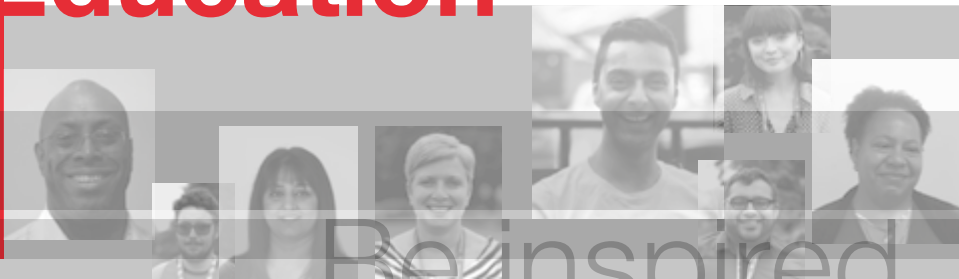


WALES REGION

The logo for Unite Education, featuring a stylized white flame icon above the word "unite" in a lowercase sans-serif font, followed by the word "Education" in a larger, bold, uppercase sans-serif font.

unite 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 0 / 2 1

A Message to Unite Members

Welcome to the 2020/2021 Unite Wales Education brochure. We are living through extremely challenging times. The coronavirus crisis has meant the Union is having to adapt quickly to continue supporting our members and activists to the same high standards, but in different and innovative ways.

As a Unite activist you are the union's most precious resource. Now, more than ever, Unite members need well trained and informed representatives to get them safely through this difficult period. Key to this is supporting our activists with high quality education.

To keep you and our employees safe, Unite Education is moving in the short term, to online delivery. From September – December 2020 we are moving our courses into virtual classrooms; training will take place using the video conferencing software that lockdown has made us all very familiar with. Prior to our core programme starting in September, we are offering some short 3 day courses specifically tailored to help activists deal with workplace issues surrounding the current Covid19 crisis – so please take a look. In the New Year we are hopeful that we will be able to deliver our full range of courses largely back in our Unite offices across Wales.

Throughout the period of online delivery the structure of our courses will remain the same. For Workplace Reps and Health and Safety Reps we will still provide a clear 20 day training pathway, with courses split into 4 modules. Online courses will still require paid release and will continue to be delivered during the week from 9.30am – 4.00pm. Your full time officer can help to secure paid release if you experience difficulties.

In addition to the fantastic courses for our Workplace Reps, Health and Safety, Equality and Learning Reps, we can also run bespoke courses and

bite size training upon request. Unite education is flexible and we are able to provide training designed to meet the specific needs of your workplace.

All of our courses are delivered in partnership with Adult Learning Wales, and will continue to be delivered by experienced tutors in an informal, friendly learning environment. If you sign up to an online course please be reassured that you do not need advanced IT skills as you will receive pre-course help to familiarise yourself with online learning. The only technology you require to participate is a smartphone or tablet.

Please take a few minutes to look through this brochure and sign up for one of the many courses on offer. To apply please contact us by email education.wales@unitetheunion.org or telephone 02920 821258. Alternatively you can view all of our course dates online at: www.unitetheunion.org/education.

Being a Unite activist is often a tough but very rewarding role, particularly in the current climate. Unite education is here to support you, so please make sure you take the opportunity to engage with our Education programme

In Solidarity

Glyn Conolly

Education and Development Organiser



Glyn Conolly

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How to apply for a course:

Educations Department,
Unite Regional Office,
1 Cathedral Road,
Cardiff,
CF11 9SD

Tel: 02920 821258

Email: education.wales@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.

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 2021 – 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

Workplace Reps Introductory Certificate

Module 1A & 1B

Duration: 10 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 and Equality at Work
- 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: 02920 821258 **Email:** education.wales@unitetheunion.org


