

SOUTH EAST REGION



Education



Be inspired

www.unitetheunion.org/education

C O U R S E P R O G R A M M E 2 0 2 2 / 2 3



UNITE VISION & VALUES



POLICY

POLICY

A member led union, operating on democratic principles and delivering for membership.

OUR STORY

OUR STORY

Past, Present and the future as it could be: celebrating what we are as workers, building on our collective consciousness and shaping the future.

SOCIETY

LINKING WORKPLACES AND SOCIETY

Challenging the dominance and rationale of the current economic system: towards workplace democracy, community involvement and a fairer society

UNITE'S THREE PILLARS

Organising, Political and Internationalism: for equality, a fair distribution of wealth and a better world for all. Taking control through social ownership.



ORGANISING & REPRESENTING

In the workplace and beyond: for decent work and increasing influence in the workplace and in our communities.

ORGANISATION

TAKING ACTION

Understanding the possibilities and limitations of trade unionism: furthering Unite's political objectives of achieving socialism in the 21st century

TAKING ACTION

LEADERSHIP

Identifying and developing activists and leaders: in workplaces, communities and politics

LEADERSHIP

A Message to Unite Members

Dear Colleague

Welcome to the 2022 Unite Education Programme for the South East Region. This course programme outlines the wide range of courses available to you as a Unite activist in the South East. In today's world of work, it can be challenging being a representative. Our Education programme is designed to make sure you have the skills to support and empower our members in their day to day working lives. Our workplace reps courses and health and safety courses are all accredited by Ruskin College Oxford.

Due to the Covid 19 outbreak in 2020 we had to adapt how we deliver our courses to representatives by introducing an online virtual google classroom platform to run the training. This has been a great success in how we have delivered our training to the South East regional representatives therefore we are going to continue to offer this as part of our training model. In addition to this going forward all our courses will be available back in the Unite Offices and we are looking forward to welcoming representative back to face to face training.

The courses are arranged into four blocks each with five days in each block and run throughout the year at various locations in the region. **Any courses that don't recruit sufficiently will be merged and converted to a course running on Google Classroom.**

As well as gaining knowledge, everyone on the course is encouraged to share their experiences and develop problem solving skills that they can take back to assist them in their efforts in the workplace. In addition to the courses outlined in this brochure we can also offer short courses tailored to the needs of individual workplaces or activists. We are also keen to develop new courses to reflect specific strategic, industrial or political goals. For more information please contact myself and our Education team in the South East Regional Centre.

Education is the backbone of all of our efforts to organise and grow in the workplace, so please sign up for these courses either online or by emailing education.southeast@uniteunion.org



Rebecca Carr

In solidarity

Rebecca Carr

South East Regional Education Organiser



Sarah Carpenter

Sarah Carpenter

South East Regional Secretary

Contents

Workplace Reps Introductory Certificate 1A	5
Workplace Reps Introductory Certificate 1B	6
Workplace Reps Introductory Certificate 2A	7
Workplace Reps Introductory Certificate 2B	8
Health & Safety Reps Certificate 1A	9
Health & Safety Reps Certificate 1B	10
Health & Safety Reps Certificate 2A	11
Health & Safety Reps Certificate 2B	12
Environmental Reps	13
Equality & Diversity	14
Union Learning Reps Stage 1 & 2	15
Branch Secretary & Branch Officials	16
Additional Courses:	17-23
Mental Health Awareness Course	
Pensions Stage 1	
Advanced Reps	
Bus Scheduling	
Negotiation Skills	
Unconscious Bias	
Employment Law & Industrial Relations	

How to apply for a course:

Education Department,
South East Regional Centre,
Unite House,
Chalvey Road East,
Slough,
Berks,
SL1 2LS

