

# **LONDON & EASTERN REGION EDUCATION DEPARTMENT**

## **COURSE SCHEDULE UNITE OFFICES & ONLINE**

### **APRIL – AUGUST 2025**

#### **FOR COURSE BOOKINGS CONTACT THE EDUCATION DEPARTMENT:**

Please advise your name, membership number, course type(s), venue(s) and date(s) requested.

Email: [education.londoneastern@unitetheunion.org](mailto:education.londoneastern@unitetheunion.org)

Telephone: 020 8800 4281 (Option 4)

Online: [www.unitetheunion.org/education](http://www.unitetheunion.org/education)

Online booking form: <https://surveys.unitetheunion.org/230653263116853>

**MARGARET BOURNE  
REGIONAL EDUCATION ORGANISER  
(13-04-25)**



**Important training information for reps and activists**

Dear Colleague

Unite provides a first-class education provision. Courses are designed to empower you and give you the confidence to represent our members, as well as enhancing your personal development by learning new skills and knowledge. Unite – your Union remains ready to support you! We urge you to take advantage of the training that Unite offers so that together, we are prepared and confident to continue winning for our members – JOBS, PAY & CONDITIONS. We strive to ensure ‘Decent WORK, A Strong VOICE & Decent PAY’ for all members.

In this schedule, you will find both online and in-person courses to be held in Unite Offices. We understand that reps and branch officials have differing preferences/needs for online or in person courses - please be assured that we are committed to providing both options and we are planning more courses as the dual programme develops. Please feel free to attend courses interchangeably eg: reps that attend Workplace Reps Module 1A online may attend Module 1B in person and vice versa. If you have any learning needs/preferences eg, dyslexia, impaired hearing, impaired sight that you may need support with, please let us know so that Ruskin College/Unite can endeavour to assist you.

Courses are delivered by Ruskin College Tutors and/or Unite Specialists/Leaders – we aim to provide a relaxed and supportive environment. Some reps may feel daunted by the prospect of adult education, perhaps after years of absence from the classroom or negative childhood experiences. Please do not allow this to deter you. Please be encouraged as your passion and desire to help others is what we need and to be able to demonstrate your understanding.

Unite London & Eastern is proud of our richly diverse region and we are firmly committed to equality for all. We strongly encourage ALL reps and branch officials to attend equality & diversity courses/workshops as part of the region’s strategy to achieve our aims. We are ALL affected by equality issues! We encourage participation from the full diversity of our members, reps and branch officials, particularly from our under-represented groups of workers. Unite’s lay democracy structure is the foundation of our union. Unite policies are determined by members for members.

Whether you are attending a course for the first time as a newly elected rep or continuing your educational development through Unite, we look forward to welcoming you at a course.

Thank you for taking the time to train for your vital role and your continued endeavours in support of Unite members and their families.

Regards

Margaret Bourne  
**REGIONAL EDUCATION ORGANISER**  
**LONDON & EASTERN REGION**

**Privacy Statement - Information about Training and Education Courses**

For information about data processing of rep or member information on training and education course bookings see Unite’s full privacy policy.

Your data is covered by the Unite Privacy policy.

For more details visit: <https://unitetheunion.org/legal-information/privacy-policy/>

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.

Unite Office(s)			
Select from available venue(s)	12-16 May 30 June – 4 July	9-13 June 7-11 July	16-20 June

Course covers: Developing your skills and knowledge from module 1 - Examining your workplace risk assessments and evaluating them - Understanding health & safety audits and company accident statistics. Appreciate health and safety legislation including aspects of criminal & civil law.

Unite Office(s)  
Select from available venue(s) TBA

Course covers: Assessment of workplace action plan – Understanding COSHH and related hazards – Carrying out a workplace audit – Exploring manual handling and ergonomic risks – Creating a healthier work environment.

Unite Office(s)  
Select from available venue(s) TBA

Course covers: Assessment of workplace action plan – Understanding accidents and finding root cause – Investigation techniques – Managing risks and incidents

This new course has been designed to advance the knowledge of experienced reps and to raise their awareness of current legislation and the impact it has on our members to ensure that we can continue to win in the workplace.

