

NORTH EAST, YORKSHIRE  
& THE HUMBER



# Education Brochure 2022



learn with unite  
the **UNION**



# WELCOME

As we come out of what has been the two most challenging years in living memory. We look forward again to seeing you all back in a classroom!

2022 will see a full face to face programme advertised, as well as a continuation of our virtual classroom offer. We know not everyone can join us face to face in our offices, so we are keeping our virtual classrooms open too.

However you choose to join us, your experience will be the same! Same great tutor team, up to date materials and a chance to share and learn with other great reps from across the region.

We have some great new resource areas available to all reps on [learnwithunite.org](https://www.learnwithunite.org) as well as new content designed to refresh your knowledge or introduce new topics.

For workplaces with larger numbers of representatives wishing to be trained together alternative provision can be discussed. If you have any questions or queries, please do not hesitate to contact us.

[education.northeastyorks@unitetheunion.org](mailto:education.northeastyorks@unitetheunion.org) or call 0113 2364830 and ask for the education department.

Book your training at

<https://www.learnwithunite.org/regional-education/neyh-regional-education/>

Or use your smartphone camera on the QR Code opposite



**Andy Pearson**  
**Regional**  
**Education**  
**Officer**

# EDUCATION 2022

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## A Message from Jim Mowatt, Director of Education

Unite is dedicated to serving the best interests of its members and will seek to improve their standard of living and the quality of their lives. We achieve this through effective relationships with employers and government and by creating sustainable workplace organisation.



Unite's vision is of a prosperous society in which employers and employees work together to build successful businesses and safe, healthy working environments. All those who contribute to their success should receive the rewards, respect and recognition they deserve. That's why Unite Education has at its core the delivery of our union's policies based on the three pillars of the Unite vision: organising, global solidarity and politics. This vision is reflected in our Education Programme where developing our representatives is a key priority of the union.

Unite Education provides focused education to ensure that representatives have the required confidence, attitude and skill set to deal with workplace, national and international issues. This empowers our representatives to win in the workplace, successfully campaign, organise for growth and promote dignity and respect. When it comes to education, Unite puts its money where its mouth is – providing accredited 'fit for purpose' education programmes that are easily accessible, cater for differing learning styles and are free to access all over the United Kingdom and Ireland. So please take advantage of our courses and enjoy yourself.

A handwritten signature in blue ink that reads "Jim Mowatt".

Jim Mowatt  
Director of Education

# EDUCATION 2022

## NEW REPS INDUCTION

### Who should attend?

This course is designed for new representatives or those who have not received training in the last five years. The course is the induction for all workplace representatives, health & safety representatives, learning representatives and equality representatives.

### What will I learn?

The course covers a number of topics to prepare you for your role as a Unite representative.

- ☐ Roles and Responsibilities
- ☐ ACAS and other legislation - know your rights
- ☐ Unite structures and where you fit in
- ☐ Understanding risk assessment and why it's every reps responsibility
- ☐ Giving members information, advice and guidance
- ☐ Why recruit members?
- ☐ Understanding the Equality Act 2010
- ☐ Knowing your agreements and the Unite Broad Industrial Strategy
- ☐ Introduction to leadership
- ☐ Our history - research and presentation skills
- ☐ Note taking
- ☐ Interviewing members
- ☐ Dignity at work - Bullying and harassment
- ☐ Barriers to learning and engagement for members
- ☐ Understanding grievance and disciplinary policies - why all reps should know these!
- ☐ Understanding negotiations
- ☐ Developing a workplace project

## DATES AND VENUES

### LEEDS

START DATE	END DATE	NOTES
04/04/2022	08/04/2022	Part one block – 5 consecutive days
12/04/2022	14/06/2022	Every Tuesday for 10 weeks
14/04/2022	16/06/2022	Every Thursday for 10 weeks
04/07/2022	08/07/2022	Part two block – 5 consecutive days
05/09/2022	09/09/2022	Part one block – 5 consecutive days
12/09/2022	14/11/2022	Every Monday for 10 weeks
12/12/2022	16/12/2022	Part two block – 5 consecutive days

### BRADFORD

START DATE	END DATE	NOTES
12/04/2022	14/06/2022	Every Tuesday for 10 weeks
13/09/2022	15/11/2022	Every Tuesday for 10 weeks

