

Important training information for reps and activists

**ONLINE COURSE SCHEDULE
NOVEMBER 2021 – MARCH 2022**

Courses are delivered through Ruskin College by their tutors using the virtual classroom GSuite. We are looking to replicate as far as possible, the collective and collaborative way we teach trade union education, using blended learning, tutor led sessions, breakout rooms for students and independent learning.

The format for the courses is the same times as in the physical classroom 9.30 am - 4.30 pm, (unless stated) with a 10 minute break every hour and lunch break etc. Courses have been designed to use both the online and offline approach to complete activities so there will not be any long periods on the screen.

HEALTH & SAFETY REPS – Module 1A (5 days)

Essential for all new reps and an ideal refresher course too

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.

Block 17-21 January 14-18 February 7-11 March

HEALTH & SAFETY REPS – Module 1B (5 days)

For reps who have completed module 1A

Course covers: Developing your skills and knowledge from module 1 - Examining your workplace risk assessments and evaluating them - Understanding health & safety audits and company accident statistics. - Appreciate health and safety legislation including aspects of criminal and civil law.

Block 7–11 February 14-18 March

HEALTH & SAFETY REPS – Module 2A (5 days)

For reps who have completed module 1B

Course covers: Assessment of workplace action plan – Understanding COSHH and related hazards – Carrying out a workplace audit – Exploring manual handling and ergonomic risks – Creating a healthier work environment.

Block 28 February – 4 March

HEALTH & SAFETY REPS – Module 2B (5 days)

For reps who have completed module 2A

Course covers: Assessment of workplace action plan – Understanding accidents and finding root cause – Investigation techniques – Managing risks and incidents

Block 13-17 December **2021**
28 March – 1 April

WORKPLACE REPS – Module 1A (5 days)

Essential for all new reps and an ideal refresher course too

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

Block 29 Nov – 3 Dec **2021**
 10-14 January 7-11 February 7-11 March

WORKPLACE REPS – Module 1B (5 days)

For reps who have completed module 1A

Course covers: Evaluating and assessing your experience since the part 1 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.

Block 6-10 Dec **2021**
 31 January – 4 February 28 February – 4 March 28 March – 1 April

WORKPLACE REPS – Module 2A (5 days)

For reps who have completed module 1B

Course covers: Improving confidence and knowledge in exploring, questioning and using employment law – Exploring research skills and developing ability to find 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 rights – Working as a team to develop collection actions.

Block 6-10 Dec **2021**
 21 -25 February

WORKPLACE REPS – Module 2B (5 days)

For reps who have completed module 2A

Course covers: Rights to information – Workplace Rights – Collective Bargaining – Agreements – The Case for Collective Agreements – Planning for getting an agreement – Collective Bargaining and Negotiation.

Block 13-17 Dec **2021**
 21-25 March

ADVANCED REPS (5 days)

For reps who have completed modules 1A/B and 2A/B

This new course has been designed to advance the knowledge of experienced reps and to raise their awareness of current legislation and the impact it has on our members to ensure that we can continue to win in the workplace.

Block 21-25 February

BRANCH SECRETARIES & BRANCH OFFICIALS (5 days) 28 February – 4 March

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 to grow and strengthen our membership. This course is essential for 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;
- Branch Portal
- setting out a local 'strategy for growth' for recruitment, retention and participation in branch life.
- Charing Meetings & Organising Skills

Any Branch Secretary who experiences difficulty in obtaining paid release to attend this course should contact their Officer. Please contact the Education Department for more information.

BRANCH FINANCE (TREASURER) SKILLS (1 day) 2 March

The purpose of this one day briefing is to equip our branch treasurers and branch officials with the skills they need to effectively administer branch finances.

BRANCH CHAIRING & ORGANISING SKILLS (1 day) 4 March

The purpose of this one day briefing is to equip our branch secretaries and branch officials with the skills they need to effectively Chair Unite meetings. Chairing meetings, especially union meetings, can be a difficult and demanding job. Union meetings are often full of larger than life individuals, people with a great deal of knowledge, experience and passion. Sometimes that passion can take over and without realising it meetings can become dominated by a few individuals with quieter people feeling excluded. Union meetings are also often beset by old traditions and language which can make them less accessible to younger workers or those from different cultural and ethnic backgrounds.

