

UNISON COURSES OUTLINE AND START DATES 2017

Organising Stewards

27 and 28 September (part 1) **AND** 24, 25 and 26 October (part 2)

This is a 5-day course which is suitable for all newly elected stewards and health & safety reps. Attendance at 5 days is compulsory. The course will develop skills knowledge and confidence to enable stewards to carry out their role and it covers the role of the organising union in public services, the importance of equalities, tackling issues in the workplace, working with members, understanding procedures, handling grievances and disciplinaries and understanding the world UNISON works in, both nationally and internationally

Introduction to Employment Law & Unfair Dismissal

16 August

The courses will be tutored by Thompsons Solicitors and covers a general introduction to the various areas of Employment Law before focussing specifically on Unfair Dismissal (this course is open to more experienced Reps only)

Further Representation Skills

30 and 31 August : Edinburgh

This two-day course concentrates on building the skills, techniques and confidence needed when workplace stewards represent members for grievances and disciplinaries. It examines the contents of grievance and disciplinary procedures, and the influence of the ACAS Code of Practice, and then moves on to develop the skills needed for preparing a case, interviewing, and representing a member. Completion of the Organising Steward course is required before attending this one.

Absence Management & Capability

6 and 7 September : Edinburgh

This is a 2 day course which covers both good practice around Sickness Absence Policies (Day 1) and the law on Capability Dismissals (Day 2) (this course is open to more experienced Reps only)

Please complete and return attached application form to:
UNISON, 10 Infirmery Street, Edinburgh, EH1 1LT



What are the courses like?

UNISON courses are friendly and informal so you are invited to dress for comfort. You don't need any formal qualifications. Training is aimed at making learning fun rather than a daunting experience. Everyone's views and experiences are heard. You won't be lectured to or suddenly called on to give answers. There are no tests or exams. On all courses, there is a standard set of working together guidelines. These include guidance on the avoidance of language or behaviour that may be offensive. They are for the purpose of ensuring everyone has a comfortable and enjoyable experience.

Where are the courses held?

Most non-residential courses are held in the UNISON Regional office in Edinburgh (Belford Road).

What are the course timings?

Usually courses run from 9.30am till 4.30pm. Weekend residential courses usually begin at 6pm on the Friday and finish after lunch on the Sunday. You will be sent precise details of the timings with your joining instructions.

What does it cost?

UNISON training is free to all participants. Your Branch pays a fee for the course and pays your travel and other expenses. Meals are provided. If you have any special dietary requirements, please advise this on your application form.

How do I deal with my child/dependent care?

If you require assistance it is important to advise as soon as possible and note it on your application form. It should be possible to provide free crèche facilities on request, particularly for residential course or to make an allowance to assist with additional childcare costs to enable you to attend.

Can you offer assistance to meet disability needs?

All venues have disabled access but as disabilities vary greatly from individual to individual, it is important you advise of this as soon as possible so your needs can be met whether they are mobility-related or otherwise. It is particularly important to let us know in good time if you need copies of materials in different formats.

Pathways for Representatives

UNISON Scotland Learning and Organising have created a Pathways programme for all UNISON representatives to guide you on the best courses for you to attend.

FOR NEW STEWARDS

The Pathway is as follows (completion of the earlier stages is required before moving on).

- Organising Steward 5-day course. Completion of this course formally accredits stewards under the Employment Rights Act. Participants will be issued with a credentials card confirming they are trained and accredited UNISON representatives.
- Further Representation Skills 2-day course
- Developing Representation Skills 2-day course
- Negotiating Skills 2-day course

FOR MORE EXPERIENCED REPRESENTATIVES

Accreditation expires after 5 years and new credentials will be required. These can be gained by attending:

- ERA Refresher (ERA Reaccreditation) 2-day course OR
- Developing Representation Skills 2-day course OR
- Negotiating Skills 2-day course

FOR HEALTH & SAFETY REPRESENTATIVES

The accreditation is gained by attendance at:

- Organising for Health & Safety 5-day course (includes formal training on Risk Assessments)