



SOUTH EAST REGION
COURSE PROGRAMME **2025**


unite EDUCATION

Fighting for **JOBS • PAY • CONDITIONS**

Message to Unite Representatives

Dear Colleague,

Welcome to the 2025 Unite Education Programme for the South East Region.

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

All our courses are delivered using either online virtual Google Classroom platform or face to face in a Unite Office. Offering both these platforms of learning has been a great success in how we have delivered our training to the South East regional representatives and an important part of our training model. The courses are arranged into four blocks each with five days in each block and run throughout the year at various locations in the region.

Another addition to the core training are webinars that are available to both reps and Unite Members. Detail of the types of workshops we plan to run are in the brochure. Regular mail outs will be sent out periodically with details on times and dates.

Any courses that don't recruit sufficiently will be merged and converted to a course running on Google Classroom.

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

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



Please sign up for these courses either online or by clicking and emailing education.southeast@unitetheunion.org or scan QR code

In solidarity

Rebecca Carr

South East Regional Education Officer



A Message for Unite Members

Welcome to the 2025 South East Education brochure

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 improve their working conditions. Key to this is supporting our activists with high quality education.

For Workplace Reps and Health and Safety Reps we provide a clear 20-day training pathway for each discipline, with courses split into 4 stages, with each module running for one week. You will require paid release and courses will be delivered during the week from 09.30am – 16.30pm in the classroom or online. Paid facility time should be available from your employer to attend the course, should you have any difficulties, contact the office where we can make this application on your behalf.

In addition to the fantastic courses for our Workplace Reps, Health and Safety and Equality Reps, we also run additional and 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.

Please take a few minutes to look through this brochure and sign up for one of the many courses on offer. 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

Siobhan Endean

Director of Education



Siobhan Endean

Contents

Workplace Reps Introductory Certificate 1A & 1B	6
Workplace Reps Introductory Certificate 2A & 2B	7
Equality & Diversity	8
Mental Health Awareness	8
Branch Secretary & Branch Officials	9
Health & Safety Reps Certificate 1A & 1B	10
Health & Safety Reps Certificate 2A & 2B	11
Additional Courses	12
• Pensions Stage 1	
• Employment Law & Industrial Relations	
• Bus Scheduling	
• South East Webinars and Short Courses	
• Bespoke & Company Training	
• Legal Update Training 2025	
National Education Programme	14

South East Education App

In the South East we have an Education app for the reps to access the following:

- Apply for courses: Core programme, webinars & briefings
- Education course programmes: National & Regional
- Equality Resources to reference
- Links to Legal advice service
- Fact Sheets for reps
- Dignity & Respect Policy
- Rule book



South East Education

Welcome to the Unite Education Programme for the South East Region



**PRIDE IN
EDUCATION**

Education is the backbone of all of our efforts to
organise and grow in the workplace

How to apply for a course:

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

Email:

education.southeast@unitetheunion.org

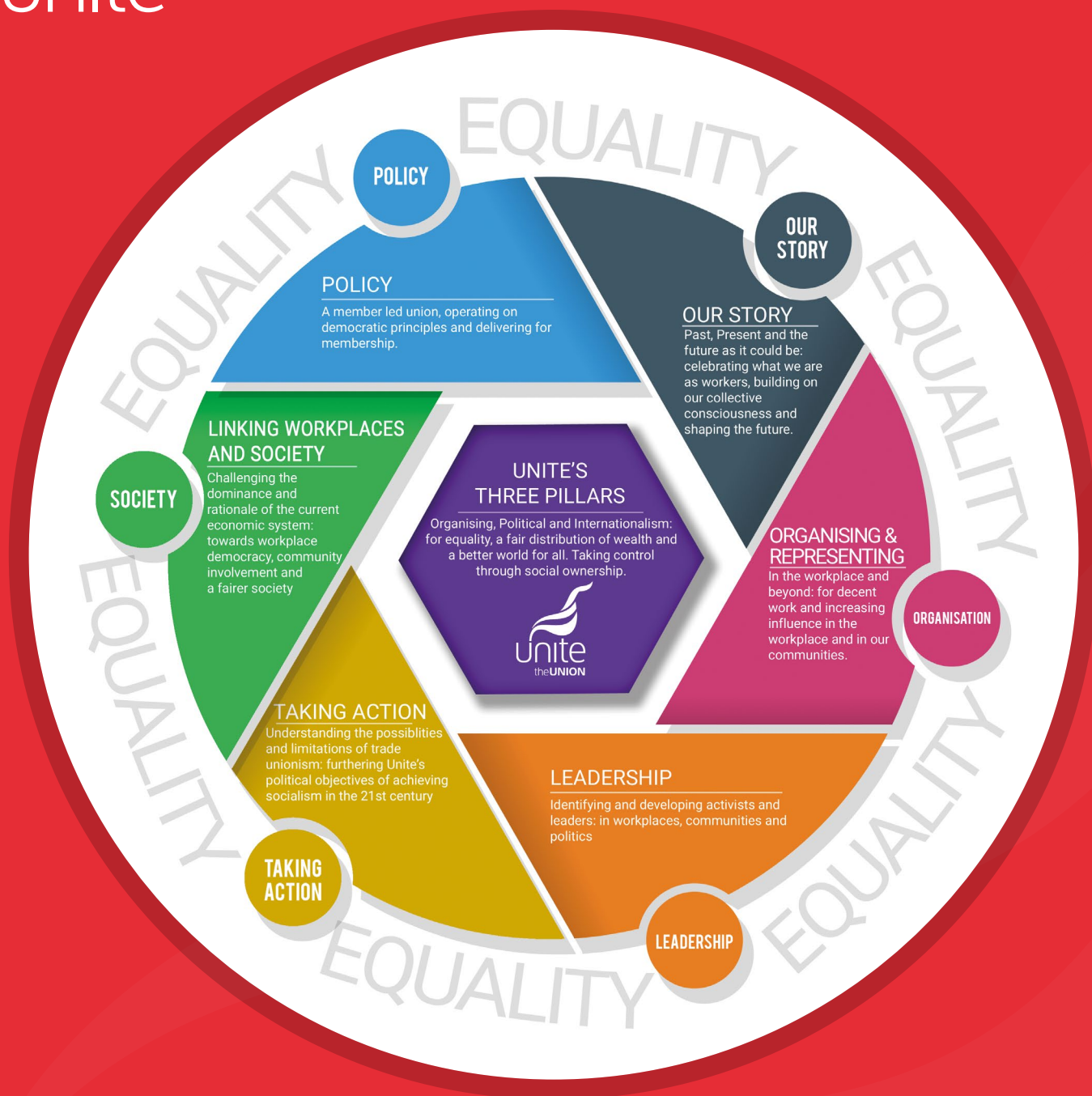
Or visit:

www.unitetheunion.org/education

PLEASE NOTE THAT ALL THESE
COURSES ARE NON-RESIDENTIAL
AND ACCOMMODATION WILL ONLY
BE GRANTED IN EXCEPTIONAL
CIRCUMSTANCES WITH AGREEMENT
FROM THE DIRECTOR OF EDUCATION.

All travel expenses are reimbursed.

Unite Vision & Values



Learning Needs Support:

- It is very important to let us know if you have any learning needs so that we can support you during the course. We have a student support through Ruskin that will be able to ensure you have all the tools for the course. We can also provide materials in different coloured paper and or larger font.
- We want all reps to get the most out of the courses and we don't want anyone to be worried about the pace of the course or that they will potentially struggle.
- We are here to help and support you all the way.

Workplace Reps Introductory Certificate

Module 1A

Duration: 5 consecutive days

Course description:

This course is designed to be the core initial training for Unite workplace reps.

The course covers the wide range of knowledge and skills needed by the new Rep including:

- Key skills for organising your workplace
- Handling discipline and grievance cases
- Communication skills
- Introduction to Employment Law Equality at Work

Venue	Start	End
Online	17 February 2025	21 February 2025
Portsmouth	17 March 2025	21 March 2025
Crawley Office	31 March 2025	4 April 2025
Southampton	7 April 2025	11 April 2025
Maidstone	28 April 2025	2 May 2025
Online	28 April 2025	2 May 2025
Online	2 June 2025	6 June 2025
Oxford	2 June 2025	6 June 2025
Online	28 July 2025	1 August 2025

Module 1B

Duration: 5 consecutive days

Course description:

For reps who have completed Module 1A.