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: 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: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 📺	5 Sept 2022	9 Sept 2022
Online 📺	10 Oct 2022	14 Oct 2022
Online 📺	14 Nov 2022	18 Nov 2022
Online 📺	9 Jan 2023	13 Jan 2023
Online 📺	20 Feb 2023	24 Feb 2023
Online 📺	15 May 2023	19 May 2023
Online 📺	26 June 2023	30 June 2023
Crawley	5 Sept 2022	9 Sept 2022
Crawley	21 Nov 2022	25 Nov 2022
Maidstone	10 Oct 2022	14 Oct 2022
Maidstone	27 March 2023	31 March 2023
Portsmouth	14 Nov 2022	18 Nov 2022
Portsmouth	26 June 2023	30 June 2023
Ruskin College	9 Jan 2023	13 Jan 2023
Slough	5 Sept 2022	9 Sept 2022
Slough	20 Feb 2023	24 Feb 2023
Southampton	19 Sept 2022	23 Sept 2022

Note: Online virtual teaching will be delivered using Google Classroom

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

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 🗑️	31 Oct 2022	4 Nov 2022
Online 🗑️	12 Dec 2022	16 Dec 2022
Online 🗑️	23 Jan 2023	27 Jan 2023
Online 🗑️	6 March 2023	10 March 2023
Online 🗑️	17 April 2023	21 April 2023
Online 🗑️	10 July 2023	14 July 2023
Online 🗑️	24 July 2023	28 July 2023
Crawley	31 Oct 2022	4 Nov 2022
Crawley	13 Feb 2023	17 Feb 2023
Maidstone	12 Dec 2022	16 Dec 2022
Maidstone	22 May 2023	26 May 2023
Portsmouth	23 Jan 2023	27 Jan 2023
Portsmouth	24 July 2023	28 July 2023
Ruskin College	6 March 2023	10 March 2023
Slough	31 Oct 2022	4 Nov 2022
Slough	17 April 2023	21 April 2023
Southampton	21 Nov 2022	25 Nov 2022

Note: Online virtual teaching will be delivered using Google Classroom

Workplace Reps Introductory Certificate

Module 2A

Duration: 5 consecutive days

Course description:

For reps who have completed Modules 1A & 1B.

The course covers:

- Improving confidence and knowledge in exploring, questioning and using employment law
- Exploring research skills and developing the 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 issues
- Working as a team to develop collective actions

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 📺	24 Oct 2022	28 Oct 2022
Online 📺	6 Feb 2023	10 Feb 2023
Online 📺	8 May 2023	12 May 2023
Online 📺	19 June 2023	23 June 2023
Crawley	6 Feb 2023	10 Feb 2023
Crawley	15 May 2023	19 May 2023
Maidstone	28 Nov 2022	2 Dec 2022
Portsmouth	27 March 2023	31 March 2023
Slough	12 Nov 2022	16 Nov 2022
Southampton	13 Feb 2023	17 Feb 2023

Note: Online virtual teaching will be delivered using Google Classroom

Workplace Reps Introductory Certificate

Module 2B

Duration: 5 consecutive days

Course description:

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

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 📺	5 Dec 2022	9 Dec 2022
Online 📺	27 Feb 2023	3 March 2023
Online 📺	5 June 2023	9 June 2023
Online 📺	24 July 2023	28 July 2023
Crawley	5 June 2023	9 June 2023
Crawley	10 July 2023	14 July 2023
Maidstone	16 Jan 2023	20 Jan 2023
Portsmouth	24 March 2023	28 March 2023
Slough	7 Nov 2022	11 Nov 2022
Southampton	22 May 2023	26 May 2023

Note: Online virtual teaching will be delivered using Google Classroom

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: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 🚫	12 Sept 2022	16 Sept 2022
Online 🚫	24 Oct 2022	28 Oct 2022
Online 🚫	12 Dec 2022	16 Dec 2022
Online 🚫	6 Feb 2023	10 Feb 2023
Online 🚫	12 June 2023	16 June 2023
Crawley	12 Sep 2022	16 Sep 2022
Crawley	17 April 2023	21 April 2023
Maidstone	12 Sept 2022	16 Sept 2022
Portsmouth	6 Feb 2023	10 Feb 2023
Ruskin College	12 June 2023	16 June 2023
Slough	24 Oct 2022	28 Oct 2022
Southampton	3 Oct 2022	7 Oct 2022

