



NORTH EAST, YORKSHIRE  
AND THE HUMBER REGION

# Education



Be inspired

[www.learnwithunite.org/regional-education](http://www.learnwithunite.org/regional-education)

**COURSE PROGRAMME**  
**Q1 & Q2 2022**



## Welcome

This region has a strong tradition of providing first class activist education. 2020 has proven very challenging for everyone. We have launched our programme via our virtual classrooms and these have proven popular with our reps. We are advertising a very limited face to face programme at this time as we continue to assess the risk of Covid. **This brochure covers quarter one and two of 2022**

The 'New Reps Induction' Course is designed to enable all Unite reps (Workplace Reps, Health & Safety Reps, Union Learning Reps and Equality Reps) to train together to gain the skills needed to best support their members in the workplace. It also gives new representatives a better understanding of the Unite team in their workplace and how they can work together.

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.

### **Andy Pearson**

Regional Education Officer



## Content

New Reps Induction day release	6
New Reps Induction Block	8
Workplace reps stage 2	10
Health & safety reps stage 2	12
Branch Officials training	14

## Additional Courses

Neurodiversity in the workplace	15
Mental health awareness	16
Awareness of domestic abuse	17
Harmful Gambling/ helping workers with addiction	18
Accredited Support Companion	19

## How to apply for a course:

NEYH Education  
Unite the Union  
55 Call Lane  
Leeds  
LS1 7BW

**Tel:** 0113 2364830

**Email:**

[education.northeastyorks@unitetheunion.org](mailto:education.northeastyorks@unitetheunion.org)

**Or visit:**

[www.learnwithunite.org/regional-education](http://www.learnwithunite.org/regional-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.

## A message from Jim Mowatt the Director of Education

Niels Bohr, Nobel Prize winning Physicist pronounced that 'Production is easy; it is predicting the future which is difficult!'

Certainly none predicted the global havoc of Covid-19. In UNITE education we have responded to this crisis by examining ways to deliver our vast programme of education courses, to our members and representatives for whom trade union education is important, even essential for them to undertake their role of an UNITE rep. Essentially the education NEEDS of our reps have not changed. How we in UNITE education meet YOUR needs has to change. And we have.

Throughout the remainder of this year – and perhaps into 2022 – we shall be exploiting the latest technology to deliver the full range of UNITE courses available to you by Virtual Teaching in virtual classes.

Your legal entitlements as an UNITE Accredited Rep will be enforced by your union to ensure that you will have time off with pay to study – no matter if you are learning in a building with built in social distancing elements or whether you are studying at home.

UNITE education will continue to do what we have always done – design and deliver relevant courses to meet YOUR needs.

As a democratic, member led union, we shall continue to put union resources into your priority areas, providing accredited 'fit for purpose' education programmes that are easily accessible, cater for different learning styles and are free to access all over the UK and Ireland. Take advantage of our courses and please take care and stay safe.



Jim Mowatt

And enjoy yourself.

In solidarity



**Jim Mowatt**  
Director of Education

## New Reps Induction

Duration: 10 days

### 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

## New Reps Induction

Duration: 10 days

### Course description:

This course has a duration of ten days and is delivered either one day per week for ten weeks, or as two five day blocks. The course is designed for all new representatives (Workplace Reps, Health and Safety Reps, Union Learning Reps and Equality Reps). This course is designed to give all representatives the same skills and knowledge needed to carry out their elected posts within the workplace.

### Application:

To apply for courses please contact your education department:

**Tel:** 0113 2364830

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### Middlesbrough

Start Date	End Date	Note
19/01/2022	23/03/2022	10 Consecutive Wednesday's

### Virtual Courses

Start Date	End Date	Note
10/01/2022	07/03/2022	10 Consecutive Monday's
10/02/2022	14/04/2022	10 consecutive Thursday's
09/05/2022	11/07/2022	10 Consecutive Monday's

### Leeds

Start Date	End Date	Note
20/01/2022	24/03/2022	10 consecutive Thursday's

### Hull

Start Date	End Date	Note
10/01/2022	14/03/2022	10 Consecutive Monday's
12/04/2022	14/06/2022	10 Consecutive Tuesday's

### Sheffield

Start Date	End Date	Note
12/01/2022	15/03/2022	10 Consecutive Tuesday's

### Newcastle

Start Date	End Date	Note
20/01/2022	24/03/2022	10 Consecutive Tuesday's

## New Reps Induction

Part 1

Duration: 5 consecutive days

### Course description:

This course has a duration of ten days and is delivered either one day per week for ten weeks, or as two five day blocks. The course is designed for all new representatives (Workplace Reps, Health and Safety Reps, Union Learning Reps and Equality Reps). This course is designed to give all representatives the same skills and knowledge needed to carry out their elected posts within the workplace.

