

EDUCATION COURSES 2020/2021

2019/2020 Unite Northwest



Course Listings For Unite Northwest Apply Now!

UNITE Northwest Education & Development Department

This booklet provides the dates for all UNITE education courses scheduled in the Northwest Region for 2020/2021, we have now moved in line with the academic year. As a UNITE workplace representative you are the union at your workplace. In order to fulfil your role effectively it is important that you take advantage of our comprehensive training programme.

The cornerstone of our regional provision is the UNITE Workplace Reps Introductory Certificate Course. Every UNITE representative should attend this 20 day course. If you or any of your fellow activists have yet to attend please contact us to reserve your place.

All UNITE courses dates including all of our National courses can be viewed at www.unitetheunion.org/education. To reserve your place on one of our courses contact us on the phone number or e-mail address below.

John Lea

Education & Development Organiser - Unite Northwest Region

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rachel.bishop@unitetheunion.org



Workplace Reps Introductory Certificate

This is the essential course for all UNITE workplace representatives. This comprehensive 20 day course will give you the professional training you need to represent your members' interests to the highest level. The course is delivered in 4 stages at our 4 main offices throughout the region. The course covers all the essential areas that reps need to be aware of including negotiation skills, representing members, your rights at work and organising at the workplace.

Stage 1 5 Days

Location	Start	End	Duration
Carlisle	21/09/2020	25/09/2020	5
Carlisle	09/11/2020	13/11/2020	5
Carlisle	08/02/2021	12/02/2021	5
Carlisle	24/05/2021	28/05/2021	5
Carlisle	12/07/2021	16/07/2021	5
Liverpool	21/09/2020	25/09/2020	5
Liverpool	16/11/2020	20/11/2020	5
Liverpool	01/02/2021	05/02/2021	5
Liverpool	22/03/2021	26/03/2021	5
Liverpool	17/05/2021	21/05/2021	5
Liverpool	05/07/2021	09/07/2021	5
Liverpool	23/08/2021	27/08/2021	5
Preston	07/09/2020	11/09/2020	5
Preston	19/10/2020	23/10/2020	5
Preston	08/02/2021	12/02/2021	5
Preston	10/05/2021	14/05/2021	5
Preston	26/07/2021	30/07/2021	5
Salford	28/09/2020	02/10/2020	5
Salford	26/10/2020	30/10/2020	5
Salford	07/12/2020	11/12/2020	5
Salford	08/02/2021	12/02/2021	5
Salford	22/03/2021	26/03/2021	5
Salford	17/05/2021	21/05/2021	5
Salford	28/06/2021	02/07/2021	5
Salford	23/08/2021	27/08/2021	5

Workplace Reps Introductory Certificate

Stage 2

5 Days

Venue	Start	End	Duration
Carlisle	05/10/2020	09/10/2020	5
Carlisle	18/01/2021	22/01/2021	5
Carlisle	19/04/2021	23/04/2021	5
Carlisle	05/07/2021	09/07/2021	5
Liverpool	07/09/2020	11/09/2020	5
Liverpool	14/12/2020	18/12/2020	5
Liverpool	15/02/2021	19/02/2021	5
Liverpool	19/04/2021	23/04/2021	5
Liverpool	07/06/2021	11/06/2021	5
Liverpool	16/08/2021	20/08/2021	5
Preston	01/02/2021	05/02/2021	5
Preston	21/06/2021	25/06/2021	5
Salford	19/10/2020	23/10/2020	5
Salford	23/11/2020	27/11/2020	5
Salford	18/01/2021	22/01/2021	5
Salford	26/04/2021	30/04/2021	5
Salford	07/06/2021	11/06/2021	5
Salford	02/08/2021	06/08/2021	5

