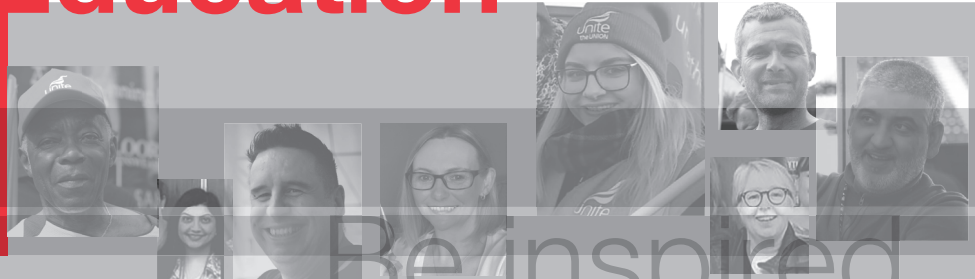


EAST MIDLANDS REGION



# Education



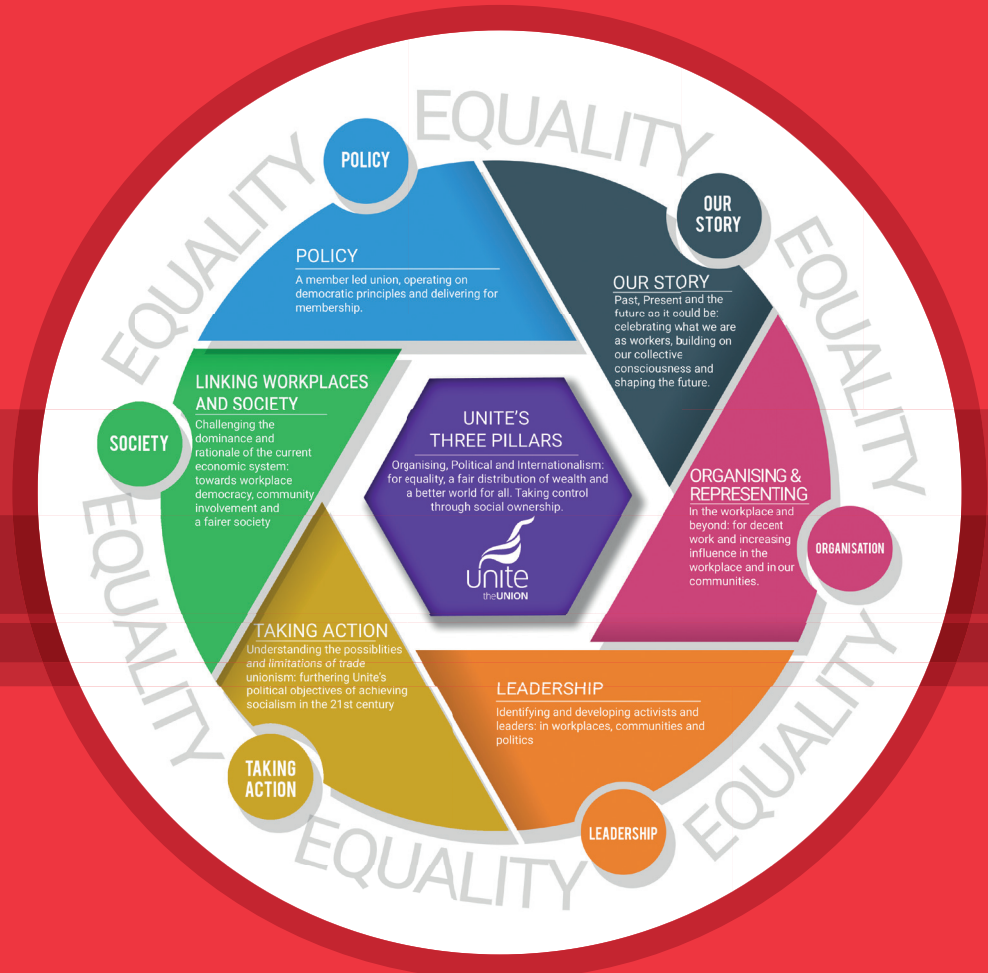
Be inspired

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

COURSE PROGRAMME **SEPT-DEC 2022**



# UNITE VISION & VALUES



## A message from Paresh Patel the Regional Secretary, Unite East Midlands

In the East Midlands we believe our strength is in our membership and the support we provide. Our education programme is key to this and the choice of courses grows every year. Unite Education has, at its core, the delivery of our union's vision focused on the workplace to deliver jobs, pay and conditions. This vision is reflected in our education programme where developing our Representatives is a key priority of Unite.