### HULL

START DATE	END DATE	NOTES
12/04/2022	14/06/2022	Every Tuesday for 10 weeks
05/09/2022	09/09/2022	Part one block - 5 consecutive days
13/09/2022	15/11/2022	Every Tuesday for 10 weeks
05/12/2022	09/12/2022	Part two block - 5 consecutive days

# EDUCATION 2022

## DATES AND VENUES

### SHEFFIELD

START DATE	END DATE	NOTES
06/04/2022	08/06/2022	Every Wednesday for 10 weeks
12/09/2022	14/11/2022	Every Monday for 10 weeks

### MIDDLESBROUGH

START DATE	END DATE	NOTES
04/04/2022	08/04/2022	Part one block – 5 consecutive days
12/04/2022	14/06/2022	Every Tuesday for 10 weeks
14/04/2022	16/06/2022	Every Thursday for 10 weeks
11/07/2022	15/07/2022	Part two block – 5 consecutive days
05/09/2022	09/09/2022	Part one block – 5 consecutive days
12/09/2022	14/11/2022	Every Monday for 10 weeks
05/12/2022	09/12/2022	Part two block – 5 consecutive days



# DATES AND VENUES

## NEWCASTLE

START DATE	END DATE	NOTES
04/04/2022	08/04/2022	Part one block – 5 consecutive days
12/04/2022	14/06/2022	Every Tuesday for 10 weeks
14/04/2022	16/06/2022	Every Thursday for 10 weeks
04/07/2022	08/07/2022	Part two block – 5 consecutive days
05/09/2022	09/09/2022	Part one block – 5 consecutive days
12/09/2022	14/11/2022	Every Monday for 10 weeks
05/12/2022	09/12/2022	Part two block – 5 consecutive days

## VIRTUAL

START DATE	END DATE	NOTES
14/03/2022	18/03/2022	Part one block - 5 consecutive days
25/04/2022	29/04/2022	Part two block - 5 consecutive days
09/05/2022	13/05/2022	Part one block - 5 consecutive days
09/05/2022	11/07/2022	Every Monday for 10 weeks
20/06/2022	24/06/2022	Part two block - 5 consecutive days
12/09/2022	16/09/2022	Part one block - 5 consecutive days
21/09/2022	23/11/2022	Every Wednesday for 10 weeks
28/11/2022	02/12/2022	Part two block - 5 consecutive days

# EDUCATION 2022

## WORKPLACE REPS STAGE 2

### Who should attend?

This course is designed as follow-on training for those workplace representatives who have completed the New Reps Induction. The course is designed to enhance your skills in holding meetings, understanding redundancy and a wide range of other employment law related topics.

### What will I learn?

The course covers a number of topics to advance some of your key skills in your role as a Unite Workplace Representative.

- ☐ Understanding employment rights in the workplace
- ☐ Utilising employment law to defend your members
- ☐ Understanding the employment tribunal process
- ☐ Dealing with redundancy
- ☐ Understanding the employment contract
- ☐ Communicating with members
- ☐ Developing a workplace project
- ☐ Ending the employment relationship, what is fair?
- ☐ What is TUPE?
- ☐ Getting the best for your members
- ☐ Organising to win

## DATES AND VENUES

### LEEDS

START DATE	END DATE	NOTES
13/04/2022	28/06/2022	Every Wednesday for 12 weeks
15/09/2022	01/12/2022	Every Thursday for 12 weeks

### BRADFORD

START DATE	END DATE	NOTES
14/09/2022	30/11/2022	Every Wednesday for 12 weeks

### HULL

START DATE	END DATE	NOTES
09/05/2022	25/07/2022	Every Monday for 12 weeks
12/09/2022	28/11/2022	Every Monday for 12 weeks

### SHEFFIELD

START DATE	END DATE	NOTES
07/04/2022	30/06/2022	Every Thursday for 12 weeks

# EDUCATION 2022

## DATES AND VENUES

### MIDDLESBROUGH

START DATE	END DATE	NOTES
13/04/2022	28/06/2022	Every Wednesday for 12 weeks
15/09/2022	01/12/2022	Every Thursday for 12 weeks