Workplace Reps Introductory Certificate

Stage 3

5 Days

Venue	Start	End	Duration
Carlisle	14/12/2020	18/12/2020	5
Carlisle	01/03/2021	05/03/2021	5
Carlisle	17/05/2021	21/05/2021	5
Liverpool	09/11/2020	13/11/2020	5
Liverpool	15/03/2021	19/03/2021	5
Liverpool	24/05/2021	28/05/2021	5
Liverpool	02/08/2021	06/08/2021	5
Preston	07/12/2020	11/12/2020	5
Preston	08/03/2021	12/03/2021	5
Preston	17/05/2021	21/05/2021	5
Preston	02/08/2021	06/08/2021	5
Salford	30/11/2020	04/12/2020	5
Salford	22/02/2021	26/02/2021	5
Salford	10/05/2021	14/05/2021	5
Salford	26/07/2021	30/07/2021	5

Workplace Reps Introductory Certificate

Stage 4

5 Days

Venue	Start	End	Duration
Carlisle	02/11/2020	06/11/2020	5
Carlisle	22/03/2021	26/03/2021	5
Liverpool	30/11/2020	04/12/2020	5
Liverpool	18/01/2021	22/01/2021	5
Liverpool	21/06/2021	25/06/2021	5
Preston	30/11/2020	04/12/2020	5
Preston	22/03/2021	26/03/2021	5
Salford	16/11/2020	20/11/2020	5
Salford	19/04/2021	23/04/2021	5
Salford	19/07/2021	23/07/2021	5

Alcohol & Drugs Awareness

5 Days

Venue	Start	End	Duration
Liverpool	11/05/2020	15/05/2020	5
Salford	07/09/2020	11/09/2020	5

Pensions Stage 1

5 Days

Increasingly our members' pension schemes are under attack. This course looks at the UK pensions system and its legal context. The course will give activists the skills to best protect what they have and try and improve schemes where they are failing.

Venue	Start	End	Duration
Liverpool	07/06/2021	11/06/2021	5
Salford	22/03/2021	26/03/2021	5

Pensions Stage 2

5 Days

Following on from the Pensions 1 course, this course will further equip reps with the knowledge they require when dealing with various pensions.

Venue	Start	End	Duration
Liverpool	02/08/2021	06/08/2021	5
Salford	04/05/2021	07/05/2021	4

Planning for Retirement

1 Day

This course is for members who are looking to retirement within the next two years.

Venue	Start	End	Duration
Salford	20/11/2020	20/11/2020	1
Preston	08/01/2021	08/01/2021	1
Liverpool	05/03/2021	05/03/2021	1
Salford	05/07/2021	05/07/2021	1

Branch Officials

5 Days

This course is for Branch Officials and looks at the roles of Branch Secretary, Chair and Treasurer. During the five days the course is visited by the Unite Finance Department and the local solicitors.

Venue	Start	End	Duration
Carlisle	22/02/2021	26/02/2021	5
Liverpool	17/05/2021	21/05/2021	5
Salford	04/05/2020	07/05/2020	4
Salford	21/06/2021	25/06/2021	5
Preston	19/07/2021	23/07/2021	5

Health & Safety Representatives Certificate

Module 1

5 Days

This is the essential course for all UNITE Health & Safety Representatives. This comprehensive 20 day course will give you the professional training you need to represent your members' interests to the highest level. The course is delivered in 4 stages at our 4 main offices throughout the region. The course covers all the essential areas that reps need to be aware of including how to keep your workplace safe, making your employer aware of potential problems, risks and hazards.

Venue	Start	End	Duration
Carlisle	14/09/2020	18/09/2020	5
Carlisle	16/11/2020	20/11/2020	5
Carlisle	01/02/2021	05/02/2021	5
Carlisle	15/03/2021	19/03/2021	5
Carlisle	14/06/2021	18/06/2021	5
Carlisle	09/08/2021	13/08/2021	5
Liverpool	05/10/2020	09/10/2020	5
Liverpool	08/02/2021	12/02/2021	5
Liverpool	12/04/2021	16/04/2021	5
Liverpool	14/06/2021	18/06/2021	5
Liverpool	09/08/2021	13/08/2021	5
Preston	09/11/2020	13/11/2020	5
Preston	15/02/2021	19/02/2021	5
Preston	19/04/2021	23/04/2021	5
Preston	14/06/2021	18/06/2021	5
Salford	12/10/2020	16/10/2020	5
Salford	25/01/2021	29/01/2021	5
Salford	12/04/2021	16/04/2021	5
Salford	14/06/2021	18/06/2021	5
Salford	09/08/2021	13/08/2021	5