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

Venue	Start	End	Duration
Online 📺	7 Sept 2020	16 Nov 2020	10 Mondays (excl. 26 Oct)
Online 📺	8 Sept 2020	17 Nov 2020	10 Tuesdays (excl. 27 Oct)
Bangor	12 Jan 2021	23 March 2021	10 Tuesdays (excl. 16 Feb)
Cardiff	11 Jan 2021	22 March 2021	10 Mondays (excl. 15 Feb)
Cardiff	4 May 2021	13 July 2021	10 Tuesdays (excl. 1 June)
Milford Haven	14 Jan 2021	25 March 2021	10 Thursdays (excl. 18 Feb)
Pontypool	13 Jan 2021	24 March 2021	10 Wednesdays (excl. 17 Feb)
Swansea	12 Jan 2021	23 March 2021	10 Tuesdays (excl. 16 Feb)
Swansea	5 May 2021	14 July 2021	10 Wednesdays (excl. 2 June)
Wrexham	11 Jan 2021	22 March 2021	10 Mondays (excl. 15 Feb)
Wrexham	4 May 2021	13 July 2021	10 Tuesdays (excl. 1 June)

Workplace Reps Introductory Certificate



Module 1A

Duration: 5 consecutive days

Venue	Start	End
Online 	5 October 2020	9 October 2020
Online 	12 April 2021	16 April 2021

Module 1B

Duration: 5 consecutive days

Venue	Start	End
Online 	25 January 2021	29 January 2021
Online 	12 July 2021	16 July 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Workplace Reps Introductory Certificate

Module 2A

Duration: 5 days

Course description:

The course is designed as follow on training for those representatives who have already completed Modules 1A and 1B of the Workplace Reps programme, or stage one of the TUC programme. This 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: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Online 📺	11 Sept 2020	9 Oct 2020	5 Fridays
Cardiff	7 June 2021	5 July 2021	5 Mondays
Pontypool	9 June 2021	7 July 2021	5 Wednesdays
Wrexham	7 June 2021	5 July 2021	5 Mondays

Workplace Reps Introductory Certificate

Module 2B

Duration: 5 days

Course description:

The course is designed as follow on training for those representatives who have already completed Modules 1A, 1B and 2A of the Workplace Reps programme.

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

Venue	Start	End	Duration
Online 	6 Nov 2020	4 Dec 2020	5 Fridays
Online 	23 Nov 2020	27 Nov 2020	5 consecutive days
Online 	1 Feb 2021	8 March 2021	5 Mondays (excl. 15 Feb)

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Pensions

Stage 1

Duration: 5 consecutive days

Course description:

This course is designed to provide an understanding of pensions to enable Workplace representatives to develop their representational skills in basic pension provision.

Venue	Start	End
Cardiff	15 February 2021	19 February 2021
Wrexham	15 February 2021	19 February 2021

Stage 2

Duration: 5 consecutive days

Course description:

Stage 2 of the pensions course looks at trustee decision making, the role of the actuary, fund investment strategies, negotiating pension issues and pension disputes resolution.

Venue	Start	End
Cardiff	12 July 2021	16 July 2021
Wrexham	12 July 2021	16 July 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Health & Safety Reps Certificate

Module 1A & 1B

Duration: 5 consecutive

Course description:

This course is the essential course for all new Unite Health & 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.

This course covers:

- Understanding the role of a Unite Safety Rep
- The legal framework of Health & Safety
- Rights of Safety Reps
- Involving the members in Health & Safety
- Accident investigations – Risk assessments

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Online	9 Sept 2020	18 Nov 2020	10 Wednesday (excl. 28 Oct)
Online	10 Sept 2020	19 Nov 2020	10 Thursdays (excl. 29 Oct)
Bangor	6 May 2021	15 July 2021	10 Thursdays (excl. 3 June)
Cardiff	14 Jan 2021	25 March 2021	10 Thursdays (excl. 18 Feb)
Milford Haven	4 May 2021	13 July 2021	10 Tuesdays (excl. 1 June)
Pontypool	7 May 2021	16 July 2021	10 Fridays (excl. 4 June)
Swansea	6 May 2021	15 July 2021	10 Thursdays (excl. 3 June)
Wrexham	13 Jan 2021	24 March 2021	10 Wednesday (excl. 17 Feb)

Health & Safety Reps Certificate

Module 2A

Duration: 5 days

Course description:

Part three of Unite's Health & Safety training builds upon the knowledge learnt in Module 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: 02920 821258

Email: education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Online 	13 Oct 2020	17 Nov 2020	5 Tuesdays (excl. 27 October)
Cardiff	12 April 2021	17 May 2021	5 Mondays (excl. 3 May)
Wrexham	8 June 2021	6 July 2021	5 Tuesdays

