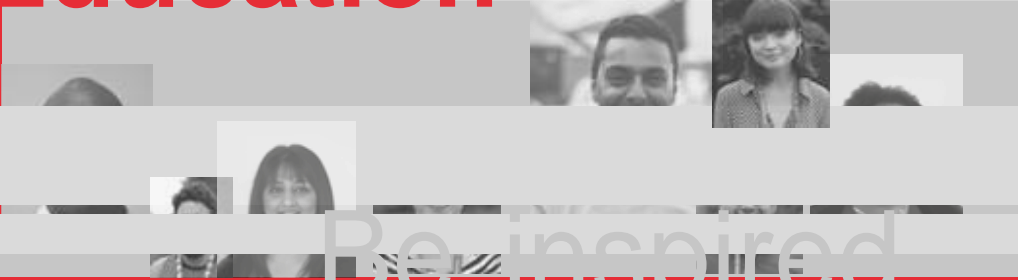


NORTH WEST REGION



**Education**



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C O U R S E P R O G R A M M E 2 0 2 1 / 2 2



### A Message to Unite Members

Welcome to the 2020/2021 Unite North West Education brochure. We are living through extremely challenging times. The coronavirus crisis has meant the Union has had to adapt quickly to continue supporting our members and activists to the same high standards, but in different and innovative ways.

As a Unite activist you are the union's most precious resource. Now, more than ever, Unite members need well trained and informed representatives to get them safely through this difficult period. Key to this is supporting our activists with high quality education.

To keep you and our employees safe, Unite Education has moved in the short term, to online delivery. For some courses, we have moved into virtual classrooms; training will take place using the video conferencing software that lockdown has made us all very familiar with. Prior to our core programme starting in August, we are offering some short 3 day courses specifically tailored to help activists deal with workplace issues – so please take a look. As soon as it is safe to do so, we will resume courses in our offices.

Throughout the period of online delivery the structure of our courses will remain the same. For Workplace Reps and Health and Safety Reps we will still provide a clear 20 day training pathway, with courses split into 4 modules, with each module running for one week. Online courses will still require paid release and will continue to be delivered during the week from 09.30am – 16.30pm. Your full time officer can help to secure paid release if you experience difficulties.

In addition to the fantastic courses for our Workplace Reps, Health and Safety and Equality Reps, we also run additional and bespoke courses and bite size training upon request.

Unite education is flexible and we are able to provide training designed to meet the specific needs of your workplace.

All of our courses are accredited by either Warrington and Vale Royal College or The Trafford College, and are delivered by experienced tutors in an informal, friendly learning environment. If you sign up to an online course please be reassured that you do not need advanced IT skills as you will receive pre-course help to familiarise yourself with online learning. The only technology you require to participate is a smartphone, tablet, laptop or PC.

Please take a few minutes to look through this brochure and sign up for one of the many courses on offer. To apply please contact us by email [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org) or telephone 0161 669 8701. Alternatively you can view all of our course dates online at: [www.unitetheunion.org/education](http://www.unitetheunion.org/education).

Being a Unite activist is often a tough but very rewarding role, particularly in the current climate. Unite education is here to support you, so please make sure you take the opportunity to engage with our Education programme.

In Solidarity

**JOHN LEA**

Education Organiser



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### **How to apply for a course:**

Education Department,

Unite the UNION,  
Merchants Quay,  
Salford Quays,  
Salford, M50 3SG

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education)

PLEASE NOTE THAT COURSES LISTED ARE NON-RESIDENTIAL AND ACCOMMODATION WILL ONLY BE GRANTED IN EXCEPTIONAL CIRCUMSTANCES WITH AGREEMENT FROM THE DIRECTOR OF EDUCATION.

All travel expenses are reimbursed.

## A message from Jim Mowatt the Director of Education

Niels Bohr, Nobel Prize winning Physicist pronounced that 'Production is easy; it is predicting the future which is difficult '

Certainly none predicted the global havoc of Covid-19. In UNITE education we have responded to this crisis by examining ways to deliver our vast programme of education courses, to our members and representatives for whom trade union education is important, even essential for them to undertake their role of an UNITE rep. Essentially the education NEEDS of our reps have not changed. How we in UNITE education meet YOUR needs has to change. And we have.

Throughout the remainder of this year – and perhaps into 2021 – we shall be exploiting the latest technology to deliver the full range of UNITE courses available to you by Virtual Teaching in virtual classes.

Your legal entitlements as an UNITE Accredited Rep will be enforced by your union to ensure that you will have time off with pay to study – no matter if you are learning in a building with built in social distancing elements or whether you are studying at home.