### NEWCASTLE

START DATE	END DATE	NOTES
13/04/2022	28/06/2022	Every Wednesday for 12 weeks
15/09/2022	01/12/2022	Every Thursday for 12 weeks

### VIRTUAL

START DATE	END DATE	NOTES
13/04/2022	29/06/2022	Every Wednesday for 12 weeks
12/09/2022	28/11/2022	Every Monday for 12 weeks



## HEALTH & SAFETY STAGE 2

### Who should attend?

This course is designed as follow on training for those Health & Safety reps that have completed the New Reps Induction. The course is designed to enhance your skills in a wide range of safety related topics including advanced risk assessment, accident and incident investigation, COSHH, LEV and manual handling.

### What will I learn?

The course covers a number of topics to advance some of your key skills in your role as a Unite Health & Safety Representative.

- ☐ Identifying hazards
- ☐ Identifying a range of health risks in the workplace
- ☐ Noise in the workplace
- ☐ RIDDOR Reporting
- ☐ Manual handling
- ☐ Understanding a full range of risk assessments and how they differ
- ☐ Accident investigation
- ☐ Interviewing skills
- ☐ COSHH legislation
- ☐ LEV legislation
- ☐ Incident management skills

# EDUCATION 2022

## DATES AND VENUES

### LEEDS

START DATE	END DATE	NOTES
13/09/2022	29/11/2022	Every Tuesday for 12 weeks

### BRADFORD

START DATE	END DATE	NOTES
14/04/2022	07/07/2022	Every Thursday for 12 weeks

### HULL

START DATE	END DATE	NOTES
11/05/2022	27/07/2022	Every Wednesday for 12 weeks

### SHEFFIELD

START DATE	END DATE	NOTES
14/09/2022	30/12/2022	Every Wednesday for 12 weeks

## DATES AND VENUES

### MIDDLESBROUGH

START DATE	END DATE	NOTES
13/09/2022	29/11/2022	Every Tuesday for 12 weeks

### NEWCASTLE

START DATE	END DATE	NOTES
13/09/2022	29/11/2022	Every Tuesday for 12 weeks

### VIRTUAL

START DATE	END DATE	NOTES
13/09/2022	29/11/2022	Every Tuesday for 12 weeks



**Health & Safety  
Executive**

# EDUCATION 2022

## UNION LEARNING REP STAGE 2

### Who should attend?

This course is designed as follow-on training for those Union Learning reps that have completed the New Reps Induction. The course is designed to enhance your skills in supporting members to access learning opportunities. The course will also allow delegates to gain a level 3 award in education and training.

### What will I learn?

The course covers a number of topics to advance some of your key skills in your role as a Unite union learning representative.

- ☐ Understanding union structures in relation to learning
- ☐ Taking action on learning issues
- ☐ Understanding the support available to you
- ☐ Consulting members on learning
- ☐ Using learning as an organising tool
- ☐ Promoting learning in your workplace
- ☐ Understanding how to plan and deliver learning and training



## DATES AND VENUES

VIRTUAL

START DATE	END DATE	NOTES
16/09/2022	18/11/2022	Every Friday for 10 weeks

# EDUCATION 2022

## BRANCH OFFICIALS

### Who Should Attend?

This course is designed for those activists elected to branch positions of Chair, Secretary and Treasurer. It is designed to give you the skills to run your branch effectively, from running meetings, taking minutes to monitoring and reporting your branch finances.

## DATES AND VENUES

### LEEDS

START DATE	END DATE	NOTES
09/05/2022	23/05/2022	Every Monday for three weeks
13/06/2022	27/06/2022	Every Monday for three weeks
23/11/2022	07/12/2022	Every Wednesday for three weeks

### BRADFORD

START DATE	END DATE	NOTES
12/12/2022	14/12/2022	3 day block

## DATES AND VENUES

### HULL

START DATE	END DATE	NOTES
21/03/2022	04/04/2022	Every Monday for three weeks
21/06/2022	05/07/2022	Every Tuesday for three weeks
05/10/2022	19/10/2022	Every Wednesday for 3 weeks

### SHEFFIELD

START DATE	END DATE	NOTES
20/09/2022	04/10/2022	Every Tuesday for 3 weeks

### MIDDLESBROUGH

START DATE	END DATE	NOTES
02/11/2022	16/11/2022	Every Wednesday for 3 weeks

### NEWCASTLE

START DATE	END DATE	NOTES
16/05/2022	20/05/2022	Every Monday for 3 weeks
19/07/2022	21/07/2022	3 day block

# EDUCATION 2022

## ADDITIONAL TRAINING

### ENVIRONMENTAL REPS

#### **Who is the course for?**

This is a new programme designed for any representative who has an interest in understanding the impact their workplace has on the environment and how to make things better.

