



A MESSAGE TO UNITE MEMBERS

Dear Colleague,

I am pleased to welcome you to the 2021/22 Unite Education Brochure for Scotland. Inside you will find a wide range of courses that are available to you as a Unite Scotland activist.

Most of our courses are held at our Unite offices across Scotland ensuring there are as many courses available as possible close to your home or workplace.

For Workplace Reps and Health and Safety Reps we are now offering restructured 20 day training packages split into 4 modules of 5 days. These certificate courses provide clearly structured training progression for activists and are brand new for 2021.

In addition to the fantastic courses for our Workplace Reps, Health and Safety Reps, Equality Reps and Learner Reps, we can also run bespoke courses and bite size training upon request. Please contact your local officer or myself if you wish to pursue this.

All of our training is delivered in partnership with Fife College and the SQA. Our courses are run by experienced tutors in an informal learning environment where members share their own experiences and knowledge, and learn from each other.

Our training will provide you with the skills, knowledge and tools to fight back and win better terms and conditions in your workplace.

Please take a few minutes to look through the brochure and sign up for one of the many courses on offer, either by completing the application form in this brochure or by contacting us by email: education.scotland@unitetheunion.org or telephone 0141 375 7068. Alternatively you can view all our course dates online at: www.unitetheunion.org/education together with full information on Unite education services.

We look forward to welcoming you at one of our courses in the near future.

In Solidarity

JIM AITKEN
EDUCATION & DEVELOPMENT OFFICER

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A MESSAGE FROM JIM MOWATT, DIRECTOR OF EDUCATION



Unite is dedicated to serving the best interests of its members and will seek to improve their standard of living and the quality of their lives. We achieve this through effective relationships with employers and government and by creating sustainable workplace organisation.

Unite's vision is of a prosperous society in which employers and employees work together to build successful businesses and safe, healthy working environments. All those who contribute to their success should receive the rewards, respect and recognition they deserve. That's why Unite Education has at its core the delivery of our union's policies based on the three pillars of the Unite vision: organising, global solidarity and politics. This vision is reflected in our Education Programme where developing our representatives is a key priority of the union.

Unite Education provides focused education to ensure that representatives have the required confidence, attitude and skill set to deal with workplace, national and international issues. This empowers our representatives to win in the workplace, successfully campaign, organise for growth and promote dignity and respect.

When it comes to education, Unite puts its money where its mouth is – providing accredited 'fit for purpose' education programmes that are easily accessible, cater for differing learning styles and are free to access all over the United Kingdom and Ireland.

So please take advantage of our courses and enjoy yourself.

Jim Mowatt,
Director of Education

Workplace Reps Introductory Certificate Stage 1 (5 consecutive days)

This course is designed to be the core initial training for Unite workplace reps.

The course covers the wide range of knowledge and skills needed by the new Rep including:

- Key skills for organising your workplace
- Handling discipline and grievance cases
- Communication skills
- Introduction to Employment Law Equality at Work

2021

VENUE	START	END
Glasgow	16 August	20 August
Aberdeen	23 August	27 August
Edinburgh	23 August	27 August
Ayr	23 August	27 August
Inverness	23 August	27 August
Dundee	23 August	27 August
Dumfries	13 September	17 September
Glasgow	11 October	15 October

2022

VENUE	START	END
Aberdeen	17 January	21 January
Dundee	17 January	21 January
Edinburgh	24 January	28 January
Glasgow	24 January	28 February
Ayr	31 January	04 February
Inverness	31 January	04 February
Dumfries	07 March	11 March
Glasgow	14 March	18 March
Dundee	16 May	20 May
Edinburgh	13 June	17 June

Workplace Reps Introductory Certificate Stage 2 (5 consecutive days)

For reps who have completed Stage 1.

This course covers:

- Evaluating and assessing your experience since the Module 1A course
- Understanding the concept of 'good work'
- Understanding and dealing with issues around Dignity and Respect in the workplace
- Problem solving skills
- Bargaining skills
- Work-life balance
- Building a strong workplace union

2021

VENUE	START	END
Edinburgh	16 August	20 August
Aberdeen	20 September	24 September
Inverness	20 September	24 September
Ayr	27 September	01 October
Glasgow	18 October	22 October
Edinburgh	18 October	22 October
Dundee	25 October	29 October
Dumfries	08 November	12 November
Glasgow	06 December	10 December

2022

VENUE	START	END
Aberdeen	21 February	25 February
Dundee	14 March	18 March
Edinburgh	14 March	18 March
Inverness	21 March	25 March
Ayr	21 March	25 March
Glasgow	21 March	25 March
Dumfries	09 May	13 May
Glasgow	20 June	24 June

Workplace Reps Introductory Certificate Stage 3 (5 consecutive days)

For reps who have completed Stages 1 and 2.