Note: Online virtual teaching will be delivered using Google Classroom

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

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 🚗	17 Oct 2022	21 Oct 2022
Online 🚗	28 Nov 2022	2 Dec 2022
Online 🚗	23 Jan 2023	27 Jan 2023
Online 🚗	20 March 2023	24 March 2023
Online 🚗	17 July 2023	21 July 2023
Crawley	28 Nov 2022	2 Dec 2022
Crawley	22 May 2023	26 May 2023
Maidstone	17 Oct 2022	21 Oct 2022
Portsmouth	20 March 2023	24 March 2023
Ruskin College	17 July 2023	21 July 2023
Slough	28 Nov 2022	2 Dec 2022
Southampton	16 Jan 2023	20 Jan 2023

Note: Online virtual teaching will be delivered using Google Classroom

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

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 📺	14 Nov 2022	18 Nov 2022
Online 📺	6 March 2023	10 March 2023
Crawley	9 Jan 2023	13 Jan 2023
Crawley	8 May 2023	12 May 2023
Maidstone	19 June 2023	23 June 2023
Portsmouth	19 Sept 2022	23 Sept 2022
Slough	9 Jan 2023	13 Jan 2023
Southampton	24 April 2023	28 April 2023

Note: Online virtual teaching will be delivered using Google Classroom

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: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 📺	12 Dec 2022	16 Dec 2022
Online 📺	24 April 2023	28 April 2023
Crawley	27 Feb 2022	3 Mar 2022
Crawley	12 June 2023	16 June 2023
Maidstone	17 July 2023	21 July 2023
Portsmouth	10 Oct 2022	14 Oct 2022
Slough	27 Feb 2023	3 March 2023
Southampton	19 June 2023	23 June 2023

Note: Online virtual teaching will be delivered using Google Classroom

Environmental Reps

Duration: 5 consecutive days

Course description:

This 5 day course is designed for Unite Environmental reps.

- The course covers:
- Environmental Definitions
- Environment: An Overview
- Standards & Legislation
- Environmental Impact mapping
- Handling Environmental Issues
- Presenting Information

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
TBC	TBC	TBC

Note: Online virtual teaching will be delivered using Google Classroom

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
Online 📺	5 Dec 2022	9 Dec 2022
Online 📺	27 Feb 2023	3 March 2023
Crawley	5 Dec 2022	9 Dec 2022
Portsmouth	22 May 2023	26 May 2023
Slough	17 Oct 2022	21 Oct 2022

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Union Learning Reps

Stage 1 & 2

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: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Stage 1 – Online 📺	7 Nov 2022	11 Nov 2022
Stage 1 – Online 📺	13 Feb 2023	17 Feb 2023

Note: Online virtual teaching will be delivered using Google Classroom

Venue	Start	End
Stage 2 – Online 📺	13 Mar 2023	17 Mar 2023
Stage 2 – Online 📺	10 July 2023	14 July 2023

Note: Online virtual teaching will be delivered using Google Classroom

Branch Secretary & Branch Officials

Duration: 5 consecutive days

Course description:

The Branch Official is a key player in the Unite team. The concept of this course is to develop the branch committee roles within Unite by providing them with the necessary 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 training recently.

The course covers:

- Leadership and management
- Chairing and Organising Skills
- Communications and campaigns
- Branch finance and the role of the Treasurer
- Branch Portal and membership database information
- Unite structure and the branch's role within it
- Branch political life
- How 'lay democracy' starts at local branch level
- Encouraging active participation within the Unite structure
- Setting out a local 'strategy for growth' for recruitment, retention and participation in branch life

Venue	Start	End
Online 📺	5 June 2023	9 June 2023
Portsmouth	13 March 2023	17 March 2023
Slough	5 Dec 2022	9 Dec 2022

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Additional Courses

Mental Health Awareness

Duration: 5 consecutive days

Course description:

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.

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 📺	15 May 2023	19 May 2023
Maidstone	3 Oct 2022	7 Oct 2022
Slough	16 Jan 2023	20 Jan 2023
Southampton	14 Nov 2022	18 Nov 2022

Note: Online virtual teaching will be delivered using Google Classroom

Additional Courses

Pensions – Stage 1

Duration: 5 consecutive days

Course description:

This course is designed to provide an understanding of the full range of different pension schemes reps are likely to encounter in the workplace, as well as covering state provision, auto-enrolment, pension protections and the role of the ombudsman. We aim to enable workplace representatives to develop their understanding and skills to better support their members and gain confidence in dealing with pensions as part of the bargaining process.