This course covers:

- Evaluating and assessing your experience since the Stage 1 course
- Understanding the concept of 'good work'
- Understanding and dealing with Issues around Dignity and Respect in the workplace
- Problem solving skills
- Bargaining skills
- Work-life balance
- Building a strong workplace union

Venue	Start	End
Online	20 January 2025	24 January 2025
Online	7 April 2025	11 April 2025
Crawley Office	12 May 2025	16 May 2025
Portsmouth	19 May 2025	23 May 2025
Southampton	19 May 2025	23 May 2025
Maidstone	9 June 2025	13 June 2025
Online	9 June 2025	13 June 2025
Online	21 July 2025	25 July 2025
Oxford	21 July 2025	25 July 2025
Online	3 November 2025	7 November 2025

Note: Online virtual teaching will be delivered using Google Classroom or Zoom

Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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



Workplace Reps Introductory Certificate

Module 2A

Duration: 5 consecutive days

Course description:

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

The course covers:

- Improving confidence and knowledge in exploring, questioning and using employment law
- Exploring research skills and developing the ability to find out how legal provisions impact on your members rights in the workplace
- How changes to employment law impact on your workplace rights
- Planning alternative solutions other than employment law to your workplace issues
- Working as a team to develop collective actions

Venue	Start	End
Online 📺	6 January 2025	10 January 2025
Online 📺	17 March 2025	21 March 2025
Oxford	23 June 2025	27 June 2025
Portsmouth	30 June 2025	4 July 2025
Southampton	30 June 2025	4 July 2025
Maidstone	8 September 2025	12 September 2025
Online 📺	8 September 2025	12 September 2025
Online 📺	15 September 2025	19 September 2025
Crawley Office	22 September 2025	26 September 2025
Online 📺	15 December 2025	19 December 2025

Module 2B

Duration: 5 consecutive days

Course description:

The course is designed for representatives as follow on training for those that have completed Modules 1A, 1B and 2.

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
Online 📺	3 March 2025	7 March 2025
Online 📺	12 May 2025	16 May 2025
Oxford	22 September 2025	26 September 2025
Portsmouth	29 September 2025	3 October 2025
Southampton	29 September 2025	3 October 2025
Maidstone	6 October 2025	10 October 2025
Online 📺	6 October 2025	10 October 2025
Crawley Office	13 October 2025	17 October 2025
Online 📺	13 October 2025	17 October 2025

Note: Online virtual teaching will be delivered using Google Classroom or Zoom



Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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

Equality & Diversity

Duration: 5 consecutive days

Course description:

Designed to give all Unite Reps the confidence and knowledge to address equality and diversity issues, the course provides a comprehensive overview of equality in the workplace. On completion of the course Reps should be able to:

- Recognise equality issues within the workplace
- Know what constitutes discrimination, harassment and bullying
- Challenge their perception of equality & diversity
- Understand the key points of new equalities legislation, measures and legal decisions
- Decide how best to support workers in response to new equalities legislation
- Use interviewing techniques to deal with individual and workplace equality issues
- Develop equality policies and practice

Venue	Start	End
Online 📺	27 January 2025	31 January 2025
Oxford	10 February 2025	14 February 2025
Online 📺	23 June 2025	27 June 2025
Online 📺	22 September 2025	26 September 2025
Oxford	24 November 2025	28 November 2025

Mental Health Awareness

Duration: 5 consecutive days

Course description:

This course will help Reps develop a better understanding on mental health issues and how they affect members in the workplace. You will develop a better understanding of Disability Discrimination Law and how it applies to people with mental health illnesses. The training will enable you to develop a strategy to deal with workplace mental health issues and ensure employees are not discriminated against.

Venue	Start	End
Slough Office	3 February 2025	7 February 2025
Online 📺	28 July 2025	1 August 2025
Crawley Office	27 October 2025	31 October 2025
Oxford	1 December 2025	5 December 2025

Reps Assistance Programme

Contact Details Telephone UK: 0808 196 2016

Telephone Non-UK: 00353 1 518 0277

Text 'Hi' on Whatsapp: 07418 360 780



Note: Online virtual teaching will be delivered using Google Classroom or Zoom

Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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



Branch Secretary & Branch Officials


Duration: 5 consecutive days

Course description:

The Branch Official is a key player in the Unite team. The concept of this course is to develop the branch committee roles within Unite by providing them with the necessary knowledge and skills, and nurturing their passion to drive forward the ideology of our union, to develop our activist base and grow and strengthen our membership. This course is designed for all new Branch Officials, and for those who have not attended training recently.