Online                      TBA                      Also see national course schedule

## **WORKPLACE REPS – Module 1A (5 days)**

### **Essential for all new reps and an optional refresher course too**

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

Online                      12-16 May                      9-13 June                      30 June – 4 July  
                                  28 July - 3 August

Unite Office(s)  
 Select from available venue(s)                      28 April – 2 May                      19-23 May                      2-6 June

## **WORKPLACE REPS – Module 1B (5 days)**

### **For reps who have completed module 1A**

Course covers: Evaluating and assessing your experience since the part 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.

Online                      28 April–2 May                      19-23 May                      23-27 June  
                                  14-18 July                      11-15 August

Unite Office(s)  
 Select from available venues(s)                      TBA

## **WORKPLACE REPS – Module 2A (5 days)**

### **For reps who have completed module 1B**

Course covers: Improving confidence and knowledge in exploring, questioning and using employment law – Exploring research skills and developing 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 rights – Working as a team to develop collection actions.

Online                      2-6 June

Unite Office(s)  
 Select from available venue(s)                      TBA

## **WORKPLACE REPS – Module 2B (5 days)**

### **For reps who have completed module 2A**

Course covers: Rights to information – Workplace Rights – Collective Bargaining – Agreements – The Case for Collective Agreements – Planning for getting an agreement – Collective Bargaining and Negotiation.

Online                      7-11 July

Unite Office  
 Select from available venue(s)                      TBA

## **WORKPLACE REPS ADVANCED (5 days)**

### **For reps who have completed modules 1A/B and 2A/B**

This new course has been designed to advance the knowledge of experienced reps and to raise their awareness of current legislation and the impact it has on our members to ensure that we can continue to win in the workplace.

Online                      28 April – 2 May

## **BRANCH SECRETARIES & BRANCH OFFICIALS (5 days)**

Online

12-16 May

21-25 July

This course is open to Branch Secretaries, Branch Treasurers, Branch Secretaries and Branch Equality Officers. The concept of this course is to develop Branch Officials by providing them with the knowledge and skills to nurture their passion to drive forward the ideology of our union, to develop our activist base to grow and strengthen our membership. This course is essential for new Branch Secretaries and Officials, and for those that have not attended for some years and require a refresher. The course covers:

- 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 Work, Voice, Pay strategy and the crucial role that the branch plays;
- Branch Portal
- setting out a local 'strategy for growth' for recruitment, retention and participation in branch life.
- Chairing Meetings & Organising Skills

Any Branch Secretary who experiences difficulty in obtaining paid release to attend this course should contact their Regional Officer. Please contact the Education Department for more information.

## **BRANCH FINANCE (TREASURER) SKILLS (1 day)**

Online

14 May

23 July

The purpose of this one-day briefing is to equip our branch treasurers and branch officials with the skills they need to effectively administer branch finances.

## **BRANCH PORTAL TRAINING (2 hours)**

Online

14 May (1.30 - 3 pm)

13 June (10 – 11.30 am)

The branch portal allows elected branch officials access their branch's membership data from our membership system. Elected Branch officials can view and amend their branch details, their members' detail and view all branch notifications and also communicate with members securely and receive responses. This briefing will guide users in these processes. The main session will last approximately one hour, there will be an opportunity for Q&As.

## **BRANCH CHAIRING & ORGANISING SKILLS (1 day)**

Online

16 May

25 July

The purpose of this one-day briefing is to equip our branch secretaries and branch officials with the skills they need to effectively Chair Unite meetings. Chairing meetings, especially union meetings, can be a difficult and demanding job. Union meetings are often full of larger than life individuals, people with a great deal of knowledge, experience and passion. Sometimes that passion can take over and without realising it meetings can become dominated by a few individuals with quieter people feeling excluded. Union meetings are also often beset by old traditions and language which can make them less accessible to younger workers or those from different cultural and ethnic backgrounds.

Unite meetings need to be chaired by activists who are progressive and skilled at driving exciting enthusiastic meetings for our union which encourage high levels of participation and have clear actions emanating from them. This course includes ideas on setting up meetings and ensuring arrangements are inclusive, made for members with disabilities to be able to attend and taking into account different requirements of other groups of potential attendees. We want Unite meetings to be enjoyable and productive. This training package should help to ensure that is the case and is particularly suitable for people involved in organising and chairing workplace or branch meetings.