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 📺	19 Sept 2022	23 Sept 2022
Slough	20 March 2023	24 March 2023

Note: Online virtual teaching will be delivered using Google Classroom

Additional Courses

Advanced Reps

Duration: 5 consecutive days

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

Course description:

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.

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 🗓️	3 Oct 2022	7 Oct 2022
Online 🗓️	13 Feb 2023	17 Feb 2023
Online 🗓️	5 June 2023	9 June 2023

Note: Online virtual teaching will be delivered using Google Classroom

Additional Courses

Bus Scheduling

Duration: 5 consecutive days

Course description:

This course is designed to better equip bus schedule reps with the skills and confidence to enable them to successfully negotiate improvements in working conditions and organising around these issues.

This course includes:

- Raising awareness of different workplace terms and conditions
- Developing skills to encourage a greater understanding of schedule rep functions
- Examining issues arising from the introduction of a new route
- Constructing a working timetable and blocks of driving time. Analysing information held on a flat line graph
- Understanding duty compilations, roster formulas, rest day patterns and transferring this information onto a roster
- Scheduling costing
- Examining issues surrounding the law and union policies
- Devising and implementing strategies to improve health and safety cultures

Venue	Start	End
Maidstone	26 June 2023	30 June 2023
Slough	3 Oct 2022	7 Oct 2022

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Additional Courses

Negotiation Skills

Duration: 1 day

Course description:

This course examines the art of negotiation, considers different styles of negotiation and is designed for Unite Workplace Reps, Safety Reps, ULR's, Equality Reps and branch officials involved in negotiations.

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Date
Online 	2 September 2022
Online 	6 January 2023
Online 	3 March 2023
Online 	5 May 2023
Online 	7 July 2023

Note: Online virtual teaching will be delivered using Google Classroom

Additional Courses

Unconscious Bias

Duration: 1 day

Course description:

Unconscious bias affects everyone and this course will give you an understanding of the triggers our brain automatically makes with quick judgments and assessments. This course is available for all reps.

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Date
Online 	9 September 2022
Online 	3 February 2023
Online 	30 June 2023

Note: Online virtual teaching will be delivered using Google Classroom

Additional Courses

Employment Law & Industrial Relations

Duration: 5 consecutive days

Course description:

The course ideally is for reps that have completed Workplace Reps 1A & 1B to enhance their knowledge around Employment law and Industrial relations.

Application:

To apply for courses please contact your education department:

Tel: 01753 313843

Email: education.southeast@unitetheunion.org

Or visit: www.unitetheunion.org/education to complete the online application form

Venue	Start	End
Online 	19 Sept 2022	23 Sept 2022
Online 	16 Jan 2023	20 Jan 2023
Online 	8 May 2023	12 May 2023

Note: Online virtual teaching will be delivered using Google Classroom

All Office Addresses

Regional Office

Slough Unite the Union, South East Regional Centre, Chalvey Road East, Slough, SL1 2LS
T: 01753 313 820

District Offices

Crawley Unite the Union, Unit 6, Mill Court, Spindle Way, Crawley RH10 1TT
T: 01293 613795

Maidstone Unite the Union, 6-8 Albion Place, Maidstone ME14 5DY
T: 01622 234100

Oxford Unite the Union, Unit A, Bishops Mews, Transport Way, Cowley, Oxford, OX4 6HD
T: 01865 595960

Portsmouth Unite the Union, 10 Old London Road, Hilsea, Portsmouth PO2 9RS
T: 02392 824514

Southampton Unite the Union, Unite House, 41 Castle Way, Southampton, Hampshire, SO14 2BW
T: 02380 637373

External Training Venue

Ruskin College Ruskin Hall, Dunstan Road, Old Headington, Oxford OX3 9BZ
T: 01865 759600



www.unitetheunion.org/education

Unite the Union

Unite House, Chalvey Road East,
Slough, Berks SL1 2LS

C O U R S E P R O G R A M M E 2 0 2 2 / 2 3