday 9th Sept 2019	Friday 13th Sept 2019	Part 1
Monday 9th Dec 2019	Friday 13th Dec 2019	Part 2
Monday 30th March 2020	Friday 3rd Apr 2020	Part 1
Monday 29th June 2020	Friday 3rd July 2020	Part 2

Note: - When booking a block course please ensure you book both part 1 & 2 at the same time

Block Options

START	END	PATTERN
Monday 11th March 2019	Friday 15th March 2019	Part 2
Monday 10th June 2019	Friday 14th June 2019	Part 2
Monday 9th Sept 2019	Friday 13th Sept 2019	Part 1
Monday 16th Dec 2019	Friday 20th Dec 2019	Part 2
Monday 6th Jan 2020	Friday 10th Jan 2020	Part 1
Monday 20th Apr 2020	Friday 24th Apr 2020	Part 2
Monday 27th Apr 2020	Friday 1st May 2020	Part 1
Monday 29th Jun 2020	Friday 3rd July 2020	Part 2

Note: - When booking a block course please ensure you book both part 1 & 2 at the same time

New Reps Induction Training

Newcastle

Day Release Options

START	END	PATTERN
Thursday 16th Jan 2020 Monday 27th Apr 2020	Thursday 19th March 2020 Monday 29th June 2020	10 Thursdays 10 Mondays

Block Options

START	END	PATTERN
Monday 18th March 2019	Friday 22nd March 2019	Part 2
Monday 13th January 2020	Friday 17th January 2020	Part 1
Monday 30th March 2020	Friday 3rd Apr 2020	Part 1
Monday 13th July 2020	Friday 17th July 2020	Part 2

Note: - When booking a block course please ensure you book both part 1 & 2 at the same time.

Due to the an office refit, it is not possible to run course in Newcastle throughout 2019.



Workplace Reps Stage Two

Who should attend?

This course is designed as follow on training for those workplace representatives who have completed the New Reps Induction. The course is designed to enhance your skills in holding meetings, understanding redundancy and a wide range of other employment law related topics.

What will I learn?

The course covers a number of topics to advance some of your key skills in your role as a Unite Workplace Representative.

- Understanding employment rights in the workplace
- Utilising employment law to defend your members
- Understanding the employment tribunal process
- Dealing with redundancy
- Understanding the employment contract
- Communicating with members
- Developing a workplace project
- Ending the employment relationship, what is fair?
- What is TUPE?
- Getting the best for your members
- Organising to win

Leeds

START	END	PATTERN
Weds 3rd Apr 2019	Weds 19th June 2019	12 Weds
Tuesday 17th Sept 2019	Tuesday 3rd Dec 2019	12 Tuesdays
Tuesday 14th Jan 2020	Tuesday 31st March 2020	12 Tuesdays
Thursday 7th May 2020	Thursday 23rd July 2020	12 Thursdays

Sheffield

START	END	PATTERN
Thursday 4th Apr 2019	Thursday 20th June 2019	12 Thursdays
Thursday 19th Sept 2019	Thursday 5th Dec 2019	12 Thursdays
Thursday 9th Apr 2020	Thursday 25th June 2020	12 Thursdays

Workplace Reps Stage Two

Hull

START

Weds 3rd Apr 2019
Tuesday 17th Sept 2019
Tuesday 7th Apr 2020

END

Weds 19th June 2019
Tuesday 3rd Dec 2019
Tuesday 23rd June 2020

PATTERN

12 Weds
12 Tuesdays
12 Tuesdays

Middlesbrough

START

Monday 16th Sept 2019
Thursday 23rd Jan 2020
Tuesday 12th May 2020

END

Monday 2nd Dec 2019
Thursday 9th Apr 2020
Tuesday 28th July 2020

PATTERN

12 Mondays
12 Thursdays
12 Tuesdays

Newcastle

START

Wednesday 8th Jan 2020

END

Wednesday 25th March 2020

PATTERN

12 Weds



Apply Now

Application form overleaf



Education Course Application Form



Please complete this form for your chosen course and very importantly send to the correct education office as indicated on the reverse of this form. Alternatively enrol online at www.unitetheunion.org/education.

Course Title:	Course Code:
Course Dates: From:	To:
Venue:	
An alternative date will be offered if the chosen date is oversubscribed	
Full Name:	Membership Number:
Date of Birth: dd mm yy:	Yes I have been a paying member for 6 months (Please tick) <input type="checkbox"/>
Address:	Gender (Please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>
Post Code:	Home Telephone:
Mobile:	Work Telephone:
Email:	Employer's Name:

Are you a *(Please tick)*

Workplace Rep

Safety Rep

Learning Rep

Equality Rep

What trade union courses have you previously attended?