Health & Safety Representatives Certificate

Module 2

5 Days

Venue	Start	End	Duration
Carlisle	12/10/2020	16/10/2020	5
Carlisle	12/04/2021	16/04/2021	5
Carlisle	28/06/2021	02/07/2021	5
Carlisle	16/08/2021	20/08/2021	5
Liverpool	21/09/2020	25/09/2020	5
Liverpool	02/11/2020	06/11/2020	5
Liverpool	25/01/2021	29/01/2021	5
Liverpool	08/03/2021	12/03/2021	5
Liverpool	26/04/2021	30/04/2021	5
Liverpool	26/07/2021	30/07/2021	5
Preston	26/10/2020	30/10/2020	5
Preston	01/03/2021	05/03/2021	5
Preston	24/05/2021	28/05/2021	5
Preston	23/08/2021	27/08/2021	5
Salford	14/09/2020	18/09/2020	5
Salford	07/12/2020	11/12/2020	5
Salford	15/02/2021	19/02/2021	5
Salford	24/05/2021	28/05/2021	5
Salford	05/07/2021	09/07/2021	5

Health & Safety Representatives Certificate

Module 3

5 Days

Venue	Start	End	Duration
Carlisle	07/12/2020	11/12/2020	5
Carlisle	15/02/2021	19/02/2021	5
Carlisle	10/05/2021	14/05/2021	5
Carlisle	26/07/2021	30/07/2021	5
Liverpool	19/10/2020	23/10/2020	5
Liverpool	30/11/2020	04/12/2020	5
Liverpool	11/01/2021	15/01/2021	5
Liverpool	01/03/2021	05/03/2021	5
Liverpool	28/06/2021	02/07/2021	5
Preston	16/11/2020	20/11/2020	5
Preston	18/01/2021	22/01/2021	5
Preston	26/04/2021	30/04/2021	5
Preston	16/08/2021	20/08/2021	5
Salford	07/09/2020	11/09/2020	5
Salford	14/12/2020	18/12/2020	5
Salford	01/02/2021	05/02/2021	5
Salford	21/06/2021	25/06/2021	5
Salford	16/08/2021	20/08/2021	5

Health & Safety Representatives Certificate

Module 4

5 Days

Venue	Start	End	Duration
Carlisle	30/11/2020	04/12/2020	5
Carlisle	26/04/2021	30/04/2021	5
Liverpool	16/11/2020	20/11/2020	5
Liverpool	22/02/2021	26/02/2021	5
Liverpool	12/07/2021	16/07/2021	5
Preston	02/11/2020	06/11/2020	5
Preston	15/03/2021	19/03/2021	5
Salford	09/11/2020	13/11/2020	5
Salford	15/03/2021	19/03/2021	5
Salford	12/07/2021	16/07/2021	5

UNITE Equality Reps Training

5 Days

This course is essential for all Unite Equality Reps. It explores how to promote equality at the workplace, understanding discrimination and harassment, workplace equality audits and the 2010 Equality Act. Activists will also learn how to encourage participation amongst under represented groups and how to use equalities as an organising tool.

Venue	Start	End	Duration
Liverpool	25/01/2021	29/01/2021	5
Salford	12/07/2021	16/07/2021	5

Accident Investigation (4 Days)

An overview of accident investigation principles in the workplace, designed for H&S Reps that have undertaken stages 1-4

Venue	Start	End	Duration
Preston	23/02/2021	26/02/2021	4
Liverpool	05/01/2021	08/01/2021	4
Salford	09/03/2021	12/03/2021	4
Carlisle	03/08/2021	05/08/2021	4

Redundancy and TUPE (4 Days)

This course provides knowledge of the rights of workers and employers duties under Redundancy and TUPE legislation