UNITE education will continue to do what we have always done – design and deliver relevant courses to meet YOUR needs.

As a democratic, member led union, we shall continue to put union resources into your priority areas, providing accredited 'fit for purpose' education programmes that are easily accessible, cater for different learning styles and are free to access all over the UK and Ireland. Take advantage of our courses and please take care and stay safe.



Jim Mowatt

And enjoy yourself.

In solidarity

A handwritten signature in black ink that reads "Jim Mowatt". The signature is written in a cursive style with a long, sweeping underline.

**Jim Mowatt**  
Director of Education

## Workplace Reps

### STAGE 1

Duration: 5 consecutive days

#### Course description:

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 and Equality at Work
- Understanding the concept of 'good work'
- Dealing with Issues around Dignity and respect at work
- Problem Solving skills
- Bargaining Skills
- Work-Life Balance
- Building a strong workplace union

#### Application:

To apply for courses please contact the education department:

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form

Venue	Start	End
Online	16 August 2021	20 August 2021
Online	25 October 2021	29 October 2021
Online	25 April 2022	29 April 2022
Online	27 June 2022	01 July 2022
Carlisle	27 September 2021	01 October 2021
Carlisle	10 January 2022	14 January 2022
Carlisle	04 April 2022	08 April 2022
Carlisle	04 July 2022	08 July 2022
Liverpool	20 September 2021	24 September 2021
Liverpool	29 November 2021	03 December 2021
Liverpool	07 March 2022	11 March 2022
Liverpool	16 May 2022	20 May 2022
Liverpool	25 July 2022	29 July 2022
Preston	06 September 2021	10 September 2021
Preston	31 January 2022	04 February 2022
Preston	09 May 2022	13 May 2022
Salford	13 September 2021	17 September 2021
Salford	22 November 2021	26 November 2021
Salford	28 February 2022	04 March 2022
Salford	23 May 2022	27 May 2022
Salford	18 July 2022	22 July 2022

## Workplace Reps

### STAGE 2

Duration: 5 consecutive days

#### Course description:

This course is for reps that have completed Stage One and it covers:

- Evaluating and assessing your experience since Stage 1
- Understanding the concept of 'good work'
- The Equality Act 2010 and handling equality issues at work
- Problem solving skills
- Negotiation and Bargaining skills
- Work-life balance
- Building a strong workplace union

#### Application:

To apply for courses please contact the education department:

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form

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Salford	28 February 2022	04 March 2022
Salford	20 June 2022	24 June 2022
Salford	25 July 2022	29 July 2022



## Workplace Reps

### STAGE 3

Duration: 5 consecutive days

#### Course description:

This course is an advanced course designed for Reps who have completed the Workplace Reps Stages One and Two.

This course covers

- Understanding the trade union approach to workplace issues and how to use sources of information
- Understand Collective bargaining in today's economy
- Understanding and applying Unite's organising and bargaining strategies in the workplace
- Leading in the trade union collective agenda
- The course covers further knowledge and skills for reps in today's world.

#### Application:

To apply for courses please contact the education department:

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form

Venue	Start	End
Online	20 September 2021	24 September 2021
Online	27 June 2022	01 July 2022
Carlisle	20 September 2021	24 September 2021
Carlisle	27 June 2022	01 July 2022
Liverpool	04 October 2021	08 October 2021
Liverpool	13 December 2021	17 December 2021
Liverpool	14 March 2022	18 March 2022
Liverpool	27 June 2022	01 July 2022
Preston	06 December 2021	10 December 2021
Preston	21 February 2022	25 February 2022
Salford	06 September 2022	10 September 2022
Salford	10 January 2022	14 January 2022
Salford	04 April 2022	08 April 2022
Salford	27 June 2022	01 July 2022

## Workplace Reps

### STAGE 4

Duration: 5 consecutive days

#### Course description:

Reps must have completed Stages 1 to 3 to continue to Stage 4.