Unite meetings need to be chaired by activists who are progressive and skilled at driving exciting enthusiastic meetings for our union which encourage high levels of participation and have clear actions emanating from them. This course includes ideas on setting up meetings and ensuring arrangements are inclusive, made for members with disabilities to be able to attend and taking into account different requirements of other groups of potential attendees. We want Unite meetings to be enjoyable and productive. This training package should help to ensure that is the case and is particularly suitable for people involved in organising and chairing workplace or branch meetings.

COVID 19 - RISK ASSESSMENT (3 days) 28-30 March

Keeping the workplace safe. This course is designed for H&S reps, workplace reps and equality reps and will guide you through a Covid Risk Assessment process to help you keep your workplace safe.

ENVIRONMENTAL AWARENESS (5 days) 21-25 March

This is designed for Unite Environmental Reps, Workplace Reps and Health & Safety reps. The course covers: Environmental definitions, environment - an overview, standards and legislation, environmental impact mapping, handling environmental issues, presenting information.

EQUALITY & DIVERSITY (5 Days) 29 November – 3 December 2021

14-18 March

This essential course is designed to give all Unite Reps and branch officials 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 the perception of equality and diversity. Decide how best to support workers in response to new equality legislation and develop equality policies and practice. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

EQUALITY WORKSHOPS (1 day)

These workshops are an interactive support to our current Equality Campaigns, ensuring that reps have the knowledge and tools to push equality up the bargaining agenda, and have all the support they need representing members on equality issues at work. These workshops are open to all Unite reps. If you are an equality rep, health and safety rep or shop steward, equality issues are dealt with by us all. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

WORKSHOP – EQUAL PAY (1 day) 26 Nov 2021

It is vital that equal pay is at the centre of collective bargaining. Unite reps have a key role in ensuring that progress is made towards closing the gender pay gap which will take a mere 38 years to close at the current rate of 'progress', as well as the ethnicity pay gap where experiences differ according to minority groups. This workshop will help you put together an equal pay plan for your workplace. You will learn how to carry out Equal Pay Audits; Bargain for Equal Pay and review lessons learned from the Single Status Equal Pay Law. You will also explore some recent case law updates and their implications for trade unions. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

WORKSHOP – NEGOTIATING REASONABLE ADJUSTMENTS (1 day)

25 March

Equality law recognises that bringing about equality for disabled people may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support for a disabled worker. Disabilities can be visible and invisible. The duty for employers to make reasonable adjustments aims to make sure that a disabled person has the same access to everything that is involved in getting and doing a job as a non-disabled person, as far as is reasonable. This course will cover what can be defined as a disability under the Equality Act, and how to support a member in gaining reasonable adjustments from an employer, and how to signpost members for support outside of the workplace.

MENTAL HEALTH AWARENESS (5 days) 21-25 February

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 Law and how it applies to people with mental health illnesses. This training will enable you to develop a strategy to deal with workplace mental health issues and ensure employees are not discriminated against. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

PENSIONS STAGE 1 (5 days)

TBA

These courses are designed to provide an understanding of pensions to enable workplace/pension representatives to develop their representational skills in basic pension provisions. As the prospect of retirement at a reasonable age seems further and further away, good pension arrangements are more important than ever, whether provided by employers, the Government or a combination of the two.

In a world of change, can you prevent a change in pension arrangements from turning out to be a disaster? Is your pension at work good enough and, if not, what can you do about it? Is there a threat of your scheme closing, as many have others have done, and, if there is, can closure be prevented? And what about the State pension, auto-enrolment and NEST (National Employment Savings Trust)? What's going on? - What can you do about it? This just what this Pensions introductory course is all about. Sign up for it now and make sure you are in the know. Please bring a copy of your scheme handbook and annual benefit statement for self-review.

PENSIONS STAGE 2 (5 Days)

29 Nov – 3 Dec 2021

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 resolutions.