## **EQUALITY & DIVERSITY (5 Days)**

Online

16-20 June

4-8 August

Unite Office(s)

21-25 July

This essential course is designed to give all Unite Reps and branch officials 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 the perception of equality and diversity. Decide how best to support workers in response to new equality legislation and develop equality policies and practice. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

## **EQUALITY WORKSHOPS (1 day – select from available options) Online via Unite Zoom**

These workshops are an interactive support to our current Equality Campaigns, ensuring that reps and branch officials have the knowledge and tools to push equalities up bargaining and organising agendas and to have all the support you need to represent members and organise on equality issues at work. These workshops are open to all Unite reps. If you are an equality rep, health and safety rep, workplace rep or branch officer, equality issues are dealt with by us all. Please bring a copy of your relevant workplace equality policies (eg: equality, diversity, inclusion) for self-review.

- **EQUALITY WORKSHOP – NEGOTIATING REASONABLE ADJUSTMENTS (1 day)**

17 November

Equality law recognises that bringing about equality for disabled people may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support for a disabled worker. Disabilities can be visible and invisible. The duty for employers to make reasonable adjustments aims to make sure that a disabled person has the same access to everything that is involved in getting and doing a job as a non-disabled person, as far as is reasonable. This course will cover what can be defined as a disability under the Equality Act, and how to support a member in gaining reasonable adjustments from an employer, and how to signpost members for support outside of the workplace. This interactive workshop includes: The law around disability at work; What are reasonable adjustments? Recent tribunal cases and improving workplace policies. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **NEURODIVERSITY & HIDDEN DISABILITY AWARENESS (1 day)**

18 November (tbc)

This course will help us to understand the term neurodiversity and recognise non-visible disabilities. We will explore the barriers that colleagues with non-visible disabilities face in the workplace. The course will also provide an overview of equality law and the need for reasonable adjustments by exploring how we can support individual members facing issues at work. We will also look at dealing with disability as a collective issue by negotiating supportive workplace policy and procedures. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – MENOPAUSE/ANDROPAUSE AWARENESS (1-2 hrs)**

15 May (1.30 pm - 3.30 pm)

These short sessions are usually held during the lunch break so that reps can attend as they are able. Ideally commence at start of the session and leave when you need to. The main session will last approx. one hour and Q&As in the last hour. We also offer bespoke sessions upon request – please contact us for more information.

- **WORKSHOP – MENOPAUSE AWARENESS – A WORKPLACE ISSUE (1 day)**

7 May

This extended workshop is designed to raise awareness of the issues that members affected by the menopause experience and the impact on their attendance, health & safety and performance at work. This workshop will look at recent tribunal cases and the law to discuss and develop action plan to organise and tackle the issues collectively to ensure that this issue is placed on the bargaining agenda. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review

- **WORKSHOP – TACKLING SEXUAL HARASSMENT IN THE WORKPLACE (1 day)**

8 May

26 September

Unite campaigns for healthy, safe workplaces and working lives for all and is opposed to all forms of harassment at work including sexual harassment. This workshop is designed to identify different forms of sexual harassment and to develop strategies to prevent its occurrence in the workplace and to organise to ensure that all workers are treated with dignity and respect in the workplace. Please bring a copy of your relevant workplace equalities policies (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – WOMEN’S HEALTH, SAFETY & WELLBEING (1 day)**

9 May

In workplaces where mainly or only women work, hazards are often unrecognised or under-researched and differences between workplace health issues for women are often insufficiently addressed. Unite campaigns for healthy, safe workplaces and working lives for all. This one day workshop will examine specific women’s issues including: pregnancy, fertility, menopause, PPE, domestic violence and abuse; TUC Gender health and safety checklist; Data and science – the shortcomings. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – ORGANISING AROUND BULLYING & HARASSMENT (1 day)**

27 May (Updated)

Bullying at work is a widespread problem, which affects an estimated two million people in the UK each year and results in the loss of some 18.9 million working days due to stress related illnesses. Many members who find themselves being bullied at work are reluctant to come forward and speak out. The likelihood is if a members in your workplace is being bullied, the bully is not just targeting this one person, it is therefore vital that union reps are pro-active about bullying in workplaces, not just taking them one case at a time. This workshop will include: look at what constitutes bullying and harassment in the workplace, why it is a health and safety issues, what the law states; dealing with individual cases and how we can organise to tackle bullying. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – MEN’S HEALTH, SAFETY & WELLBEING (1 day)**