To be sure that the members we support in their workplace receive the best guidance and information, we ask that all newly elected Reps attend their induction training as soon as possible following your election. Representatives are entitled to time off work with paid release from their employer to attend (permission must be sought from the employer prior to booking training).

Ensuring equality remains at the heart of what we do. We have courses designed specifically to tackle workplace issues that empowers our Activists to show strength, successfully campaign, organise for growth and promote dignity and respect.

Education opens up opportunities for growth and undoubtedly improves living standards. We offer training to our membership free of charge and we cater for differing learning styles. Our courses are also easily accessible.



Paresh Patel

I hope that you will take advantage of this great opportunity and I wish you the very best for the future.

In solidarity

**Paresh Patel**

Regional Secretary  
Unite East Midlands

## A Message to Unite Members

I am pleased to welcome you to the 2022 Unite Education Programme for the East Midlands Region. Inside you will find the wide range of courses that are available to you as a Unite Representative.

All newly elected Reps should attend their induction training within 12 months of being elected. You are entitled to time off with paid release from your employer to attend. Please make sure you have permission before applying. Any problems with time off please contact your Regional Officer.

Most of our courses are held at our Unite offices across the East Midlands and on site if required, ensuring there are always courses available close to your home or workplace. During Covid we have been offering courses online via a virtual Classroom. This has worked particularly well and we will be reviewing how we offer virtual training sessions, as an option as part of the programme.

**All Unite Courses run from Monday to Friday, commencing at 9.30 and conclude each day around 4.30.**

The cornerstone of our regional provision is the Unite Workplace Representative Introductory Course that you need to complete over 10 days (two 5 day blocks), followed by the Bargaining & the Law Part 1 and 2. For more experienced reps and those who have completed the 20 day Introductory ones there is the Workplace Reps 2A and 2B.

For Health and Safety Representatives we offer a 20 day training package split into 4 modules of 5 days each.

These certificate courses provide clearly structured education progression for shop stewards and Reps. If you or any of your fellow shop stewards or reps have yet to attend, please [contact the Education Department at the Regional office to reserve your place.](#)

For those having completed their 1A and 1B courses we highly recommend the [5 day Equality Course and the 5 day Mental Health Awareness Course.](#) Those that have not attended these two courses are encouraged to do so now as they are for **all reps** and give you the tools to support our members during these challenging times.

We also run bespoke and bite size courses upon request. Please contact your Regional Officer or myself for further details.

Our courses are run by experienced tutors in a supportive learning environment where members share their own experiences and knowledge, and learn from each other. They are all fully accredited and you will be expected to complete the course work with support from your tutor and other Reps.

Unite education courses will provide you with the organising skills, knowledge and tools to fight back to win better terms and conditions in the workplace for the members you represent and grow our union.

**Please do not book specific dates/arrange your paid release until you have received confirmation of your course place.**

To apply for your place please [email with your name, membership number, course title, venue and date](#) to the EM Education Team at [education.eastmids@unitetheunion.org](mailto:education.eastmids@unitetheunion.org) or telephone 0116 253 2020. You will then receive confirmation of your booking and instructions to enrol on the College website.

Alternatively, you can view and apply for all of our courses online at: [www.unitetheunion.org/education](http://www.unitetheunion.org/education) together with full information on Unite education services.

For the online courses you will need to access the course individually on a PC or laptop, with a camera, a tablet can be used (if you are able to download, amend and upload documents) and **you will need good internet connection.** Please note that it is not possible to share computers and many employers have firewalls preventing access to Google therefore **you will need to attend from home.**

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

In Solidarity

**Lesley Hoo**

Regional Education Officer



**Lesley Hoo**

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### How to apply for a course:

Education Department,  
East Midlands Regional Office,  
Unite the Union,  
Friars Mill,  
Riverside Building,  
102 Bath Lane,  
Leicester  
LE3 5BJ

**Tel:** 0116 253 2020

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

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

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

All travel expenses are reimbursed.