REDUNDANCY (3 days)

24-26 Nov 2021

21-23 March

Workplace Reps facing redundancies or Reps wanting to gain further knowledge of redundancy issues will find this course useful. This course provides reps with the legal framework to confront a redundancy situation. On completion of the course Workplace reps should be able to:

- Develop a good understanding of the law surrounding redundancy.
- Gain in confidence, skills and knowledge to fight redundancies and lessen the impact on members.
- Play a full and effective part in redundancy consultation processes.
- Organise effective campaigns around redundancies.
- Represent members going through redundancy.
- Support members through the redundancy process.

TUPE (3 Days)

6-8 Dec 2021

The Transfer of Undertakings (Protection of Employment) regulations, known as TUPE, provides employees with protection when a business or organisation changes ownership. This course is designed for workplace reps who are experiencing TUPE within their workplace or reps who require more knowledge in this area. On completion reps should:

- Develop a good understanding of the law surrounding TUPE.
- Gain in confidence, skills and knowledge to fight TUPE and lessen the impact on members.
- Play a full and effective part in TUPE consultation processes.
- Organise effective campaigns around TUPE.
- Represent members going through TUPE.
- Support members through the TUPE process.

GETTING INVOLVED IN YOUR UNION WORKSHOPS

Do you want to get more involved in Unite?

Would you like become a rep or a constitutional committee delegate?

These workshops are designed to encourage the full diversity of our members to stand as reps and delegates within Unite constitutional and democratic structures. These informal workshops will guide members and reps on how they can get more involved in Unite and what the roles entail. We will show you how to increase your participation and/or stand for election, as well as looking at the barriers that our members and reps experience in getting more involved.

We welcome applications from all members and reps, particularly from our under-represented groups of workers. If you are unable to attend on the dates/times specified below, please let us know. **Come on, get involved!**

GETTING INVOLVED IN YOUR UNION WORKSHOP

Designed for members who are not reps and are considering standing for election as a rep.

Black & Asian, Ethnic Minorities Members	22 November 2021	1700 - 1900
	23 November 2021	1200 - 1400
Disabled Members	29 November 2021	1700 - 1900
	30 November 2021	1200 - 1400
LGBT+ Members	22 November 2021	1200 - 1400
	23 November 2021	1700 - 1900
Women Members	29 November 2021	1200 - 1400
	30 November 2021	1700 - 1900
All members are welcome to attend	30 November 2021	0930 - 1130
	30 November 2021	1400 - 1600
	2 December 2021	1400 - 1600
	2 December 2021	1700 - 1900
	2 December 2021	1900 - 2100

BUILDING YOUR INVOLVEMENT IN UNITE WORKSHOP

Designed for reps who are considering increasing their involvement in Unite constitutional committees and democratic structures.

Black & Asian, Ethnic Minorities Members	25 January 2022	1200 - 1400 tbc
	26 January 2022	1700 - 1900 tbc
Disabled Members	January 2022	TBA
LGBT+ Members	January 2022	TBA
Women Members	January 2022	TBA
All members are welcome to attend	4 February 2022	0930 - 1130
	4 February 2022	1200 - 1400
	4 February 2022	1500 - 1700
	10 February 2022	1700 - 1900
	10 February 2022	1900 - 2100

Your support would be appreciated in circulating the information on these workshops to members who have expressed an interest in becoming more involved in Unite.

THE IMPACT OF BREXIT ON UNITE MEMBERS & UNITE'S EUROPEAN & INTERNATIONAL STRATEGY IN THE POST-BREXIT AGE 3 December 2021 10am– 3pm

This seminar is designed to give members, Unite reps, branch secretaries and officials the chance to understand the meaning and consequences of the UK-EU Trade and Cooperation Agreement (TCA) that defined the nature of Brexit. It will examine what the details of the agreement were, the consequences of the deal for UK workers and Unite members, the visible impact in different sectors and nations, and the impact in key areas of work, such as, equalities. It will also look at the specific impact in multinational companies in terms of rights, participation, and jobs, before examining what Unite's response has been so far and what it should be moving forward.

All sessions will be conducted in an interactive manner with room for discussion built into each part. Members of the Unite International Department and colleagues from research will deliver the specific sessions with the potential to invite guest interventions from trade unions in Europe and/or the European trade union federations.