27 May (1 day)

or

28-30 May (3 days)

There are two options available that can be attended independently. One day provides an overview of the issues that men experience. The three-day option provides an opportunity to look more extensively at the issues. There is increasing evidence that health improvement initiatives in the workplace are not only effective at engaging men but are also welcomed and valued by men. On average, men spend far more of their lives, away from home in the workplace and are more likely to work full time. This workshop will look at the statistics and highlight of the issues that male colleagues experience including: andropause, suicide, heart disease, mental health challenges and dispelling the ‘man up’ culture which can have an impact on performance, health & safety and attendance at work. This workshop will raise awareness to develop an action plan to organise and tackle the issues collectively. Unite campaigns for healthy, safe workplaces and working lives for all. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.



- **WORKSHOP – LGBT+ AWARENESS IN THE WORKPLACE (1 day)** 21 July

This course is designed to raise awareness of the issues that our colleagues in the LGBT+ community face. We will be looking at the history of LGBT+ rights; explore terminology and language; identify barriers faced by LGBT+ colleagues in the workplace and examine support for individual members facing issues at work by being an active ally and through rep support. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

- **WORKSHOP – DOMESTIC ABUSE – A WORKPLACE ISSUE (1 day)** 25 September

The effects of domestic violence/abuse can have an impact on performance, health & safety and attendance at work. This interactive workshop covers: Why is domestic violence/abuse a workplace issue? Definitions – violence, abuse and coercive control – eg, financial and emotional; Supporting individual members; Absence and productivity; Negotiating a policy. This course is suitable for all workplace, H&S, equality reps and branch officers. Please bring a copy of your relevant workplace equality policies (eg: equality, diversity, inclusion) for self-review.

- **WORKSHOP – HARMFUL GAMBLING (1 day)** 6 October

Unite recognises the devastating impact that gambling can have on individuals and their families. What can start as a harmless 'flutter' can very quickly spiral out of control as people are trapped by the many enticing advertisements or become desperate to supplement their income, particularly during the cost-of-living crisis. The consequences are far reaching and can affect a person's general wellbeing, attendance and performance at work, and beyond within society. This workshop will raise awareness of the many issues and explore how to support members. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – TACKLING RACISM IN THE WORKPLACE (1 day)** 13 October

Within our movement it is now widely accepted that race equality is a key trade union issue. Trade unions have a crucial role to play in helping to create working conditions that are fair to all workers – including Black, Asian and ethnic minority workers. The Equality Act 2010 provides protection for our members from racism and harassment and the opportunity to promote race equality. This course aims to build on good practice and assist in developing policies as part of our bargaining agenda on race equality in the workplace. We want to ensure that all negotiators have as much support as possible in understanding and dealing with racism and harassment, but also to create a climate in the workplace that welcomes diversity and positively promotes good race relations. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – WORKPLACE STRESS (1 day)** 30 October

Unite is campaigning against workplace stress and to prevent workplace discrimination for people who have a mental health condition. This workshop outlines the legal responsibilities of the employer to tackle stress at work. We will cover: The scale of the problem; The HSE Stress Management Standards; Risk Assessment and the role/rights of the H&S reps, workplace reps, equality reps and branch officials. This course will also cover why it is important to explain to members that our role as Unite reps is to provide representation on issues relating to employment. It is essential that reps do not provide counselling or health advice to members as reps and to use the information provided to ensure our members can access health advice and support where necessary. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review

- **WORKSHOP – FLEXIBLE & FAMILY FRIENDLY WORKING (1 day)** 31 October

This workshop explains the current legal situation around flexible working and time off for parents and carers. This workshop will help you to present a case for your members and explore how to negotiate a family friendly policy for our members. We look at model policies and best practice in the workplace. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.