Health & Safety Reps Certificate

Module 2B

Duration: 5 days

Course description:

Part four of Unite's Health & Safety training builds upon the knowledge learnt in Module 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: 02920 821258

Email: education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Online 	7 Dec 2020	11 Dec 2020	5 consecutive days
Online 	10 June 2021	8 July 2021	5 Thursdays

Equality & Diversity

Duration: 5 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	Duration
Online 📺	12 Oct 2020	16 Nov 2020	5 Mondays (excl. 26 October)
Cardiff	5 March 2021	9 April 2021	5 Fridays (excl. 2 April)
Swansea	10 May 2021	14 June 2021	5 Mondays (excl. 31 May)
Wrexham	25 Feb 2021	25 March 2020	5 Thursdays

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Union Learning Reps

Stage 1

Duration: 5 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: 02920 821258

Email: education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Online 📺	14 Oct 2020	18 Nov 2020	5 Wednesdays (excl. 28 October)
Online 📺	26 Feb 2021	26 March 2021	5 Fridays
Cardiff	9 March 2021	13 April 2021	5 Tuesdays (excl. 30 March)
Wrexham	9 March 2021	13 April 2021	5 Tuesdays (excl. 30 March)

Union Learning Reps

Stage 2

Duration: 5 consecutive days

Course description:

This course continues the core essential training for all Unite Union Learning Reps (ULRs). It helps them to further develop the knowledge and skills needed as a ULR in the workplace – working with management, learning providers and other organisations. The course completes the foundation for the ULR and prepares the ULR to develop more specialised skills and knowledge.

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Venue	Start	End
Online 📺	30 November 2020	4 December 2020
Cardiff	12 July 2021	16 July 2021

Branch Secretary & Branch Officials

Duration: 5 days

Course description:

The Branch Secretary is a key player in the Unite team. The concept of this course is to develop Branch Secretaries within Unite by providing them with the 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 Secretaries, and for those who have not attended the course recently.

This course includes:

- The administrative role of the Branch Secretary
- How the union works
- How 'lay democracy' starts at local branch level
- Understanding organisation procedures
- Encouraging active participation within the Unite structure
- Branch Finance
- Understanding the 'Strategy for Growth' and the crucial role that the branch plays
- Setting out a local 'strategy for growth' for recruitment, retention and participation in branch life
- Branch Portal
- Chairing and Organising Skills

Venue	Start	End	Duration
Online 📺	10 May 2021	14 June 2021	5 Mondays (excl. 31 May)
Cardiff	14 May 2021	18 June 2021	5 Fridays (excl. 4 June)
Wrexham	14 May 2021	18 June 2021	5 Fridays (excl. 4 June)

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Additional Courses

Challenging Bullying & Harassment

Duration: 3 days

Course description:

Bullying and harassment is a major problem in many workplaces. This course will enable you to:

- Identify the various forms that bullying and harassment can take
- Implement strategies to deal effectively with bullying and harassment cases
- Deal with mental health issues and work related stress

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Online 📺	6 Nov 2020	20 Nov 2020	3 Fridays
Cardiff	6 May 2021	20 May 2021	3 Thursdays
Pontypool	8 April 2021	22 April 2021	3 Thursdays
Swansea	21 June 2021	5 July 2021	3 Mondays
Wrexham	8 April 2021	22 April 2021	3 Thursdays

Additional Courses

Mental Health Awareness

Duration: 3 days

Course description:

This course will help Reps develop a better understanding of mental health issues and how they affect members in the workplace. You will develop an 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: 02920 821258

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

Venue	Start	End	Duration
Online 📺	14 Sept 2020	28 Sept 2020	3 Mondays
Online 📺	19 Nov 2020	3 Dec 2020	3 Thursdays
Cardiff	2 Feb 2021	23 Feb 2021	3 Tuesdays (excl. 16 Feb)
Cardiff	7 July 2021	9 July 2021	3 days consecutively
Pontypool	12 May 2021	26 May 2021	3 Wednesdays
Swansea	7 April 2021	21 April 2021	3 Wednesdays
Wrexham	2 Feb 2021	23 Feb 2021	3 Tuesdays (excl. 16 Feb)
Wrexham	7 July 2021	9 July 2021	3 days consecutively