Ethnic Origin <i>(Please tick)</i>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>
	Asian or Asian British – other black background	<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>
	Black or Black British – other black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>
	Mixed – White and Black African	<input type="checkbox"/>	Mixed – White & Black Caribbean	<input type="checkbox"/>	Mixed – any other mixed background	<input type="checkbox"/>
	White – British	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>	White – any other White background	<input type="checkbox"/>
	Any other – please state					

Unite Regional Officer:

My employer will grant me paid release to attend a union course *(Please tick)*

Disability: Please indicate any disability or special needs that we may need to accommodate (e.g. dyslexia, hearing, impaired sight, mobility, etc.)

Dietary needs: e.g. vegetarian, vegan, gluten free, halal, etc.

Date:

Application approved

EDO Signature:

Date:

IT'S EXTREMELY IMPORTANT THAT YOU READ THE INFORMATION GIVEN BELOW

Before applying for a course would you please ensure that your Regional Officer has been notified of your election/union position as this helps to alleviate problems at a later date which may delay your application. Once we have received your application form we will confirm in writing whether or not you have been allocated a course place. It is up to you to secure your paid release. Employment legislation entitles you to payment of wages etc. for training you undertake that is connected with your trade union 'duties' (negotiating, representing people etc.). However, if you have been told by your employer that you will not receive paid release, you must raise the issue with your regional officer before you attend the course. Unite Education is not responsible for obtaining your paid release.

Send your completed application form to:

**NEYH Education
Unite the union
2nd Floor
Riverside House
7 Canal Wharf
Leeds
LS11 5AS**



Health & Safety Reps Stage Two

Who should attend?

This course is designed as follow on training for those Health & Safety reps that have completed the New Reps Induction. The course is designed to enhance your skills in a wide range of safety related topics including advanced risk assessment, accident and incident investigation, COSHH, LEV and manual handling.

What will I learn?

The course covers a number of topics to advance some of your key skills in your role as a Unite Health & Safety Representative.

- Identifying hazards
- Identifying a range of health risks in the workplace
- Noise in the workplace
- RIDDOR Reporting
- Manual handling
- Understanding a full range of risk assessments and how they differ
- Accident investigation
- Interviewing skills
- COSHH legislation
- LEV legislation
- Incident management skills

Leeds

START	END	PATTERN
Thursday 4th Apr 2019	Thursday 20th June 2019	12 Thursdays
Weds 18th Sept 2019	Weds 4th Dec 2019	12 Weds
Weds 15th Jan 2020	Weds 1st Apr 2020	12 Weds
Weds 6th May 2020	Weds 22nd July 2020	12 Weds

Sheffield

START	END	PATTERN
Tuesday 2nd Apr 2019	Tuesday 18th June 2019	12 Tuesdays
Monday 16th Sept 2019	Monday 2nd Dec 2019	12 Mondays
Monday 6th January 2020	Monday 23rd March 2020	12 Mondays

Health & Safety Reps Stage Two

Hull

START	END	PATTERN
Weds 18th Sept 2019 Weds 8th January 2020	Weds 4th Dec 2019 Weds 25th March 2020	12 Weds 12 Weds

Middlesbrough

START	END	PATTERN
Tuesday 17th Sept 2019 Monday 11th May 2020	Tuesday 3rd Dec 2019 Monday 27th July 2020	12 Tuesdays 12 Mondays

Newcastle

START	END	PATTERN
Tuesday 21st Apr 2020	Tuesday 7th July 2020	12 Tuesdays

Union Learning Reps Stage Two

Who should attend?

This course is designed as follow on training for those Union Learning reps that have completed the New Reps Induction. The course is designed to enhance your skills in supporting members to access learning opportunities. The course will also allow delegates to gain a level 3 award in education and training.

Hull

START	END	PATTERN
Weds 10th Apr 2019	Weds 12th June 2019	10 Weds

Further dates for ULR stage 2 courses will be advertised to reps via email throughout the year and via the learnwithunite team. Please ensure your contact details are up to date to benefit from our regular education updates.

Branch Secretary & Branch Officials

This course is designed for those activists elected to branch positions of Chair, Secretary and Treasurer. It is designed to give you the skills to run your branch effectively, from running meetings, taking minutes to monitoring and reporting your branch finances.