The course covers:

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

Venue	Start	End
Slough Office	24 February 2025	28 February 2025
Online 	14 July 2025	18 July 2025
Crawley Office	17 November 2025	21 November 2025

Note: Online virtual teaching will be delivered using Google Classroom or Zoom



Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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

Health & Safety Reps Certificate

Module 1A

Duration: 5 consecutive days

Course description:

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

It is designed to help you build the skills, knowledge and confidence to organise effectively in order to carry out your work as a Safety Rep as well as to create understanding of how economic and others aspects affect the working lives, health, safety and welfare of working people.

The course covers:

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

Venue	Start	End
Online	24 February 2025	28 February 2025
Oxford	10 March 2025	14 March 2025
Online	24 March 2025	28 March 2025
Portsmouth	24 March 2025	28 March 2025
Southampton	31 March 2025	4 April 2025
Crawley Office	7 April 2025	11 April 2025
Maidstone	2 June 2025	6 June 2025

Module 1B

Duration: 5 consecutive days

Course description:

The course develops the skills and knowledge learnt in Module 1A:

- Examining your workplace risk assessment and evaluating them
- Understanding health & safety audits and company accident statistics
- Appreciate health & safety legislation including aspects of criminal and civil law

Venue	Start	End
Online	27 January 2025	31 January 2025
Online	28 April 2025	2 May 2025
Southampton	12 May 2025	16 May 2025
Crawley Office	9 June 2025	13 June 2025
Online	16 June 2025	20 June 2025
Oxford	16 June 2025	20 June 2025
Portsmouth	23 June 2025	27 June 2025
Maidstone	21 July 2025	25 July 2025

Note: Online virtual teaching will be delivered using Google Classroom or Zoom

Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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



Health & Safety Reps Certificate

Module 2A

Duration: 5 consecutive days

Course description:

Module 2A of Unites Health & Safety training builds upon the knowledge learnt in Modules 1A and 1B.

The course covers:

- Assessment of workplace action plan
- Understanding COSHH and related hazards
- Carrying out a workplace audit
- Explore manual handling and ergonomic risks
- Creating a healthier work environment

Module 2B

Duration: 5 consecutive days

Course description:

Module 2B of Unites Health & Safety training builds upon the knowledge learnt in Modules 1A, 1B and 2A.

The course covers:

- Assessment of workplace action plan
- Understanding accidents and finding route cause
- Investigation techniques
- Managing risks and incidents

Venue	Start	End
Crawley Office	13 January 2025	17 January 2025
Online 📺	24 March 2025	28 March 2025
Online 📺	16 June 2025	20 June 2025
Southampton	14 July 2025	18 July 2025
Online 📺	8 September 2025	12 September 2025
Crawley Office	15 September 2025	19 September 2025
Oxford	15 September 2025	19 September 2025
Maidstone	20 October 2025	24 October 2025
Portsmouth	20 October 2025	24 October 2025

Venue	Start	End
Oxford	27 January 2025	31 January 2025
Crawley Office	10 March 2025	14 March 2025
Online 📺	10 March 2025	14 March 2025
Online 📺	19 May 2025	23 May 2025
Online 📺	29 September 2025	3 October 2025
Southampton	6 October 2025	10 October 2025
Crawley Office	3 November 2025	7 November 2025
Oxford	3 November 2025	7 November 2025
Portsmouth	8 December 2025	12 December 2025
Southampton	8 December 2025	12 December 2025

Note: Online virtual teaching will be delivered using Google Classroom or Zoom



Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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



Additional Courses

Pensions Stage 1

Duration: 5 consecutive days

Course description:

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



Venue	Start	End
Online 	14 July 2025	18 July 2025
Online 	24 November 2025	28 November 2025

Employment Law & Industrial Relations

Duration: 5 consecutive days

Course description:

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

Venue	Start	End
Online 	3 March 2025	7 March 2025
Online 	27 October 2025	31 October 2025

Bus Scheduling

Duration: 5 consecutive days

Course description:

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

This course includes:

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

Venue	Start	End
Crawley Office	TBC / On request	TBC / On request
Portsmouth	TBC / On request	TBC / On request

Note: Online virtual teaching will be delivered using Google Classroom or Zoom

Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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



Additional Courses

South East Webinars and Short Courses

In the South East region we are conscious that reps need support with areas outside of the core training programme we offer. We put together periodically bitesize workshops that run online and are available to both reps and unite members. These are some of the workshops that we deliver, and you will be sent an email from the Education Department offering times, date and how to apply.