This course covers:

- Planning, Organising and campaigning for Trade Union Reps
- Developments in employment
- Recognising, negotiating and evaluating workplace issues and priorities.
- Understanding key aspects of union principles, structure and resources
- Unite and internationalism

Venue	Start	End
<b>Online</b>	04 October 2021	08 October 2021
<b>Online</b>	09 May 2022	13 May 2022
<b>Carlisle</b>	20 June 2022	24 June 2022
<b>Liverpool</b>	31 January 2022	04 February 2022
<b>Liverpool</b>	04 July 2022	08 July 2022
<b>Preston</b>	25 July 2022	29 July 2022
<b>Salford</b>	15 November 2021	19 November 2021
<b>Salford</b>	20 June 2022	25 June 2022

#### Application:

To apply for courses please contact the education department:

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form

## Health and Safety Reps

### STAGE 1

Duration: 5 consecutive days

#### Course description:

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
- SRSC Regulations
- The legal framework of Health and Safety
- Rights of Safety Reps
- Involving the members in Health and Safety
- Accident Investigations – Risk Assessments

#### Application:

To apply for courses please contact the education department:

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form

Venue	Start	End
Online	09 August 2021	13 August 2021
Online	15 November 2021	19 November 2021
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Carlisle	04 October 2021	08 October 2021
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Preston	20 September 2021	24 September 2021
Preston	07 February 2022	11 February 2022
Preston	16 May 2022	20 May 2022
Salford	20 September 2021	24 September 2021
Salford	29 November 2021	03 December 2021
Salford	07 March 2022	11 March 2022
Salford	06 June 2022	10 June 2022
Salford	25 July 2022	29 July 2022

## Health and Safety Reps

### STAGE 2

Duration: 5 consecutive days

#### Course description:

This course is for reps that have completed stage one and it covers:

- Examining your workplace risk assessment and evaluating them
- Understanding health & safety audits and company accident statistics
- Appreciate health & safety legislation including aspects of criminal and civil law
- Mapping the workplace
- RIDDOR and HSG65

#### Application:

To apply for courses please contact the education department:

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form

Venue	Start	End
Online	29 November 2021	03 December 2021
Online	04 April 2022	08 April 2022
Online	11 July 2022	15 July 2022
Carlisle	25 October 2021	29 October 2021
Carlisle	31 January 2022	04 February 2022
Carlisle	16 May 2022	20 May 2022
Liverpool	04 October 2021	08 October 2021
Liverpool	13 December 2021	17 December 2021
Liverpool	21 March 2022	25 March 2022
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Salford	13 December 2021	17 December 2021
Salford	14 March 2022	18 March 2022
Salford	16 May 2022	20 May 2022
Salford	18 July 2022	22 July 2022

## Health and Safety Reps

### STAGE 3

Duration: 5 consecutive days

#### Course description:

This course is an advanced course designed for Reps who have completed the Health and Safety Stages One and Two courses.

The course covers:

- Assessment of workplace action plan
- Understanding COSHH and related hazards
- Carrying out a workplace audit
- Manual handling and ergonomic risks
- LEV systems
- Fire Regulations
- Creating a healthier work environment

Venue	Start	End
Online	15 November 2021	19 November 2021
Online	11 April 2022	15 April 2022
Carlisle	06 September 2021	10 September 2021
Carlisle	13 June 2022	17 June 2022
Liverpool	11 October 2021	15 October 2021
Liverpool	07 February 2022	11 February 2022
Liverpool	23 May 2022	27 May 2022
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#### Application:

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**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form

## Health and Safety Reps

### STAGE 4

Duration: 5 consecutive days

#### Course description:

Stage 4 of our Health & Safety training builds upon the knowledge learnt in Stages 1 to 3.

This course covers:

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

Venue	Start	End
Online	22 November 2021	26 November 2021
Online	09 May 2022	13 May 2022
Carlisle	08 November 2021	12 November 2021
Liverpool	18 October 2021	22 October 2021
Liverpool	25 July 2022	29 July 2022
Preston	21 March 2022	25 March 2022
Salford	08 November 2021	12 November 2021
Salford	25 April 2022	29 April 2022

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#### Application:

To apply for courses please contact the education department:

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form



# Education

NORTH WEST REGION

## Equality Reps

Duration: 5 consecutive days

### Course description:

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

---

### Application:

To apply for courses please contact the education department:

**Tel:** 0161 669 8701

**Email:** [education.northwest@unitetheunion.org](mailto:education.northwest@unitetheunion.org)

**Or visit:** [www.unitetheunion.org/education](http://www.unitetheunion.org/education) to complete the online application form

Venue	Start	End
Liverpool	01 November 2021	05 November 2021
Salford	21 February 2022	25 February 2022





## Summer Sessions

Online

Duration: 3 consecutive days

### Course descriptions:

#### **COVID-19 and Risk Assessment:**

Covers what COVID-19 is, how we can avoid risks and ensure our employers are fully complying with standards and law.

#### **Stress Management**

Looks at what stress is, how to handle stress, legislation covering mental health and strategies for improving mental ill health.

#### **Employment Law Update**

Re-caps on stages one to four and looks at any employment law changes since your last course.