## Workplace Reps Introductory Certificate

### Module 1A

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 Equality at Work

#### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

Venue	Start	End
<b>Online</b> 📺	12 Sept 2022	16 Sept 2022
<b>Derby</b>	5 Sept 2022	9 Sept 2022
<b>Derby</b>	12 Sept 2022	16 Sept 2022
<b>Leicester</b>	5 Sept 2022	9 Sept 2022
<b>Leicester</b>	12 Sept 2022	16 Sept 2022
<b>Leicester</b>	7 Nov 2022	11 Nov 2022
<b>Northampton</b>	19 Sept 2022	23 Sept 2022
<b>Nottingham</b>	12 Sept 2022	16 Sept 2022

# Workplace Reps Introductory Certificate

## Module 1B

Duration: 5 consecutive days

### Course description:

For reps who have completed Module 1A.

This course covers:

- Evaluating and assessing your experience since the Stage 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

Venue	Start	End
<b>Online</b> 📺	10 Oct 2022	14 Oct 2022
<b>Derby</b>	10 Oct 2022	14 Oct 2022
<b>Derby</b>	17 Oct 2022	21 Oct 2022
<b>Leicester</b>	10 Oct 2022	14 Oct 2022
<b>Leicester</b>	17 Oct 2022	21 Oct 2022
<b>Leicester</b>	5 Dec 2022	9 Dec 2022
<b>Northampton</b>	17 Oct 2022	21 Oct 2022
<b>Nottingham</b>	10 Oct 2022	14 Oct 2022

### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

## Bargaining & the Law

**Part 1**      Duration: 5 consecutive days

### Course description:

This course is designed for Reps who have completed the Workplace Reps Introductory Certificate Modules 1A & 1B. Reps need to complete Part 1 and Part 2 to achieve accreditation within the academic year.

The course includes:

- Understanding the trade union approach to Employment Rights
- Workplace rights
- Rights to information
- Understanding employment rights relating to Industrial Action
- Collective bargaining legal framework

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### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

Venue	Start	End
<b>Online</b> 📺	26 Sept 2022	30 Sept 2022
<b>Derby</b>	26 Sept 2022	30 Sept 2022
<b>Derby</b>	28 Nov 2022	2 Dec 2022
<b>Nottingham</b>	14 Nov 2022	18 Nov 2022



# Bargaining & the Law

## Part 2

Duration: 5 consecutive days

### Course description:

Reps must have completed Part 1 in order to complete this course.

The course includes:

- Presenting trade union information to members
- Agreements
- The case for collective agreements
- Planning for getting an agreement
- Collective bargaining and negotiation

### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

Venue	Start	End
<b>Online</b> 📺	21 Nov 2022	25 Nov 2022
<b>Derby</b>	7 Nov 2022	11 Nov 2022
<b>Derby</b>	16 Jan 2023	20 Jan 2023
<b>Nottingham</b>	12 Dec 2022	16 Dec 2022

## Workplace Reps Introductory Certificate

### Module 2A

Duration: 5 consecutive days

#### Course description:

This course is an advanced course designed for Reps who have completed the Workplace Reps Introductory Certificate Modules 1A & 1B and the Bargaining & the Law Part 1 and Part 2. Reps will be required to complete both 2A and 2B.

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

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#### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

Venue	Start	End
Online 	12 Dec 2022	16 Dec 2022

# Workplace Reps Introductory Certificate

## Module 2B

Duration: 5 consecutive days

### Course description:

Reps must have completed Module 2A within the academic year.

This course covers:

- Planning, Organising and campaigning for Trade Union Reps
- Developments in employment
- Recognise, negotiate and evaluate workplace issues and priorities
- Understand key aspects of union principles, structure and resources

Venue	Start	End
Online 📺	16 Jan 2023	20 Jan 2023

### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

## Health & Safety Reps Certificate

### Module 1A

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
- 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 your education department:

**Tel:** 0116 253 2020

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

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

Venue	Start	End
Online 📺	19 Sept 2022	23 Sept 2022
Derby	19 Sept 2022	23 Sept 2022
Derby	14 Nov 2022	18 Nov 2022
Leicester	26 Sept 2022	30 Sept 2022
Leicester	14 Nov 2022	18 Nov 2022
Northampton	3 Oct 2022	7 Oct 2022
Nottingham	26 Sept 2022	30 Sept 2022

# Health & Safety Reps Certificate

## Module 1B

Duration: 5 consecutive days

### Course description:

The course develops the skills and knowledge learnt in Module 1A:

- 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

Venue	Start	End
Online 📺	17 Oct 2022	21 Oct 2022
Derby	31 Oct 2022	4 Nov 2022
Derby	12 Dec 2022	16 Dec 2022
Leicester	31 Oct 2022	4 Nov 2022
Leicester	12 Dec 2022	16 Dec 2022
Northampton	7 Nov 2022	11 Nov 2022
Nottingham	31 Oct 2022	4 Nov 2022

### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

## Health & Safety Reps Certificate

### Module 2A

Duration: 5 consecutive days

#### Course description:

Module 2A of Unites Health & Safety training builds upon the knowledge learnt in Modules 1A and 1B.