- Let's talk Men's health
- Mental Health
- Menopause in the Workplace
- Hidden Disabilities
- Redundancy
- Neurodiversity
- Dyslexia Awareness
- Unconscious Bias
- TUPE
- LGBTQ+ Awareness Course
- Wellbeing Course
- Suicide Awareness
- Sexual Harassment
- Getting Involved with Unite
- Stress Awareness

Bespoke & Company Training

Tailored to the reps requirements

We can offer a wide range of bespoke training for companies, workplaces and sectors examples are: The main programme adapted to your workplace/ sector. TUPE, Redundancy, Bullying and Harassment, Equality, Social Media awareness, domestic violence and discrimination courses amongst others. Please email the Education department at: education.southeast@unitetheunion.org to arrange this.

Legal Update Training 2025

Duration: 1 day

SE Region will be organising Legal Training events which will be open to all Reps and Branch Officers to attend.

The day will run from 10.00am-3.30pm and travel expenses for the day are claimable from Education, expense forms will be issued.

How the training day will benefit you:

- Briefing on Employment law and any updates to legislation
- Briefing on Industrial action
- Briefing on Equality
- Ask any questions to Unite SE Region and our solicitors who attend on the day
- Provide new up to date leaflets and posters to refresh notice boards
- Chance to network with other reps in your area

Venue	Date
Crawley	24 April 2025
Slough	25 September 2025

Note: Online virtual teaching will be delivered using Google Classroom or Zoom



Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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

National Education Programme

Unite is committed to providing a full set of educational courses in each region and nation of the Union. Please refer to the programme of courses in your region and once you have completed regional stage one and two reps courses, Unite's national residential course programme is designed to provide further development and specialist courses for our reps. Some courses are designed as advanced courses for senior reps. The course description gives you an outline of what the courses entail. If you are unsure whether you will benefit from attending these courses, please discuss this with your Regional Education Officer for advice as to whether to apply for such training. Please complete the national course application form or complete online at www.unitetheunion.org/education

Please note that the course numbers are limited and the National Education Department will confirm your place, travel and accommodation eight weeks before the course takes place. Unite is committed to making reasonable adjustments to ensure equal access to education courses for members with disabilities. Please complete the form setting out your disability access requirements and submit to the National Education Department with your application form. This programme includes our national equality leadership courses which are designed as a positive action measure to develop the leadership skills and provide a voice for underrepresented workers in our Union. Please take note of the eligibility requirements to attend these courses. Our National Women's Week is for Women members, and our National Black and Asian Reps Leadership Development course is for Black and Asian reps only. For more information about these courses please contact our National Equality Officers at equalities@unitetheunion.org and they will be able to assist you. National residential courses will begin 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.

This is the range of courses that we deliver:

- Organising & Bargaining in a Global Economy
- Organising for Equality in today's Workplace – Understanding the Equality Act 2010
- Organising and Bargaining at Work
- Advanced Negotiation Skills for Jobs and Jobs of the future
- Advanced Negotiation Skills for Decent Conditions
- Advanced Negotiation Skills for Pay
- Dignity at Work – Challenging Workplace Harassment, Discrimination & Bullying Violence and Abuse
- Environment Reps
- Dealing with Redundancy
- Pensions – Stage 2
- Disability Equality, Trade Unions and Work
- Black & Asian Members' Leadership Development
- Supporting LGBT+ Rights at Work
- Pre-Retirement Course
- Unite Retired Members' Education Course
- Young Members' Education Course

National Women's Week There will be four separate courses running:

- Course 1 - Understanding your Union and Getting Involved
- Course 2 - Women Organising in the Workplace
- Course 3 - Campaigning for Women in the Workplace
- Course 4 - Leadership Development for Unite Women

Note: Online virtual teaching will be delivered using Google Classroom or Zoom

Application:

To apply for courses please contact your education department either by using the below or scan the QR code:

Email: education.southeast@unitetheunion.org

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



15



unite EDUCATION

South East Regional Office

Slough

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

Regional Offices

Crawley

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

Maidstone

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

Oxford

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

Portsmouth

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

Southampton

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

External Training Venue

Slough

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

Apply online: www.unitetheunion.org/education

Email: education.southeast@unitetheunion.org

Or scan the QR code



facebook.com/UniteSERegion



twitter.com/unitesoutheast