Brexit as it stands – the new EU-UK Trade and Cooperation agreement and what it means for UK workers

- Recap of Unite demands in relation to Brexit
- Details of the EU-UK TCA
- The EU-UK TCA in reality

Consequences of Brexit for Unite members

- Overview of Brexit in relation to Unite sectors
- Consequences of Brexit for Unite members in the four nations
- Impact and potential impact of Brexit for Unite's equalities work

Brexit and multinational companies

- Impact of Brexit on Unite members in multinational companies
- Effects of Brexit on Unite and European Works Councils
- Unite's actions in relation to multinational companies & Brexit

Unite's European & International approach post-Brexit

- Protecting rights, jobs and working conditions moving ahead – challenges and focus of actions and activities

FOR COURSE BOOKINGS CONTACT THE EDUCATION DEPARTMENT:

Please advise your name, membership number, course(s) type and date(s) requested.

Email: education.londoneastern@unitetheunion.org

Telephone: 020 8800 4281 (Option 4)

Online booking service at: www.unitetheunion.org/education

Please visit: www.unitetheunion.org/education where up-to-date information on Unite education courses and services for reps and activists is available.

Unite's Learn with Unite team can also be found at: www.unitetheunion.org/education providing a range of lifelong learning opportunities for all members to increase personal skills, qualifications and long-term employability.

Important training information for reps and activists

**ONLINE COURSE SCHEDULE
NOVEMBER 2021 – MARCH 2022**

‘AT A GLANCE – REP PLANNER’

COURSE / MONTH	NOV	DEC	JAN	FEB	MAR
BRANCH SECRETARIES	8-12 Nov	~~~	~~~	28 Feb – 4 Mar	~~~
BRANCH FINANCE (TREASURER) SKILLS	10-Nov	~~~	~~~	~~~	2 Mar
BUILDING INVOLVEMENT IN UNITE WORKSHOPS	~~~	~~~	Various	4 Feb 10 Feb	~~~
BUS SCHEDULING	~~~	~~~	~~~	~~~	~~~
CHAIRING & ORGANISING SKILLS (BRANCH	12-Nov	~~~	~~~	~~~	4 Mar
COVID 19 - RISK ASSESSMENT	1-3 Nov	~~~	~~~	~~~	~~~
DOMESTIC VIOLENCE/ABUSE AWARENESS	~~~	~~~	~~~	~~~	~~~
EQUALITY & DIVERSITY	29 Nov - 3 Dec	~~~	~~~	~~~	14-16 Mar
EQUAL PAY	26 Nov	~~~	~~~	~~~	~~~
FLEXIBLE/FAMILY FRIENDLY WORKING	5 Nov	~~~	~~~	~~~	~~~
GETTING INVOLVED IN YOUR UNION WORKSHOP	22 Nov 23 Nov 29 Nov 30 Nov	2 Dec	TBA	TBA	TBA
HEALTH & SAFETY 1A	8-12 Nov	6-10 Dec	17 Jan	14 Feb	7 Mar
HEALTH & SAFETY 1B	22-26 Nov	13-17 Dec	7-11 Feb	---	14 Mar
HEALTH & SAFETY 2A	1-5 Nov	~~~	~~~	28 Feb – 4 Mar	~~~
HEALTH & SAFETY 2B	15-19 Nov	13-17 Dec	~~~	~~~	28 Mar – 1 Apr
LGBT+ AWARENESS IN THE WORKPLACE	~~~	~~~	~~~	~~~	~~~
MEN'S HEALTH, SAFETY & WELLBEING AT WORK	~~~	~~~	~~~	~~~	~~~
MENTAL HEALTH AWARENESS	8-12 Nov	~~~	~~~	~~~	~~~
NEGOTIATING REASONABLE ADJUSTMENTS	~~~	~~~	~~~	~~~	25 Mar
ORGANISING AROUND BULLYING & HARASSMENT	~~~	~~~	~~~	~~~	1 April
PENSIONS STAGE 1	~~~	~~~	~~~	~~~	~~~
PENSIONS STAGE 2	29 Nov-3 Dec	~~~	~~~	~~~	~~~
REDUNDANCY	24-26 Nov	~~~	~~~	~~~	21-23 Mar
SEXUAL HARASSMENT AWARENESS	~~~	~~~	~~~	~~~	~~~
STRESS AT WORK	~~~	~~~	~~~	~~~	~~~
TACKLING RACE DISCRIMINATION AT WORK	~~~	~~~	~~~	~~~	~~~
TUPE	~~~	6-8 Dec	~~~	~~~	~~~
UNCONCIOUS BIAS	~~~	~~~	~~~	~~~	~~~
UNION LEARNING REPS 1	~~~	~~~	~~~	~~~	~~~
UNION LEARNING REPS 2	22-26 Nov	~~~	~~~	~~~	~~~
WOMENS HEALTH, SAFETY & WELLBEING AT WORK	~~~	~~~	~~~	~~~	~~~
WORKPLACE REPS 1A	1-5 Nov	29 Nov-3 Dec	10-14 Jan	7-11 Feb	7-11 Mar
WORKPLACE REPS 1B	15-19 Nov	6-10 Dec	31 Jan – 4 Feb	28 Feb – 4 Mar	28 Mar – 1 April
WORKPLACE REPS 2A	8-12 Nov	6-10 Dec	~~~	21-25 Feb	~~~
WORKPLACE REPS 2B	22-26 Nov	13-17 Dec	~~~	~~~	21-25 Mar