Venue	Start	End	Duration
Carlisle	09/03/2021	12/03/2021	4
Liverpool	20/07/2021	23/07/2021	4
Preston	13/04/2021	16/04/2021	4
Salford	24/05/2021	28/05/2021	4

Mental Health Awareness (2 days)

Venue	Start	End	Duration
Salford	28/09/2020	29/09/2020	2
Salford	02/08/2021	03/08/2021	2
Preston	30/11/2020	01/12/2020	2
Liverpool	30/09/2020	01/10/2020	2
Liverpool	04/08/2021	05/08/2021	2

Additional courses may be arranged to meet specific request.

The following courses will also be running in the North West throughout 2019/2020:

Political Schools (Dates will be advertised)

Dignity at Work (On request)

100% Buy in and Planning Sessions (Request through your RIO)

This is your North West Life Long Learning Team:

For further information and support contact:
Unite Regional Office **0161 669 8701**

Jane Broome **jane.broome@unitetheunion.org**
David Fox
Steve Hewitt
Tommy McIntyre
Steve Turner
Brian Whitehill

What can the Life Long Learning Team offer?

Listed below are some examples of where the Unite Life Long Learning Team may be able to assist you:

ECS Tests

Discounted prices for Unite Members (Liverpool & Salford offices on request) booking through www.unitetheunion.org

Computer Courses

- Learn My Way - short Introductory Courses
- ITQ Level 1
- ITQ Level 2

Functional Skills

English & Mathematics from Entry Levels to nationally recognised Level 2 qualifications.

Redundancy Support - (Request through your RIO)

Please don't hesitate to contact one of the team with any queries you may have regarding Life Long Learning.

These can be facilitated in various ways to suit you and your work colleagues. Please contact one of the team to further discuss this.

Unite Lifelong Learning Vision For Our Strategy For Growth

Unite will increase the life chances of its members in the workplace and the community using lifelong learning

- Unite will guarantee the high standard and quality of all its flexible learning opportunities
- Unite will use lifelong learning to develop its members so that they will be able to reach their full potential within the Unite organisation
- Unite will bring flexible learning opportunities into the heart of communities
- Unite will be the most progressive trade union organisation who will be able to create sustainable and innovative alternative education models.
- Unite will use lifelong learning to enhance ongoing employment opportunities to its members through the member retention strategy
- Unite will measure the success of lifelong learning through its activities delivered within its strategy for growth

Unite the Union's Lifelong Learning Team





**Learn
My Way**



OVERVIEW

Welcome to [learnwithunite](#) ICT Course overview

Learn My Way

Welcome to Learn My Way! This short, free course will help you get to grips with the basics you need to get going online. It covers:

- How to use a keyboard and mouse
- How to search and explore the internet
- How to keep in touch with email
- How to stay safe online



To get started with Learn My Way you'll need to sign up to the Go ON website via your Union Learner Rep. This means you'll have your own personal account, and each time you visit it will remember exactly where you left off. Signing up is really easy. If you're already familiar with the mouse and keyboard, you're ready to go!

I'm ready to go!

Speak to your Union Learner Reps and ask to sign up - an easy one page registration and away you go!!



**Learn my
Way**



Sign up

First Name(s):		Last Name:	
Gender:	Age Group:	Title:	
Male	16-24 []	Mr/Mrs	
Female	25-49 []	Miss/Ms	
	50 + []		

Home Address:	
Post Code:	Telephone: Mobile: E-Mail:

User Name and Password Details

User Name:	
Password:	
Website Address:	www.learnwithunite.org

Membership information

Are you a member of a Union	Yes / No
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Which Union are you in	
------------------------	--

Ethnicity

African/Caribbean		Black & Minority Ethnic	
African		White	
Asian		Undeclared	
Any Other			

Is English your first Language	Yes / No
Do you consider yourself to have a disability/Learning Difficulties/health problems: Yes / No if yes please give details below:	