Summer Courses 2020


Covid19 Safe Workplaces

3 days

Venue	Start	End	Duration
Online 	29 June 2020	1 July 2020	3 consecutive days
Online 	13 July 2020	15 July 2020	3 consecutive days
Online 	27 July 2020	10 Aug 2020	3 Mondays
Online 	28 July 2020	11 Aug 2020	3 Tuesdays

Dealing With Redundancy

3 days

Venue	Start	End	Duration
Online 	2 July 2020	16 July 2020	3 Thursdays
Online 	6 July 2020	8 July 2020	3 consecutive days
Online 	29 July 2020	12 Aug 2020	3 Wednesdays

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Delivering Equality @Work

3 days

Venue	Start	End	Duration
Online 	3 July 2020	17 July 2020	3 Fridays
Online 	6 July 2020	8 July 2020	3 consecutive days

Mental Health @Work

3 days

Venue	Start	End	Duration
Online 	3 July 2020	17 July 2020	3 Fridays
Online 	13 July 2020	15 July 2020	3 consecutive days

National Courses

Unite's commitment to delivering courses recognises the different circumstances in which our reps find themselves. This is why there are various modes of delivery for the same course. Residential courses are for those who simply cannot dovetail into our regional provision whether that is for geographical or domestic or other reasons. Please note that all travel and accommodation is arranged by the National Department.

Our normal practice for national residential courses, which are exclusively held in The View Hotel, Eastbourne or other venues to be confirmed, kick off at 15:00 hrs. on Monday and finish with a session on Action Plans at Noon on the Friday. You will appreciate that being residential students are expected to participate in a couple of evening sessions which are less formal.

Application:

To apply for courses please contact your education department:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org **Or visit:** www.unitetheunion.org/education to complete the online application form

National Courses

Workplace Reps Certificate

Module 1A – 5 consecutive days

Course description:

This course is designed to be the core initial training for Unite workplace reps; and offers an understanding of the wide range of knowledge and skills needed by the new rep.

This course covers:

- Key skills for organising your workplace.
- Handling, discipline and grievance cases.
- Communication skills.
- Aspects of Employment Law & Equality at work.

Venue	Start	End
The View Hotel	19 April 2021	23 April 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Workplace Reps Certificate

Module 1B – 5 consecutive days

Course description:

For reps who have completed module 1A Course:

This course covers:

- Evaluating and assessing your experience since the part 1A 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.

Venue	Start	End
To be confirmed	5 October 2020	9 October 2020
To be confirmed	16 November 2020	20 November 2020
To be confirmed	4 October 2021	8 October 2021
To be confirmed	15 November 2021	19 November 2021

National Courses

Health & Safety Reps Certificate

Module 1A – 5 consecutive days

Course description:

This course is the essential course for all new Unite Health and Safety Reps.

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.

This course covers:

- Understanding the role of a Unite Rep.
- The legal framework of Health and Safety.
- Rights of Safety Reps.
- How to involve members in Health and Safety.
- Accident Investigations – Risk Assessments.

Venue	Start	End
To be confirmed	14 June 2021	18 June 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Health & Safety Reps Certificate

Module 1B – 5 consecutive days

Course description:

For reps who have completed module 1A.

This course covers:

- The development of skills and knowledge from module 1A.
- Examining your workplace risk assessments and evaluating them.
- Understanding health & safety audits and company accident statistics.
- The appreciation of health and safety legislation including aspects of criminal and civil law.

Venue	Start	End
To be confirmed	7 September 2020	11 September 2020
The View Hotel	13 September 2021	17 September 2021

National Courses

Dealing with Redundancy

5 consecutive days

Course description:

Workplace Reps facing redundancies or Reps wanting to gain further knowledge of redundancy issues will find this course useful.

This course covers:

On completion of the course Workplace reps should be able to:

- Develop a good understanding of the law surrounding redundancy.
- Gain in confidence, skills and knowledge to fight redundancies and lessen the impact on members.
- Play a full and effective part in redundancy consultation processes.
- Organise effective campaigns around redundancies.
- Represent members going through redundancy.
- Support members through the redundancy process.

Venue	Start	End
To be confirmed	21 June 2021	25 June 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

National Courses

European Works Council

5 consecutive days

Course description:

Enables participants to gain an understanding of European Works Councils in context of the EWC recast directive and the amendments to the Transnational Information and Consultation Regulations 2010.