Leeds

START	END	PATTERN
Tuesday 16th July 2019	Thursday 18th July 2019	3 day block
Thursday 7th Nov 2019	Thursday 21st Nov 2019	3 Thursdays
Monday 6th Apr 2020	Weds 8th Apr 2020	3 day block
Monday 1st June 2020	Monday 15th June 2020	3 Mondays

Sheffield

Monday 8th July 2019	Weds 10th July 2019	3 day block
Weds 6th Nov 2019	Weds 20th Nov 2019	3 Weds
Thursday 9th Jan 2020	Thursday 23rd Jan 2020	3 Thursdays
Monday 6th July 2020	Weds 8th July 2020	3 day block

Hull

Thursday 24th Oct 2019	Thursday 7th Nov 2019	3 Thursdays
Tuesday 4th Feb 2020	Tuesday 18th Feb 2020	3 Tuesdays
Weds 3rd June 2020	Weds 17th June 2020	3 Weds

Middlesbrough

Monday 1st July 2019	Weds 3rd July 2019	3 day block
Weds 9th Oct 2019	Weds 23rd Oct 2019	3 Weds
Tuesday 12th May 2020	Thursday 14th May 2020	3 day block

Newcastle

Tuesday 10th March 2020	Tuesday 24th March 2020	3 Tuesdays
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Pensions Stage One

This course is designed for all elected representatives who have an interest in, or a role as, a pensions representative on behalf of their members at work.

Leeds

START	END	PATTERN
Monday 17th June 2019	Friday 21 June 2019	5 day block

Middlesbrough

START	END	PATTERN
Monday 28th October 2019	Friday 1st Nov 2019	5 day block

Pre-Retirement Seminar

This course is designed for all Unite members or activists who are wishing to plan for retirement. This free seminar will help you begin to plan for just that. It covers a wide range of topics such as your pension, savings, benefits including state pension and many other things

Leeds

START	END	PATTERN
Thursday 14th March 2019	Thursday 14th March 2019	One day

Middlesbrough

START	END	PATTERN
Thursday 21st March 2019	Thursday 21st March 2019	One day

Further dates for seminars will be advertised to reps via email throughout the year. Please ensure your contact details are up to date to benefit from our regular education updates.

Legal Clinics

The clinics are designed to keep elected representatives up to date with changes in employment law, legal practices, health and safety, and other key legislative changes that affect your members.

Leeds

Dates

Monday 24th June 2019
(World after Brexit)

September 2019
(Employment Workers' Rights Bill)

December 2019
(Annual Round Up)

Late January 2020
Late March 2020

Middlesbrough

Dates

Thursday 20th June 2019
(World after Brexit)

September 2019
(Employment Workers' Rights Bill)

December 2019
(Annual Round Up)

Late January 2020
Late March 2020



**"Apart from the
knowledge gained, my
training has furthered
my *understanding* of
a world outside of my
own, the origins of the
Trade Union Movement
and its *direction for the
future*"**

Mental Health Awareness

This course is designed to introduce the topics of stress, anxiety and mental ill health.

Leeds

Dates

Monday 15th July 2019
Thursday 19th September 2019
Friday 24th January 2020
Thursday 26th March 2020
Monday 22nd June 2020

Middlesbrough

Dates

Monday 8th July 2019
Thursday 10th October 2019
Monday 16th March 2020
Tuesday 23rd June 2020

Sheffield

Dates

Monday 1st July 2019
Wednesday 2nd October 2019
Wednesday 4th March 2020
Monday 15th June 2020

Newcastle

Dates

Tuesday 3rd March 2020
Wednesday 24th June 2020

Hull

Dates

Tuesday 2nd July 2019
Thursday 17th October 2019
Tuesday 28th January 2020
Monday 11th May 2020



Mental Health First Aider Course

This course is open to those representatives who have completed the one day Mental Health Awareness course. Through this course you will gain valuable knowledge and skills that will enable you to identify the early signs of mental ill health, provide help to prevent mental ill health from getting worse and recover more quickly, and reduce the stigma of mental health problems.

Leeds

Dates

12th - 13th March 2019
9th - 10th December 2019
14th - 15th April 2020

Middlesbrough

Dates

8th - 9th April 2019
27th - 28th November 2019
6th - 7th May 2020

Sheffield

Dates

3rd - 4th December 2019
6th - 7th April 2020

Newcastle

Dates

4th - 5th March 2019
1st - 2nd July 2020

Hull

Dates

25th - 26th March 2019
16th - 17th December 2019
23rd - 24th March 2020



In Partnership with
**FOCUS DAY
TRAINING**

Leeds

Due to the renovation of the Regional Office, venues will be allocated in Leeds for each course and communicated directly to delegates in their confirmation paperwork.

Leeds Regional Office

2nd Floor, Riverside House
7 Canal Wharf
Leeds
LS11 5AS
Tel: 0113 236 4830

District offices

Hull
Anchor House
Silvester Street
HU1 3HA
Tel: 01482 420 308

Grimsby
New Oxford House
Osborne Street
Grimsby
DN31 1EY
Tel: 01472 355 421

Sheffield
Sovereign Court
300 Barrow Road
Sheffield
S9 1JQ
Tel: 0114 321 0702

Middlesbrough
Fry Street
Middlesbrough
TS1 1HA
Tel: 01642 242 314

Newcastle
John Dobson Street
Newcastle upon Tyne
NE1 8TW
Tel: 0191 300 2107



KEEP
EDUCATING
YOURSELF

unitetheunion.org



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@UniteNEYH