NATIONAL BRIEFINGS 2021

To register/attend, please cut and paste the links into your web-browser and direct enquires to the relevant contact.

UNITE WOMEN'S NATIONAL WEEK LUNCH TIME PLENARIES 11-15 November 2021

These plenaries are open to ALL unite women members: BAEM, LGBT+ Disabled, Young and Retired women members including women community members, All are invited to attend the following workshops which will take place over the week. You can attend as many or as few as you are able to, the workshops are for an hour, and we want to encourage participation from as many Unite women members as possible. The aim of the workshops is to hear from speakers, contribute to the discussion and propose actions for our union in how we can build women's activism and improve the collective bargaining agenda for women at work. If you have any questions regarding the workshops please email: chantelle.brown@unitetheunion.org or equality@unitetheunion.org.

15 November @ 1200-1300 hrs	Time for Equality 2020-2030
15 November @ 1800-1900 hrs	Unite Black Womens' Network
16 November @ 1200-1300 hrs	Gender Pay Gap, Equal Pay, Winning for workers
16 November @ 1800-1900 hrs	Young Members Network
17 November @ 1200-1300 hrs	The Future of work
18 November @ 1200-1300 hrs	Violence against Women
19 November @ 1200-1300 hrs	Organising Women in Unite – Jobs, pay & conditions

ENVIRONMENT BRIEFINGS

45 minute session

Unite are at the forefront of the trade Union response to climate change. We established a Unite environmental task force some time ago and have run a number of events and conferences on the subject.

Unite are also developing and delivering a wide range of courses for reps and members on the challenge of climate crisis and the trade Union response. As part of our work in raising awareness around the environment we are offering a series of 45 minute online introductory sessions on the zoom platform. The sessions are designed to introduce the work we have done so far and what is planned and to listen to the ideas and concerns of our members.

- Please register in advance to attend one for the sessions by copying and pasting the link below into your web browser:

Sunday 14th November 2021 11:00am

<https://unitetheunion-org.zoom.us/meeting/register/tJEkde6qqTovGdDuCutTj92ctPPIGtWXZmZ0>

Tuesday 16th November 2021 12:00 noon

https://unitetheunion-org.zoom.us/meeting/register/tJkcemgrjwvEzpzHXP1_OXptMxlsRxiRJut

Wednesday 17th November 2021 6:30pm

<https://unitetheunion-org.zoom.us/meeting/register/tJUufuitqDMpHtQeuKBSdNotli41RZyuEE4K>

Thursday 18th November 2021 1:00pm

https://unitetheunion-org.zoom.us/meeting/register/tJYrf--uqTMtGtBG7sWHYaxf_8iTOSNhGVmc

Saturday 20th November 2021 10:00am

https://unitetheunion-org.zoom.us/meeting/register/tJAocuGpqTspGnr_6JUIQbe8XAS5cghSYsFD

For any enquires about the above sessions please contact lynette.lowe@unitetheunion.org environment@unitetheunion.org or visit <https://www.learnwithunite.org/environment/environmental-training/>