Prior Learning

No Qualifications	
Level 1 (equivalent to 1-5 GCSEs)	
Level 2 (5+ GCSEs or NVQ2)	
Level 3 OR ABOVE	

Please Return to:
 Life Long Learning Team
 Transport House
 Merchants Quay
 Salford Quays
 Salford
 M50 3SG



OVERVIEW for the ITQ Level 1

This online course has been developed following our commitment to our members and activists to support them in growing their computing and communication skills. The course concentrates on the basics and is very much geared to the novice user of the computer. It covers areas such as introducing you to the computer for example, the Desktop, Mouse, Folders & Files as well as the important aspects of health & safety before moving onto applications on the computer and improving communication skills.

There are seven modules within this course and these each cover different topics and in each module you have assignments to complete.

Module One – Looks at the desktop, mouse, creating files and folders,

Module Two – is based around basic health & safety of the pc and this working environment,

Module Three – gives an introduction to Microsoft Word and improves your writing skills by formatting some letters,

Module Four – looks at creating a table in Word,

Module Five – how to work with templates in Word,

Module Six - concentrates on using the internet as a research tool then finally,

Module Seven – improves your communication skills by looking at emailing.

REQUIREMENTS OF THE STUDENT

- The student does not need to have any great understanding of a computer or applications that we use on the pc. Many of the modules are interactive and you can work at your own pace by using the back and next buttons or pausing the demonstrations at any time in order to practice what you have learned.
- Students must complete all modules in the time allocation given, this is generally one week per module; however these can be changed if the student informs the tutor in advance to give longer time allocations for students who have demanding work schedules or holidays in the middle etc.
- Students must complete and upload assignments in the timeframe given.
- This course is totally free to Unite the Union members. There is a cost for **non-members** to receive their qualification.

COURSE RESULT

The course is nationally accredited at Level one and carries nine credits. These credits can be combined with other Unite courses to offer either, an award, a certificate or a diploma.



**Information
Technology
Qualification**

the Union Education Department Northwest Region

Level 2

OVERVIEW for the ITQ Level 2

This online course has been developed following our commitment to our members and activists to support them in growing their computing and communication skills. The course concentrates on moving our ITQ learners onto more challenging ITQ concepts and packages

There are eight modules within this course; each covers different topics, which you have to complete.

Module One – Identifying and understanding computer security,

Modules Two to Five – concentrate on working with **Excel** worksheets.

Modules Six and Seven – Looks at **PowerPoint** presentation skills.

Module Eight - Explores the use of **ITQ** skills to improve your understanding of productivity.

REQUIREMENTS OF THE STUDENT

- **The student must have completed the Unite ICT Level 1 Course.** Many of the modules are interactive and you can work at your own pace by using the back and next buttons or pausing the demonstrations at any time in order to practice what you have learned.
- Students must complete all modules in the time allocation given, this is generally one week per module; however these can be changed if the student informs the tutor in advance to give longer time allocations for students who have demanding work schedules or holidays in the middle etc.
- Students must complete and upload assignments in the timeframe given.
- This course is totally free to Unite the Union members. There is a cost for **non-members** to receive their qualification

North West Region - Course Application Form

Please complete this form on your computer and email back to: education.northwest@unitetheunion.org

You can use the tab key + shift key or mouse pointer to move forward and backward between the fields you have to fill in