This course covers:

- Improving confidence and knowledge in exploring, questioning and using employment law
- Exploring research skills and developing the ability to work out how legal provisions impact on your members rights in the workplace
- How changes to employment law impact on your workplace rights
- Planning alternative solutions other than employment law to your workplace issues
- Working as a team to develop collective actions

2021

VENUE	START	END
Dundee	06 September	10 September
Glasgow	04 October	08 October
Inverness	25 October	29 October
Ayr	01 November	05 November
Aberdeen	08 November	12 November

2022

VENUE	START	END
Dundee	31 January	04 February
Aberdeen	21 March	25 March
Glasgow	25 April	29 April
Inverness	25 April	29 April
Edinburgh	09 May	13 May

Workplace Reps Introductory Certificate Stage 4 (5 consecutive days)

The course is designed for representatives as follow on training for those that have completed Modules 1A, 1B and 2A.

This course covers:

- Rights to information
- Workplace rights
- Collective bargaining
- Agreements
- The Case for collective agreements
- Planning for getting an agreement
- Collective bargaining and negotiation

2021

VENUE	START	END
Edinburgh	06 September	10 September
Dundee	15 November	19 November
Glasgow	22 November	26 November
Inverness	29 November	03 December
Ayr	29 November	03 December
Aberdeen	06 December	10 December

2022

VENUE	START	END
Dundee	28 March	01 April
Aberdeen	09 May	13 May
Inverness	06 June	10 June
Glasgow	06 June	10 June



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in SCOTLAND

Pensions

Stage 1 (5 consecutive days)

This course is designed to provide an understanding of pensions to enable Workplace Representatives to develop their representational skills in basic pension provision.

2021

VENUE	START	END
Glasgow	06 September	10 September

2022

VENUE	START	END
Glasgow	16 May	20 May

Pensions

Stage 2 (5 consecutive days)

Stage 2 of the pensions course looks at trustee decision making, the role of the actuary, fund investment strategies, negotiating pension issues and pension disputes resolution.

2021

VENUE	START	END
Glasgow	08 November	12 November

Health & Safety Reps Certificate Stage 1 (5 consecutive days)

This course is the essential course for all new Unite Health and Safety Representatives.

It is designed to help you build the skills, knowledge and confidence to organise effectively in order to carry out your work as a Safety Rep as well as to create understanding of how economic and others aspects affect the working lives, health, safety and welfare of working people.

The course covers:

- Understanding the role of a Unite Safety Rep
- The legal framework of Health and Safety
- Rights of Safety Reps
- Involving the members in Health and Safety
- Accident investigations – risk assessments

2021

VENUE	START	END
Inverness	30 August	03 September
Dundee	30 August	03 September
Aberdeen	30 August	03 September
Dumfries	30 August	03 September
Glasgow	06 September	10 September
Ayr	06 September	10 September
Edinburgh	27 September	01 October
Glasgow	04 October	08 October

2022

VENUE	START	END
Aberdeen	24 January	28 January
Glasgow	07 February	11 February
Dundee	07 February	11 February
Inverness	14 February	18 February
Edinburgh	21 February	25 February
Dumfries	21 February	25 February
Ayr	28 February	04 March
Glasgow	25 April	29 April



Health & Safety Reps Certificate Stage 2 (5 consecutive days)

This course builds upon the knowledge learnt in Stage 1.

The course covers:

- Understanding the role of a Unite Safety Rep
- The legal framework of Health and Safety
- Rights of Safety Reps
- Involving the members in Health and Safety
- Accident investigations – risk assessments

2021

VENUE	START	END
Aberdeen	04 October	08 October
Inverness	11 October	15 October
Dumfries	18 October	22 October
Edinburgh	25 October	29 October
Ayr	25 October	29 October
Dundee	01 November	05 November
Glasgow	15 November	19 November
Glasgow	06 December	10 December

2022

VENUE	START	END
Aberdeen	28 February	04 March
Inverness	28 March	01 April
Glasgow	04 April	08 April
Dundee	04 April	08 April
Dumfries	04 April	08 April
Edinburgh	25 April	29 April
Ayr	25 April	29 April
Glasgow	13 June	17 June

Health & Safety Reps Certificate Stage 3 (5 consecutive days)

Stage 3 of Unite's Health & Safety training builds upon the knowledge learnt in Stages 1 and 2.

The course covers:

- Assessment of workplace action plan
- Understanding COSHH and related hazards
- Carrying out a workplace audit
- Explore manual handling and ergonomic risks
- Creating a healthier work environment

2021

VENUE	START	END
Glasgow	16 August	20 August
Dundee	18 October	22 October
Aberdeen	01 November	05 November
Inverness	08 November	12 November
Ayr	22 November	26 November

2022

VENUE	START	END
Dundee	21 March	25 March
Aberdeen	25 April	29 April
Inverness	09 May	13 May
Glasgow	16 May	20 May
Edinburgh	06 June	10 June

Health & Safety Reps Certificate Stage 4 (5 consecutive days)

Stage 4 of Unite's Health & Safety training builds upon the knowledge learnt in Stages 1, 2 and 3.