- **WORKSHOP – EQUAL PAY (1day)**

21 November

It is vital that equal pay is at the centre of collective bargaining. Unite reps have a key role in ensuring that progress is made towards closing the gender pay gap which will take a mere 38 years to close at the current rate of 'progress', as well as the ethnicity pay gap where experiences differ according to minority groups. The pay gap also impacts members with disabilities and LGBT+ members. This workshop will help you put together an equal pay plan for your workplace. You will learn how to carry out Equal Pay Audits; Bargain for Equal Pay and review lessons learned from the Single Status Equal Pay Law. You will also explore some recent case law updates and their implications for trade unions. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

- **WORKSHOP – UNCONSCIOUS BIAS AWARENESS (1 day)**

**TBA Please express your interest**

How a person thinks can depend on their life experiences and sometimes they have beliefs and views about other people that might not be right or reasonable – known as 'unconscious bias' (ACAS). This workshop will raise awareness of the impact of unconscious bias and how various individual and structural biases can impact negatively on other people, eg: due to their gender, age, race or disability. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

## **MENTAL HEALTH AWARENESS (5 days)**

Online 4-8 August  
Unite Office TBA

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 Law and how it applies to people with mental health illnesses. This training will enable you to develop a strategy to deal with workplace mental health issues and ensure employees are not discriminated against. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

## **DEALING WITH DISCIPLINARIES & GRIEVANCES**

Online 9-13 June  
Course outline to follow.

## **EMPLOYMENT LAW & INDUSTRIAL RELATIONS (5 days)**

Online 23-27 June

The course is to build on the knowledge of the workplace rep's giving a greater understanding of the law and how the law can be applied in everyday workplace situations.

It will develop and consolidate the rep's research skills in finding out the legal provisions and how this impacts upon members in the workplace. Further applying representational, organising and collective bargaining skills when dealing with management. You will evaluate different workplace situations and how the law applies on a practical basis in everyday industrial relations. You will review changes and challenges to workplace rights and explore what needs to be done in relation to your union and workplace situation.

This challenging course is designed for experienced reps who have completed a broad range of Unite courses to advanced level, including Workplace Reps to level 2B/Advanced; Health & Safety to level 2B/Advanced. In addition you will need to have completed the 5 day Equality & Diversity course.

## ENVIRONMENTAL AWARENESS IN THE WORKPLACE (5 days)

Online 16-20 June

This course is designed for Unite Environmental Reps, Workplace Reps, H&S reps, equality reps, Union Learning Reps and branch officials. The course provides a comprehensive overview of environmental definitions and factors in the workplace; standards and legislation, environmental impact mapping, handling environmental issues and presenting information. This course will also enable understanding of 'Just Transition' - A comprehensive and broad strategy put forward by the global trade union movement to protect those whose jobs, incomes and livelihoods that are at risk because of climate policies. (TUC definition). Sharon Graham, Unite General Secretary *"We must invest in Workers Plc and a Workers' Transition"* (see Unite Facts & Figures Publication 12-10-24)

## LEGAL BRIEFINGS

These popular sessions are delivered by Unite L&E Legal Team via Unite Zoom Link. Sessions are informal and there is no requirement for coursework.

### UNITE ZOOM LINK

16 May	10am – 1pm	Employment Status, Types of Dismissals and Employment Tribunal Claims
20 June	10 am – 1pm	Disciplinary Procedures and Misconduct Dismissals
18 July	10 am – 1pm	Capability Procedures & Dismissals
18 July	9.30 am-11 am	GDPR
18 July	11am-12.30pm	Insolvency
19 September	10 am – 1pm	Redundancy & the Law
17 October	10 am – 1pm	Discrimination & the Equality Act
14 November	9.30 am - 11am	GDPR
14 November	11 am-12.30pm	Insolvency

## NEGOTIATING SKILLS (5 days)

Online 30 June – 4 July

This course is aimed at workplace reps who negotiate and bargain with their employers on union matters. This course provides reps with the skills to select, prepare and use the best negotiating and bargaining strategies when taking part in negotiation.

## ORGANISING BUS SCHEDULES (5 days)

Online/Unite Regional Office 28 July – 2 August (updated)

Please advise your preference

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. The 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

Please bring your schedule agreement to the course for self-review.

## **ORGANISING FOR A FOUR-DAY (SHORTER) WORKING WEEK (1 day)**

23 April 2025      Online meeting: 6.30–8.00 pm

Online Please express your interest

This pilot workshop is designed for reps and branch officials who are interested in campaigning on and winning a four-day (shorter) working week, with no loss of pay.