Course Title:		Course Code:	
Course Dates: From _____ to _____		Venue:	
An alternative date will be offered if the chosen date is oversubscribed			
Full Name:		Membership Number:	
		Yes I have been a paying member for 6 months <input type="checkbox"/>	
Date of Birth dd-mm-yy:		Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address:		Post Code:	
		Home Telephone:	
		Mobile:	
		Email:	
		Work Telephone:	
		Employer's Name:	
Are you a (please tick):		Workplace Rep <input type="checkbox"/> Safety Rep <input type="checkbox"/> Learning Rep <input type="checkbox"/> Equality Rep <input type="checkbox"/>	
What trade union courses have you previously attended?			
Ethnic Origin: (please tick)			
Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>
Asian or Asian British – any other Asian background	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>
Black or Black British – any other black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
White - British	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>
White – any other White background			
Any other – please state:			
Unite Regional Officer:			My employer will grant me paid release to attend a union course (please tick) <input type="checkbox"/>
Disability: Please indicate any disability or special needs that we may need to accommodate (e.g. dyslexia, hearing, impaired sight, mobility, etc.):			
Dietary needs: e.g. vegetarian, vegan, gluten free, halal, etc:			Date:
IT'S EXTREMELY IMPORTANT THAT YOU READ THE INFORMATION GIVEN BELOW			
Before applying for a course would you please ensure that your Regional Officer has been notified of your election/union position as this helps to alleviate problems, at a later date, which may delay your application. Once we have received your application form we will confirm in writing whether or not you have been allocated a course place. It is up to you to secure your paid release. Employment legislation entitles you to payment of wages etc. for training you undertake that is connected with your trade union 'duties' (negotiating, representing people etc.) However, if you have been told by your employer that you will not receive paid release, you must raise the issue with your regional officer before you attend the course. <u>Unite Education is not responsible for obtaining your paid release.</u>			
COURSE BOOKINGS WILL BE MADE ON A 'FIRST COME FIRST SERVED BASIS'			

Unite Education - 16.8.11

North West Region - Course Application Form



Please complete this form on your computer and email back to: *You can use the tab key + shift key or mouse pointer to move forward and backward between the fields you have to fill in*

Course Title:	Course Code:
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Course Dates: From _____ to _____	Venue:
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An alternative date will be offered if the chosen date is oversubscribed

Full Name:	Membership Number:
	Yes I have been a paying member for 6 months <input type="checkbox"/> <i>(please tick):</i>

Date of Birth dd mm yy:	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> <i>(please tick):</i>
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Address:	Post Code:
	Home Telephone:
	Mobile:
	Email:
	Work Telephone: Employer's Name:

Are you a <i>(please tick):</i>	Workplace Rep <input type="checkbox"/>	Safety Rep <input type="checkbox"/>	Learning Rep <input type="checkbox"/>	Equality Rep <input type="checkbox"/>
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What trade union courses have you previously attended?

Ethnic Origin: <i>(please tick)</i>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>
	Asian or Asian British – any other Asian background	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>
	Black or Black British – any other black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>
	Mixed – White and Black African	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>	Mixed – any other mixed background	<input type="checkbox"/>
	White - British	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	White – any other White background	<input type="checkbox"/>
	Any other – please state:					

Unite Regional Officer:	My employer will grant me paid release to attend a union course <i>(please tick)</i> <input type="checkbox"/>
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Disability: Please indicate any disability or special needs that we may need to accommodate (e.g. dyslexia, hearing, impaired sight, mobility, etc.):

Dietary needs: e.g. vegetarian, vegan, gluten free, halal, etc:	Date:
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IT'S EXTREMELY IMPORTANT THAT YOU READ THE INFORMATION GIVEN BELOW
 Before applying for a course would you please ensure that your Regional Officer has been notified of your election/union position as this helps to alleviate problems, at a later date, which may delay your application. **Once we have received your application form we will confirm in writing whether or not you have been allocated a course place. It is up to you to secure your paid release. Employment legislation entitles you to payment of wages etc. for training you undertake that is connected with your trade union 'duties' (negotiating, representing people etc.) However, if you have been told by your employer that you will not receive paid release, you must raise the issue with your regional officer before you attend the course. Unite Education is not responsible for obtaining your paid release.**
COURSE BOOKINGS WILL BE MADE ON A 'FIRST COME FIRST SERVED BASIS'

North West Region - Course Application Form



Please complete this form on your computer and email back to:

You can use the tab key + shift key or mouse pointer to move forward and backward between the fields you have to fill in

Course Title:	Course Code:
Course Dates: From _____ to _____	Venue:

An alternative date will be offered if the chosen date is oversubscribed

Full Name:	Membership Number:
	Yes I have been a paying member for 6 months <input type="checkbox"/>
	<i>(please tick):</i>

Date of Birth dd-mm-yy:	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
	<i>(please tick):</i>

Address:	Post Code:
	Home Telephone:
	Mobile:
	Email:
	Work Telephone:
	Employer's Name:

Are you a *(please tick):* **Workplace Rep** **Safety Rep** **Learning Rep** **Equality Rep**

What trade union courses have you previously attended?