The course covers:

- Assessment of workplace action plan
- Understanding accidents and ending route cause
- Investigation techniques
- Managing risks and incidents

2021

VENUE	START	END
Glasgow	20 September	24 September
Dundee	29 November	03 December
Aberdeen	29 November	03 December
Inverness	06 December	10 December

2022

VENUE	START	END
Ayr	24 January	28 January
Aberdeen	16 May	20 May
Dundee	23 May	27 May
Glasgow	20 June	24 June
Inverness	20 June	24 June
Edinburgh	20 June	24 June

Equality & Diversity *(5 consecutive days)*

Designed to give all Unite Reps the confidence and knowledge to address equality and diversity issues, the course provides a comprehensive overview of equality in the workplace. On completion of the course Reps should be able to:

- Recognise equality issues within the workplace
- Know what constitutes discrimination, harassment and bullying
- Challenge their perception of equality & diversity
- Understand the key points of new equalities legislation, measures and legal decisions
- Decide how best to support workers in response to new equalities legislation
- Use interviewing techniques to deal with individual and workplace equality issues
- Develop equality policies and practice

2021

VENUE	START	END
Edinburgh	30 August	03 September
Ayr	04 October	08 October

2022

VENUE	START	END
Glasgow	07 March	11 March
Aberdeen	23 May	27 May
Dundee	06 June	10 June
Inverness	13 June	17 June



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Union Learning Reps Stage 1 (5 consecutive days)

This course is designed to be the core initial training for all Unite Union Learning Reps (ULRs). It helps them develop the basic knowledge and skills needed as a new Rep, enabling them to work with colleagues in the workplace to analyse training needs. The course forms a solid foundation for the new ULR to develop their skills and their own personal development.

2021

VENUE	START	END
Glasgow	25 October	29 October

2022

VENUE	START	END
Glasgow	04 April	08 April

Union Learning Reps Stage 2 (5 consecutive days)

This course continues the core essential training for all Unite Union Learning Reps (ULRs). It helps them to further develop the knowledge and skills needed as a ULR in the workplace – working with management, learning providers and other organisations. The course completes the foundation for the ULR and prepares the ULR to develop more specialised skills and knowledge.

2021

VENUE	START	END
Glasgow	11 October	15 October

2022

VENUE	START	END
Glasgow	28 March	01 April

Branch Secretary/Branch Officials Course (5 consecutive days)

The Branch Secretary is a key player in the Unite team. The concept of this course is to develop Branch Secretaries within Unite by providing them with the knowledge and skills, and nurturing their passion, to drive forward the ideology of our union, to develop our activist base and grow and strengthen our membership. This course is designed for all new Branch Secretaries, and for those who have not attended the course recently.

The course covers:

- The administrative role of the Branch Secretary
- How the union works
- How 'lay democracy' starts at local branch level
- Understanding organisation procedures
- Encouraging active participation within the Unite structure
- Branch Finance
- Understanding the 'Strategy for Growth' and the crucial role that the branch plays
- Setting out a local 'strategy for growth' for recruitment, retention and participation in branch life
- Branch Portal
- Chairing and Organising Skills

2021

VENUE	START	END
Inverness	16 August	20 August
Dundee	20 September	24 September
Glasgow	01 November	05 November
Edinburgh	08 November	12 November

2022

VENUE	START	END
Aberdeen	07 March	11 March
Ayr	14 March	18 March
Edinburgh	16 May	20 May
Dundee	27 June	01 July

Additional Course

MENTAL HEALTH AWARENESS

2 consecutive days

This course will help Reps develop a better understanding on mental health issues and how they affect members in the workplace. You will develop a better understanding of Disability Discrimination Law and how it applies to people with mental health illnesses. The training will enable you to develop a strategy to deal with workplace mental health issues and ensure employees are not discriminated against.

2021

VENUE	START	END
Glasgow	18 October	19 October

2022

VENUE	START	END
Glasgow	09 May	10 May



Fife College



HNC and Professional Development Awards in Trade Union Organising and Representation

For more information
and to apply, visit:

[education.scotland@
unitedtheunion.org](mailto:education.scotland@unitedtheunion.org)

Tel: 0141 375 7050



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HNC Trade Union Organising & Representation

COURSE OVERVIEW

The HNC and Professional Development Awards in Trade Union Organising and Representation are designed for volunteers who are engaged as Unite union representatives in the workplace and who will be directly involved in providing advice, guidance and support for the Unite union members and liaising with employers.

The course will enhance your ability to effectively represent your colleagues and improve your negotiation techniques.

**HNC in
Trade Union Organising
And Representation**

**Practical Skills
Trade Union - Employer Relations
Parts 1 & 2**

Workplace Reps	Health & Safety Reps	Union Learning Reps	Equality Reps
Modules 1 & 2 PDA	Modules 1 & 2 PDA	Modules 1 & 2 PDA	Module 1 PDA