This course covers:

- The history of EWC's. Where they come from and why?
- An analysis of the EWC Directive & Recast Directive and develop an in-depth understanding of the legislation.
- The exploration of the roles, responsibilities and rights of EWC Employee Reps.
- The development of an understanding of how the new legislation impacts on different EWC's and how to negotiate the new provisions into existing EWC agreements.
- The differing interpretations of EWC's – Employer perspective.
- An exploration of communication networks in order to report back effectively to constituents.

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Venue	Start	End
To be confirmed	12 October 2020	16 October 2020
To be confirmed	16 November 2020	20 November 2020
To be confirmed	8 March 2021	12 March 2021
To be confirmed	14 June 2021	18 June 2021
To be confirmed	11 October 2021	15 October 2021
To be confirmed	15 November 2021	19 November 2021

National Courses

Incident Management & Investigation

5 consecutive days

Course description:

This challenging course is intended to equip experienced safety reps with specific skills in the field of incident management and investigation. The program also provides a comprehensive understanding of the benefits of investigations.

This course covers:

- The value of conducting investigations.
- How to conduct a full and meaningful investigation.
- Understand the employers' legal obligations.
- Developing a local framework of workplace investigative procedures.
- Confidence building when dealing with HSE inspectors, police and solicitors.
- Effective communication methods with employers.
- The recommendation of meaningful interventions to prevent a recurrence.
- Understanding the benefits of a no-blame culture.

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Venue	Start	End
To be confirmed	16 November 2020	20 November 2020
The View Hotel	22 February 2021	26 February 2021
To be confirmed	21 June 2021	25 June 2021
To be confirmed	15 November 2021	19 November 2021

National Courses

The Information & Consultation of Employee Regulations

3 consecutive days

Course description:

This course focuses on areas where the provision of information and consultation is prescribed by European and domestic law. It examines how unions can utilise and build on these rights to develop effective organisation.

The course is designed for senior reps and aims to give them an overview of relevant legal standards equipping them to strengthen and reconfigure workplace, company and transnational consultation arrangements.

This course covers:

- Legal definitions of information and consultation as specified in the various enactments and regulations, contrasting these rights with collective bargaining agreements.
- Employee and union representation – what the legislation and caselaw says.

- Three key areas of the law where specific collective consultation rights kick-in re TUPE, Redundancy and Health and Safety.
- The extension of collective consultation rights contained in the ICE regulations and the European Works Council Directive.
- Obtaining information for the purpose of collective bargaining, looking at Legal standards and the ACAS Code of Practice.
- Best practice in using these rights will be developed and refined throughout the course.
- The implementation of information and consultation rights in order to enhance organising agendas, member participation, mobilisation and unionisation in order to build the unions representational and collective bargaining capacity.

Venue	Start	End
The View Hotel	12 October 2020	14 October 2020
To be confirmed	14 June 2021	16 June 2021
The View Hotel	11 October 2021	13 October 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org **Or visit:** www.unitetheunion.org/education to complete the online application form

National Courses

Organising & Bargaining in a Global Economy

5 consecutive days

This course covers:

- The nature of global organising and links with global trade union federations.
- Understanding of Unite's international policies and links with other organisations worldwide.
- Appreciation of how to make practical links with workers in your own company or sector in other countries.
- Understanding of how to campaign globally and an appreciation of the labour power within global supply chains.
- Knowing your own organisation and its place in the global economy.
- Understanding the value of works councils.

Venue	Start	End
The View Hotel	7 September 2020	11 September 2020
The View Hotel	9 November 2020	13 November 2020
The View Hotel	22 February 2021	26 February 2021
The View Hotel	14 June 2021	18 June 2021
The View Hotel	13 September 2021	17 September 2021
The View Hotel	8 November 2021	12 November 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

National Courses

Pensions

Stage 2 – 5 consecutive days

This course covers:

- The provision of an understanding of trustee decision making.
- The role of the actuary.
- Fund investment strategies.
- Negotiating pension issues and pension disputes resolution.