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

Venue	Start	End
Online 📺	5 Dec 2022	9 Dec 2022
Derby	21 Nov 2022	25 Nov 2022
Leicester	10 Oct 2022	14 Oct 2022

#### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

# Health & Safety Reps Certificate

## Module 2B

Duration: 5 consecutive days

### Course description:

Module 2B of Unites Health & Safety training builds upon the knowledge learnt in Modules 1A, 1B and 2A.

This course covers:

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

### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

Venue	Start	End
Online 📺	9 Jan 2023	13 Jan 2023
Derby	9 Jan 2023	13 Jan 2023
Leicester	14 Nov 2022	18 Nov 2022

## Equality & Diversity

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

Venue	Start	End
<b>Derby</b>	5 Dec 2022	9 Dec 2022
<b>Leicester</b>	3 Oct 2022	7 Oct 2022
<b>Nottingham</b>	5 Dec 2022	9 Dec 2022

### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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





# Union Learning Reps

Duration: 5 consecutive days

## Course description:

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.

## Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

## Stage 1

Venue	Start	End
Online	31 Oct 2022	4 Nov 2022

## Stage 2

Venue	Start	End
Online	28 Nov 2022	2 Dec 2022



# Education

EAST MIDLANDS 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.

#### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

Venue	Start	End
Derby	5 Sept 2022	9 Sept 2022

## Branch Secretary & Branch Officials

Duration: 5 consecutive days

### Course description:

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

Venue	Start	End
<b>Leicester</b>	19 Sept 2022	23 Sept 2022
<b>Leicester</b>	7 Nov 2022	11 Nov 2022
<b>Leicester</b>	28 Nov 2022	2 Dec 2022

### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

## Additional Courses

### Mental Health Awareness Course

Duration: 5 consecutive days

#### Course description:

This course will help Reps develop a better understanding of 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.

#### Application:

To apply for courses please contact your education department:

**Tel:** 0116 253 2020

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

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

Venue	Start	End
<b>Online</b> 📺	14 Nov 2022	18 Nov 2022
<b>Derby</b>	3 Oct 2022	7 Oct 2022
<b>Leicester</b>	21 Nov 2022	25 Nov 2022
<b>Nottingham</b>	3 Oct 2022	7 Oct 2022

## Unite offices and course venues

### Regional Office

**Leicester**      Unite the Union, Friars Mill, Riverside Building, 102 Bath Lane, Leicester LE3 5BJ  
T: 0116 253 2020    E: [education.eastmids@unitetheunion.org](mailto:education.eastmids@unitetheunion.org)

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### District Offices

**Derby**            Unite the Union, Unit 2, Pride Point Drive, Pride Park, Derby, DE24 8BX  
T: 01332 548 400    F: 01332 385 689

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**Northampton**    Unite the Union, 11 Duncan Close, Red House Square, Moulton Park Industrial Estate, Northampton NN3 6WL  
T: 01604 622 097    F: 01604 603 157

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**Nottingham**      Unite the Union, 8 Castle Quay, Nottingham NG7 1FW  
T: 0115 947 6784    F: 0115 979 9271

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# Education

EAST MIDLANDS REGION

## Notes

A series of 16 horizontal dotted lines for taking notes.



## Notes

Horizontal dotted lines for taking notes.

The logo features a stylized white flame or ribbon shape above the word "unite" in a lowercase, sans-serif font. To the right of "unite" is the word "Education" in a larger, bold, uppercase, sans-serif font.

**unite Education**  
EAST MIDLANDS REGION

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

**Unite the Union**

Friars Mill, Riverside Building,  
102 Bath Lane, Leicester LE3 5BJ

C O U R S E   P R O G R A M M E   S E P T - D E C   2 0 2 2