Just as unions and employers work together to improve health and safety in the workplace through safety committees, union environmental (or 'green') reps can be elected to champion environmental issues. They can raise awareness and ensure that green issues are included in the negotiating or bargaining agenda at work. The main concern of a union green rep is to agree a joint approach to 'greening the workplace'. The starting point, as always, is talking to union members about their ideas to change the way they work and the resources used.

#### **What does it cover?**

There are a range of topics covered including: -

- ☐ Environmental audits
- ☐ Renewable energy
- ☐ Transport and the environment
- ☐ Campaigning on the environment
- ☐ making change in your workplace

## DATES AND VENUES

### LEEDS

START DATE	END DATE	NOTES
05/10/2022	02/11/2022	Every Thursday for 5 weeks

### MIDDLESBROUGH

START DATE	END DATE	NOTES
06/06/2022	04/07/2022	Every Monday for 5 weeks

### NEWCASTLE

START DATE	END DATE	NOTES
28/09/2022	26/10/2022	Every Thursday for 5 weeks

# EDUCATION 2022

## MENTAL HEALTH AWARENESS

### Who Should Attend?

This course is designed to introduce the topics of stress, anxiety and mental ill health. It will assist reps in promoting mental health and to understand the issues faced by members at work. We encourage all reps to attend the course.

### Mental Health awareness covers

- ☐ Raise awareness of mental health
- ☐ Understand the importance of mental health
- ☐ Mental Health terminology
- ☐ How mental health can impact on you
- ☐ Mental health and employment
- ☐ The role of the employer
- ☐ Creating mentally healthy workplaces
- ☐ Supporting others
- ☐ Looking after your own well being

## DATES AND VENUES

### LEEDS

START DATE	END DATE	NOTES
06/06/2022	06/06/2022	ONE DAY
14/09/2022	14/09/2022	ONE DAY

### SHEFFIELD

START DATE	END DATE	NOTES
10/05/2022	10/05/2022	ONE DAY
15/09/2022	15/09/2022	ONE DAY

### MIDDLESBROUGH

START DATE	END DATE	NOTES
21/06/2022	21/06/2022	ONE DAY

### NEWCASTLE

START DATE	END DATE	NOTES
25/04/2022	25/04/2022	ONE DAY

### VIRTUAL

START DATE	END DATE	NOTES
01/04/2022	01/04/2022	ONE DAY
25/04/2022	25/04/2022	ONE DAY
19/05/2022	19/05/2022	ONE DAY

# EDUCATION 2022

## MENTAL HEALTH FIRST AID



### Who should attend?

This course is open to those representatives who have completed the one day Mental Health Awareness course. Through this course you will gain valuable knowledge and skills that will enable you to identify the early signs of mental ill health, provide help to prevent mental ill health from getting worse and recover more quickly, and reduce the stigma of mental health problems.

The Course is accredited by Mental Health England. We can also deliver this training in your workplace at a cost to your employer. We would ask that you limit bookings to one representative per workplace for this course.

### Mental Health First aid covers

On this two-day course, you will learn how to:

- ☐ Identify the early stages of a mental health problem
- ☐ Help someone who's dealing with a mental health issue
- ☐ Help stop someone from self-harming or hurting others
- ☐ Help stop mental ill health from worsening
- ☐ Help someone have a quicker recovery
- ☐ Guide someone towards proper professional help
- ☐ Break the stigma of a mental health problem