Venue	Start	End
The View Hotel	19 April 2021	23 April 2021
To be confirmed	7 June 2021	11 June 2021

Pre-Retirement Course

4 consecutive days

Course description:

This course will provide members and staff with a brief understanding of the importance of financial preparedness for retirement. In addition to the importance of preparing for one's wellbeing through retirement.

Venue	Start	End
To be confirmed	19 October 2020	22 October 2020
To be confirmed	7 December 2020	10 December 2020
The View Hotel	8 March 2021	11 March 2021
To be confirmed	19 April 2021	22 April 2021
To be confirmed	18 October 2021	21 October 2021
To be confirmed	6 December 2021	9 December 2021

Application:

To apply for courses please contact your education department:

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Email: education.wales@unitetheunion.org

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National Courses

Unite Retired Members' Education Course

5 consecutive days

To attend the course:

- Attendance to this course is by selection.
- The attendee must be retired.

Venue	Start	End
To be confirmed	11 October 2020	15 October 2020
To be confirmed	17 October 2021	21 October 2021

Please note: For information only as attendance will be by selection.

Young Members' Course

5 consecutive days

Course description:

The national unite young members course is an opportunity for young members from all regions and nations (who do not need to be an elected rep) to come together. In a relaxed training environment to learn more about Unite and how to get involved.

This course covers:

- Unite's young members structure and how it fit into the wider union.
- A session on the union's International, Political, Industrial and Environmental Policies and Campaigns.
- A brief analysis of how to develop a good campaign.
- Creative elements providing the opportunity to work with others to create short films.

Venue	Start	End
The View Hotel	7 June 2021	11 June 2021

Please note: For information only as attendance will be by selection.

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Equalities Courses Unite Womens' National Week 2020/2021 – 6 consecutive days

Four groups, please choose one

Understanding Your Union and Getting Involved

Course description:

This course is designed for less experienced women representatives who want to get more involved.

This course covers:

How the union works, promoting the Union in your workplace and community, and building confidence.

Women Organising in the Workplace

Course description:

This course for women representatives looks at strategic organising in the workplace, as well as the related legal challenges and workplace organising issues.

This course covers:

The skills for representing women at work.

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Women Campaigning at Work

Course description:

This course deals with the Unite women's key campaigns such as Equal Pay and Union Equality Reps, as well as developing negotiating and campaigning skills to tackling workplace equality issues such as Family Friendly Rights, Women's Health policies, Part-time working, and Sexual harassment.

Leadership Development for Unite Women

Course description:

This is an advanced course for experienced women activists who have attended other union education courses, and who now want to build on their union involvement and encourage others to get involved.

This course covers:

Leadership theories and the power dynamics of the worker-employer relationship for women, skills needed in the workplace, the Union, at conferences and in the wider community.

Venue	Start	End
The View Hotel	15 November 2020	20 November 2020
The View Hotel	14 November 2021	19 November 2021

Remember:

You must contact your Regional Women & Equalities Officer to apply for Women's Week BEFORE getting your application countersigned by your Regional Education Officer.

National Equality Courses

Please note: The courses listed below commence at 15:00 on Day 1 only

Supporting LGBT+ Members in the Workplace

5 consecutive days

Course description:

This course is for workplace representatives and branch officials defining themselves as LGBT+. This course is also for workplace reps and branch officials who want to support LGBT+ equality in the workplace.

This course aims to make a positive contribution to Unite Strategy for Equality Agenda:

- By raising awareness of key issues for LGBT+ workers
- Empowering and encouraging Lesbian, Gay, Bi-sexual and Trans+ individuals and groups to get involved in their union
- To supporting workplaces and communities through campaigns for equality and genuine opportunity of access for LGBT+ people.

Venue	Start	End
The View Hotel	8 February 2021	12 February 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Disability Equality, Trade Union and Work

5 consecutive days

Course description:

This course is for workplace reps', and branch equality officers who want to take action for disability equality rights and challenge disability discrimination at the workplace.