### **Course Objectives**

- Inform – provide details on what the four-day week is and why it makes for a good workplace campaign.
- Personalise – get thinking about your own workplace – which issues might a 4-day week respond to, what obstacles might be in the way?
- Practice – in groups, engage with core organising skills and learn how they relate to a 4-day week campaign.
- Develop – work on the building blocks of an actual campaign so that every rep leaves with a plan for how to go back to their workplace and begin the drive towards a 4-day week.
- Understand Unite's Equality for all principles for implementation
- Provide an overview of some of the key organising strategies to support workplace campaigns including: the Organising Cycle; Work-Voice-Pay Strategy, using the WVP Portal.

## **ORGANISING TO WIN THE WORKPLACE (1 day)**

Online July (TBC) Please express your interest

5 July @ Ruskin Anglia, Cambridge

This workshop is designed to advance the skills and knowledge of all experienced and newly elected reps and branch officials, so that we can continue to work together to win for our members.

This workshop will provide an overview of some of the key organising strategies for growth including: the Organising Cycle; Work-Voice-Pay Strategy, using the WVP Portal; accessing agreements and templates; organising around Health & Safety; organising around Equality; effective communicating methods to ensure that the collective and industrial voice of our members is heard; membership retention as well as other organising initiatives. This workshop will build on the introductory sessions that are provided on initial courses for new activists; as well as providing a refresher for experienced reps and branch officials who have not attended training for some time.

## **PENSIONS STAGE 1 (5 days)**

Online

2-6 June

20-24 October

Unite Office(s)

Select from available venues(s)

TBA

Pensions are an integral part of Jobs, Pay & Conditions which are often overlooked or compromised due lack of awareness, diminishing available schemes or even the cost-of-living crisis. Pensions should be high on the wage claim as they represent deferred wages. We strongly recommend all reps and branch officials attendance to enable effective collective bargaining to avoid poverty in retirement. eg: As a result of Women, BAEM, Disabled and LGBT+ Pay gaps, these people will experience an increased detrimental impact; absence from work due to maternity, ill health or industrial death. This is an essential course to support the region's strategy for equality in work and in retirement.

This course is designed to provide an understanding of pensions to enable reps and branch officials to develop their representational skills in basic pension provisions. As the prospect of retirement at a reasonable age seems further and further away, good pension arrangements are more important than ever, whether provided by employers, the Government or a combination of the two.

In a world of change, can you prevent a change in pension arrangements from turning out to be a disaster? Is your pension at work good enough and, if not, what can you do about it? Is there a threat of your scheme closing, as many have others have done, and, if there is, can closure be prevented? And what about the State pension, auto-enrolment and NEST (National Employment Savings Trust)? What's going on? - What can you do about it? This just what this Pensions introductory course is all about. Sign up and make sure that you are in the know. Please bring a copy of your scheme handbook and annual benefit statement for self-review.

## **POLITICAL WEEKEND SCHOOL (3 days)**

5-7 September

Unite Norwich Office

This weekend school is designed to be an opportunity for you to come together with other members to consider the key political and economic issues locally and nationally, as well as developing political skills. On completion of the course, you will:

- Have a better understanding of the policy positions of Unite
- Better understand the political role of trade unions
- Better understand the way in which the economy works
- Better understand how Unite operates in the political sphere
- Feel more confident speaking publicly on political issues to change opinions
- Better understand how to counter far-right narratives
- Have an awareness of the main campaigning/political issues that are important to Unite members nationally and locally, and how you can get involved
- Have a better understanding of where you can direct your activism.

We welcome applications from all members and reps, particularly from our under-represented groups of workers. On receipt of your expression of interest, you will be sent an application form for completion for consideration of a firm place on the course. (For further information: [unitepolitics@unitetheunion.org](mailto:unitepolitics@unitetheunion.org))

## **REDUNDANCY**

**Online**      **Please express your interest**

Workplace Reps facing redundancies or Reps wanting to gain further knowledge of redundancy issues will find this course useful. This course provides reps with the legal framework to confront a redundancy situation. 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.

## **UNION LEARNING REPS – STAGE 1 (5 days)**

**Online**      **19-23 May**

This course is designed to be the core initial training for all new Unite Union Learning Reps (ULRs) and is an ideal refresher for experienced reps too. It helps them develop the basic knowledge and skills needed as a new rep to enable them to develop the skills and knowledge of colleagues in the workplace. The course forms a solid foundation for the new ULR to develop their skills and their own personal development.