## DATES AND VENUES

### LEEDS

START DATE	END DATE	NOTES
09/11/2022	16/11/2022	Every Wednesday for 2 weeks

### SHEFFIELD

START DATE	END DATE	NOTES
11/10/2022	18/10/2022	Every Tuesday for 2 weeks

### MIDDLESBROUGH

START DATE	END DATE	NOTES
21/11/2022	28/11/2022	Every Monday for 2 weeks

### NEWCASTLE

START DATE	END DATE	NOTES
14/09/2022	21/09/2022	Every Wednesday for 2 weeks

# EDUCATION 2022

## MENTAL HEALTH FIRST AID REFRESHER

### How often should MHFA England skills be refreshed?

Mental Health England recommend that Mental Health First Aiders and MHFA Champions attend a Refresher course every three years. Just like physical first aid, updating skills and knowledge allows people to perform this vital role confidently and safely.

The Refresher course will support existing Mental Health First Aiders and MHFA Champions by:

- ☐Renewing their skills
- ☐Updating their knowledge of mental health supports
- ☐Giving them the chance to practice applying the Mental Health First Aid action plan

Enabling your Mental Health First Aiders and MHFA Champions to refresh their skills, the same way your physical first aiders do, is a great way to demonstrate your organisation's commitment to treating mental health and physical health equally. Investing in the course will give you the confidence that your Mental Health First Aiders and MHFA Champions are performing their role safely and effectively.



## DATES AND VENUES

### LEEDS

START DATE	END DATE	NOTES
05/12/2022	05/12/2022	ONE DAY

### SHEFFIELD

START DATE	END DATE	NOTES
24/03/2022	24/03/2022	ONE DAY
08/11/2022	08/11/2022	ONE DAY

### MIDDLESBROUGH

START DATE	END DATE	NOTES
12/12/2022	12/12/2022	ONE DAY

### NEWCASTLE

START DATE	END DATE	NOTES
07/12/2022	07/12/2022	ONE DAY

# EDUCATION 2022

## CHANGING YOUR WORKPLACE - PRACTICAL RESEARCH SKILLS

### **Aims**

This is a pilot course utilising a new format. The course is designed to assist reps develop knowledge and skills which will enable you to become a better rep.

### **Who is this course for?**

To get the most from this course we suggest you have completed a stage two course either workplace reps, health and safety or ULR. We also encourage those who have attended national equalities courses to join us too. Applications for this course are particularly invited from BAEM, LGBT+, Women and Young Members'.

### **Course overview**

You will learn research methods and use one method to create really useful knowledge; you will work with other members in your workplace or branch to promote equality or organising through doing a research project; You will learn the principles of community based participatory research and how to apply them to your role as a rep.

## Delivery format

9.30am – 11.30 on Zoom; afternoons spent in individually guided study on Litmos 12.30-4.30pm. To assist with release the course will be advertised from 9.30 - 16.30 so we suggest using the afternoon session to complete your self guided studies. If you have facilities time the course work should be completed during facilities time, otherwise it can be done at your convenience.

## DATES AND VENUES

### VIRTUAL

START DATE	END DATE	NOTES
13/09/2022	07/12/2022	Every Tuesday for 12 weeks

# EDUCATION 2022

## ACCREDITED SUPPORT COMPANIONS

### Who should attend?

This course is designed for senior representatives to support other Unite members who are in workplaces without access to their own representative. Ideally you should have completed workplace representatives stage two training and be able to gain release from your employer easily.

### What will I learn?

The course covers a number of topics including

- ☐ Understanding the rights of a companion
- ☐ Support companion protocols
- ☐ Reporting and record keeping
- ☐ Practical Case study training

## DATES AND VENUES

### VIRTUAL

START DATE	END DATE	NOTES
09/06/2022	09/06/2022	ONE DAY
04/10/2022	04/10/2022	ONE DAY



We have created a dedicated Reps Resource bank on [learnwithunite.org](https://learnwithunite.org)! Here you will find materials, resources and interactive content to assist you with your studies, refresh your knowledge or gain new skills!

[learnwithunite.org](https://learnwithunite.org) also has all our regional and national courses listed and is updated regularly! You might also find the short course and taster area known as Litmos very helpful. There are thousands of interesting bite sized training sessions available. These range from creating your first PowerPoint right through to understanding GDPR legislation!

NORTH EAST, YORKSHIRE  
& THE HUMBER



## Our Contact Details

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