Ethnic Origin: <i>(please tick)</i>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>
	Asian or Asian British – any other Asian background	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>
	Black or Black British – any other black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>
	Mixed – White and Black African	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>	Mixed – any other mixed background	<input type="checkbox"/>
	White - British	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	White – any other White background	<input type="checkbox"/>
	Any other – please state:					

Unite Regional Officer:	My employer will grant me paid release to attend a union course <i>(please tick)</i> <input type="checkbox"/>
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Disability: Please indicate any disability or special needs that we may need to accommodate (e.g. dyslexia, hearing, impaired sight, mobility, etc.):

Dietary needs: e.g. vegetarian, vegan, gluten free, halal, etc:	Date:
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IT'S EXTREMELY IMPORTANT THAT YOU READ THE INFORMATION GIVEN BELOW
 Before applying for a course would you please ensure that your Regional Officer has been notified of your election/union position as this helps to alleviate problems, at a later date, which may delay your application. **Once we have received your application form we will confirm in writing whether or not you have been allocated a course place. It is up to you to secure your paid release. Employment legislation entitles you to payment of wages etc. for training you undertake that is connected with your trade union 'duties' (negotiating, representing people etc.) However, if you have been told by your employer that you will not receive paid release, you must raise the issue with your regional officer before you attend the course. Unite Education is not responsible for obtaining your paid release.**
COURSE BOOKINGS WILL BE MADE ON A 'FIRST COME FIRST SERVED BASIS'

North West Region - Course Application Form



Please complete this form on your computer and email back to:

You can use the tab key + shift key or mouse pointer to move forward and backward between the fields you have to fill in

Course Title:		Course Code:	
Course Dates: From _____ to _____		Venue:	
An alternative date will be offered if the chosen date is oversubscribed			
Full Name:		Membership Number:	
		Yes I have been a paying member for 6 months <input type="checkbox"/>	
		<i>(please tick)</i>	
Date of Birth dd-mm-yy:		Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
		<i>(please tick)</i>	
Address:		Post Code:	
		Home Telephone:	
		Mobile:	
		Email:	
		Work Telephone:	
		Employer's Name:	
Are you a (please tick):		Workplace Rep <input type="checkbox"/> Safety Rep <input type="checkbox"/> Learning Rep <input type="checkbox"/> Equality Rep <input type="checkbox"/>	
What trade union courses have you previously attended?			
Ethnic Origin: (please tick)			
Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>
Asian or Asian British – any other Asian background	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>
Black or Black British – any other black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
White - British	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>
Any other – please state:			
Unite Regional Officer:		My employer will grant me paid release to attend a union course (please tick) <input type="checkbox"/>	
Disability: Please indicate any disability or special needs that we may need to accommodate (e.g. dyslexia, hearing, impaired sight, mobility, etc.):			
Dietary needs: e.g. vegetarian, vegan, gluten free, halal, etc:		Date:	
IT'S EXTREMELY IMPORTANT THAT YOU READ THE INFORMATION GIVEN BELOW			
Before applying for a course would you please ensure that your Regional Officer has been notified of your election/union position as this helps to alleviate problems, at a later date, which may delay your application. Once we have received your application form we will confirm in writing whether or not you have been allocated a course place. It is up to you to secure your paid release. Employment legislation entitles you to payment of wages etc. for training you undertake that is connected with your trade union 'duties' (negotiating, representing people etc.) However, if you have been told by your employer that you will not receive paid release, you must raise the issue with your regional officer before you attend the course. <u>Unite Education is not responsible for obtaining your paid release.</u>			
COURSE BOOKINGS WILL BE MADE ON A 'FIRST COME FIRST SERVED BASIS'			