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**Note: When booking a block course please ensure you book both part 1 & 2 at the same time**

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### Application:

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Start Date	End Date	Notes
17/01/2022	21/01/2022	Five day Block
14/03/2022	18/03/2022	Five day Block
09/05/2022	13/05/2022	Five day Block



# New Reps Induction

**Part 2**      Duration: 5 consecutive days

## Course description:

This course has a duration of ten days and is delivered either one day per week for ten weeks, or as two five day blocks. The course is designed for all new representatives (Workplace Reps, Health and Safety Reps, Union Learning Reps and Equality Reps). This course is designed to give all representatives the same skills and knowledge needed to carry out their elected posts within the workplace.

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**Note: When booking a block course please ensure you book both part 1 & 2 at the same time**

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## Application:

To apply for courses please contact your education department:

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Start Date	End Date	Notes
21/02/2022	25/02/2022	5 Day Block
25/04/2022	29/04/2022	5 Day Block
20/06/2022	24/06/2022	5 Day Block

## Workplace Reps Stage 2

Duration: 12 days

### 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

## Workplace Reps Stage 2

Duration: 12 days

Start Date	End Date	Notes
18/01/2022	05/04/2022 <sup>1</sup>	12 consecutive Tuesdays
13/04/2022	29/06/2022	12 consecutive Wednesday's

Hull

Start Date	End Date	Notes
09/05/2022	25/07/2022	12 consecutive Monday's

### Application:

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## Health & Safety Reps Stage 2

Duration: 12 days

### 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

## Health & Safety Reps Stage 2

Duration: 12 days

Start Date	End Date	Notes
19/01/2022	06/04/2022	12 consecutive Wednesday's
12/04/2022	28/06/2022	12 consecutive Tuesday's

### HULL

Start Date	End Date	Notes
11/01/2022	29/03/2022	12 consecutive Tuesday's

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## Branch Secretary & Branch Officials

Duration: 3 days

### Course description:

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.

### Application:

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Start Date	End Date	Notes
07/02/2022	21/02/2022	3 Consecutive Mondays
06/04/2022	20/04/2022	3 Consecutive Wednesday's
07/06/2022	02/06/2022	3 Consecutive Tuesday's
04/04/2022	06/04/2022	3 Day Block
17/05/2022	19/05/2022	3 Day Block
04/07/2022	06/07/2022	3 Day Block

### HULL

Start Date	End Date	Notes
21/03/2022	04/04/2022	3 Consecutive Mondays

## Additional Courses

### Autism in the workplace

Duration: 1 day

#### Course description:

This course is designed for all elected representatives who have an interest in learning more about Autism, aspergers and other forms of Neurodiversity in the workplace from an equalities aspect.

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Start Date	End Date	Notes
21/03/2022	21/03/2022	1 Day

#### Application:

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## Additional Courses

### Mental Health Awareness Course

Duration: 1 day

#### Course description:

This course is designed to introduce the topics of stress, anxiety and mental ill health.

#### Application:

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Start Date	End Date	Notes
03/02/2022		One Day
01/04/2022		One Day
19/05/2022		One Day
05/07/2022		One Day

### HULL

Start Date	End Date	Notes
11/04/2022		One Day



## Additional Courses

### Stress management and wellbeing

#### Course description:

Stress management and wellbeing are key issues for all our reps. Please come along and learn about what the union can do to help, and how you can monitor your own and your members stress and well being.

Start Date	End Date	Notes
14/03/2022	14/03/2022	One day
09/05/2022	09/05/2022	One day

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## Additional Courses

### Politics and You

Duration: 1 day

#### Course description:

This course is the first step to understanding why politics is Union business!

It is also a stepping stone to the regional residential schools and the national political school held in Durham each year.

Who is this course for?

This course is for everyone, and especially for women, BAEM members, LGBT members, the young, and the disabled.

Start Date	End Date	Notes
28/03/2022	28/03/2022	One Day
20/06/2022	20/06/2022	One Day

#### Application:

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## Additional Courses

### More courses available

We continue to update our education offer throughout the year. New courses are added all the time. To keep up to date with our latest offer and all our course dates, ensure you visit the education page via the front page link for Regional Education on [www.learnwithunite.org](http://www.learnwithunite.org)

In addition make sure we have an up to date email address on your Unite membership record so we can send you any education alerts and new course offers direct to your inbox!

## All Office Addresses

### Regional Office

**Leeds** Unite the Union, 55 Call Lane, Leeds LS1 7BW T: 0113 2364830

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### District Offices

**Grimsby** Unite the Union, New Oxford House, Osborne Street, Grimsby DN31 1EY  
T: 01472 355 421

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**Hull** Unite the Union, Anchor House, Silvester Street HU1 3HA  
T: 01482 420 308

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**Middlesbrough** Unite the Union, Fry Street, Middlesbrough TS1 1HA  
T: 01642 242 314

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**Newcastle** Unite the Union, John Dobson St, Newcastle upon Tyne NE1 8TW  
T: 0191 300 2107

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**Sheffield** Unite the Union, Sovereign Court, 300 Barrow Road, Sheffield S9 1JQ  
T: 0114 321 0702

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**Unite the Union**

55 Call Lane, Leeds  
LS1 7BW

C O U R S E   P R O G R A M M E   2 0 2 1