#### **Equalities Reasonable Adjustments**

We look at how to argue for reasonable adjustments, what they are and how to protect members with disabilities

#### **The Workplace and the Environment**

The climate crisis effects us all. In this course we explore what changes we can take at work, what arguments we can make to build a greener workplace

#### **Mental Health and the workplace**

In this course we look at what mental ill health is, how we can bargain for improved mental health policies and what legislation is presently available to protect us.

Course	Start	End
<b>COVID-19 and Risk Assessment</b>	25 August 2021	27 August 2021
<b>Stress Management</b>	18 August 2021	20 August 2021
<b>Employment Law Update</b>	28 July 2021	30 July 2021
<b>Equality Reasonable Adjustments</b>	21 July 2021	23 July 2021
<b>Workplace and the Environment</b>	30 August 2021	01 September 2021
<b>Mental Health and the Workplace</b>	04 August 2021	06 August 2021



# Education

NORTH WEST REGION

## Pensions

### STAGE 1

Duration: 5 consecutive days

#### Course description:

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

Venue	Start	End
Online	15 November 2021	19 November 2021
Online	09 May 2022	13 May 2022



# Education

NORTH WEST REGION

## Pensions

### STAGE 2

Duration: 5 consecutive days

#### Course description:

This course is designed to provide an understanding of pensions to enable Workplace representatives to develop their representational skills in basic pension provision. It follows on from Stage One of the Pensions course.

Venue	Start	End
Online	4 July 2022	8 July 2022

## Branch Officials

Duration: 5 consecutive days

### Course description:

Branch officials are the key players in the Unite team. The concept of this course is to develop Branch Officials 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 Officials, 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 Finances
- 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

Venue	Start	End
<b>Online</b>	11 October 2021	15 October 2021
<b>Liverpool</b>	09 May 2022	13 May 2022
<b>Preston</b>	24 January 2022	28 January 2022
<b>Salford</b>	04 April 2022	08 April 2022

## Additional Courses

Duration: Variable

### Redundancy and TUPE:

Redundancy and TUPE covers the basics of the contract of employment, TUPE and redundancy legislation

### Accident Investigation:

Accident investigation covers the principles of health and safety investigations following on from an accident.

### Mental Health Awareness

In this course we look at what mental ill health is, how we can bargain for improved mental health policies and what legislation is presently available to protect us.

Redundancy & TUPE	Start	End
<b>Online</b>	16 November 2021	19 November 2021
<b>Online</b>	11 April 2022	14 April 2022
<b>Salford</b>	04 January 2022	07 January 2022

Accident Investigation	Start	End
<b>Salford</b>	03 May 2022	06 May 2022
<b>Liverpool</b>	11 April 2022	14 April 2022

MH Awareness	Start	End
<b>Online</b>	01 November 2021	02 November 2021
<b>Online</b>	31 May 2022	01 June 2022
<b>Salford</b>	12 October 2021	13 October 2021
<b>Liverpool</b>	14 October 2021	15 October 2021

## Additional Courses

Duration: Variable

### Stress Management

Looks at what stress is, how to handle stress, legislation covering mental health and strategies for improving mental ill health.

### Alcohol and Drugs Awareness:

Looks at how to help those struggling with addiction and what support we can give as reps at work.

### Planning for retirement

In this pre-retirement course we look at what support and assistance is available to you from your pension scheme and other support that can be provided.

Stress Management	Start	End
Online	05 January 2022	07 January 2022
Online	27 July 2022	29 July 2022
Carlisle	13 October 2021	15 October 2021

Alcohol and Drugs	Start	End
Online	23 May 2022	27 May 2022
Liverpool	29 November 2021	03 December 2021
Salford	14 February 2022	18 February 2022

Pre-retirement	Start
Online	25 November 2021
Online	08 July 2022
Liverpool	13 April 2022
Salford	14 April 2022

## All Education Office Addresses

### Regional Office

**Liverpool** Unite the Union, Jack Jones House, 2 Churchill Way, Liverpool L3 8EF  
T: 0151 203 1907

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### District Offices

**Carlisle** Unite the Union, 338 Cecil St, Carlisle CA1 1NT  
T: 01228 522878

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**Preston** Unite the Union, Transport House, Ferry Rd, Preston PR2 2YP  
T: 01772 729243

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**Salford** Unite the Union, Quayside House, Merchants Quay, Salford M50 3SU  
T: 0161 848 0909

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## Notes

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NORTH WEST REGION

[www.unitetheunion.org/education](http://www.unitetheunion.org/education)

C O U R S E   P R O G R A M M E   2 0 2 1 / 2 2