This course will cover:

- Key issues from the Unite Negotiators Guide
- Disability Rights at Work including:
 - The Social Model of Disability
 - Disability Equality: choices at work, in the union and in the community
 - Organising, representing and involving disabled members in Unite

Venue	Start	End
The View Hotel	8 March 2021	12 March 2021

National Equality Courses

Please note: The courses listed below commence at 15:00 on Day 1 only

Organising for Equality in Today's Workplace – Understanding the Equality Act 2010

5 consecutive days

Course description:

This course will assist workplace representatives, Branch Officers and Organisers to understand the importance of equal opportunities for all, and why it is essential to organise, negotiate and campaign around equality in workplace

This course covers:

Issues for all underrepresented groups within our membership: Women, Black, Asian Ethnic Minorities, Disabled and LGBT+, Young members and older workers.

Venue	Start	End
The View Hotel	5 October 2020	9 October 2020
To be confirmed	19 April 2021	23 April 2021
The View Hotel	4 October 2021	8 October 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Black & Asian Ethnic Minority Leadership Development

5 consecutive days

Course description:

A course designed for Unite Black and Asian Ethnic Minority workplace representatives and branch officials, to fully understand the Trade Union and Labour Movement. This course will empower workplace reps to build their confidence and progress by identifying effective ways and methods to encourage Black and Asian Ethnic Minority members to get involved in Unite.

This course covers:

The skills needed in the workplace, in the union, at conference and in the wider Labour Movement, at all levels, to build involvement and take action for Race Equality.

This course positively encourages applications from black and Asian ethnic minority women

Venue	Start	End
To be confirmed	14 June 2021	18 June 2021

National Equality Courses

Please note: The courses listed below commence at 15:00 on Day 1 only

Dignity at Work – Challenging Workplace Harassment, Discrimination & Bullying

5 consecutive days

Course description:

This course is designed for workplace reps and branch equality officials and looks at the key issue of Harassment, Discrimination and Bullying that leads to workplace stress.

This course covers:

The course examines ways to challenge inappropriate behaviours in the workplace by using effective strategies and methods to prevent workplace harassment and to promote Dignity at the Workplace.

Venue	Start	End
The View Hotel	14 September 2020	18 September 2020
To be confirmed	17 May 2021	21 May 2021
The View Hotel	13 September 2021	17 September 2021

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

National Courses

National Political Education School: Durham

7th July – 10th July 2021

Building on a highly successful Summer School Programme to coincide with the Durham Miners' Gala, we are trawling the whole of the membership for participants in this exciting venture. This has been designed for those members who align themselves with Unite's political strategy and feel that they can contribute to making our policy a reality in the workplaces and the community in which you live.

If you want to be considered please write directly to your Regional Secretary. Successful applicants will be notified well in advance so that they can secure time off with pay from their employer.

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Workers Uniting: Building Power Internationally (W.U.B.P.I.)

The course is made up of members of Unite and USW and is held across two years with the first leg in North America and the second leg in the UK/Ireland.

These courses have been very successful in building relations between activists in multinational and sectors in USW and Unite and preparing the next generation of Workers Uniting activists.

The aim of the W.U.B.P.I. programme is to give participants a strong understanding of the trade union cultures and practices within Unite and USW; an appreciation of what led to the formation of Workers Uniting; the consequences of globalisation; use and purpose of social media; and a greater knowledge of the international industrial, political, social and economic issues that require a global response from trade unions if we are going to fight back on behalf of our members and their communities.

Normally the first leg of the course will be held in North America one week in August 2021 – we will let all applicants know the exact dates at the end of May 2021.

Please ask your Education Organiser for details of the course and an application form.

Please also note that this programme may be subject to change.

All Office Addresses

Regional Office

Cardiff Unite the Union, 1 Cathedral Road, Cardiff, CF11 9SD
T: 02920 394521

District Offices

Bangor Unite the Union, 30 Dean Street, Bangor, Gwynedd, LL57 1UR
T: 01248 362098

Cardiff Unite the Union, 1 Cathedral Road, Cardiff, CF11 9SD
T: 02920 394521

Milford Haven Unite the Union, Robert Street, Milford Haven, SA73 2HS
T: 01646 690618

Pontypool Unite the Union, 3-3A High Street, Pontypool, Torfaen, NP4 6EY
T: 01495 762222

Swansea Unite the Union, 19 High Street, Swansea, SA1 1LF
T: 01792 472410

Wrexham Unite the Union, 33 King Street, Wrexham, LL11 1HR
T: 01978 800880



Notes

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www.unitetheunion.org/education

Unite the Union

1 Cathedral Road, Cardiff CF11 9SD

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