## **WORKING CLASS HISTORY WALK**

- **INTERNATIONAL WORKERS' MEMORIAL DAY WALK**

**Sunday 27 April @ 1pm**

Mark International Workers Memorial Day with a walk exploring the industrial past of the Southbank. What were the hazards and health and safety issues affecting workers? How were these challenged through trade union organising, campaigning and legislation? What are the modern-day health and safety challenges for workers in the 21st century?

This Working Class History Walk in London will be led by a trade unionist and accredited walk guide. Find out about our past struggles and how these equate to our current day challenges.

**Important training information for reps and activists**

**ONLINE COURSE SCHEDULE      APRIL – AUGUST 2025**  
**AT A GLANCE – REP PLANNER'**

COURSE / MONTH	APR	MAY	JUN	JUL	AUG
Branch Secretaries & Branch Officials	~~~	12-16 May	~~~	TBA	~~~
Branch Finance (Treasurer) Skills	~~~	14 May	~~~	TBA	~~~
Branch Chairing & Organising Skills	~~~	16 May	~~~	TBA	~~~
Branch Portal Skills	~~~	14 May	13 Jun	~~~	~~~
Building Involvement in your Union (Various)	~~~	~~~	~~~	~~~	~~~
Capability Procedures & Dismissals	~~~	~~~	~~~	18 Jul	~~~
Dealing with Grievances & Disciplinarys	~~~	~~~	9-13 Jun	~~~	~~~
Disciplinary Procedures and Misconduct Dismissals	~~~	~~~	20 Jun	~~~	~~~
Employment Law & Industrial Relations	~~~	~~~	23-27 Jun	~~~	~~~
Environmental Awareness in the Workplace	~~~	~~~	16-20 Jun	~~~	~~~
Equality & Diversity	~~~	12-16 May	~~~	15-19 Jul	5-9 Aug
Employment Status, Types of Dismissals, Employment Tribunal Claims	~~~	16 May	~~~	~~~	~~~
Exploring a Four Day (Shorter) Working Week	~~~	19 May	~~~	~~~	~~~
Getting Involved in your Union (Various)	~~~	~~~	~~~	~~~	~~~
Health & Safety Reps 1A	~~~	12-16 May	23-27 Jun	28 Jul-1 Aug	~~~
Health & Safety Reps 1B	~~~	2-6 Jun	~~~	14-18 Jul	11-15 Aug
Health & Safety Reps 2A	~~~	~~~	2-6 Jun	~~~	~~~
Health & Safety Reps 2B	7-11 Apr	~~~	~~~	7-11 Jul	~~~
LGBT+ Awareness in the Workplace	~~~	~~~	~~~	21 Jul	~~~
Menopause & Andropause Awareness (2hrs)	3 Apr	15 May	~~~	~~~	~~~
Menopause – A Workplace Issue (1 day)	~~~	9 May	~~~	~~~	~~~
Mental Health Awareness	~~~	~~~	~~~	~~~	4-8 Aug
Men's Health, Safety & Wellbeing (1 day)	~~~	27 May	~~~	~~~	~~~
Men's Health, Safety & Wellbeing (3 day)	~~~	28-30 May	~~~	~~~	~~~
Negotiating Reasonable Adjustments	~~~	~~~	~~~	~~~	~~~
Negotiation Skills	~~~	~~~	30 Jun-4 July	~~~	~~~
Neurodiversity & Hidden Disabilities	~~~	~~~	~~~	~~~	~~~
Organising around Bullying & Harassment	~~~	27 May	~~~	~~~	~~~
Organising Bus Schedules	~~~	~~~	~~~	28 Jul – 2 Aug	~~~
Organising to Win in the Workplace	~~~	~~~	~~~	TBA	~~~
Pensions Stage 1	~~~	~~~	2-6 Jun	~~~	~~~
Tackling Sexual Harassment in the Workplace	~~~	8 May	~~~	~~~	~~~
Union Learning Reps Stage 1	~~~	19-23 May	~~~	~~~	~~~
Women's Health, Safety & Wellbeing	~~~	8 May	~~~	~~~	~~~
Workplace Reps 1A	28 Apr – 2 May	12-16 May	9-13 Jun	28 Jul -1 Aug	~~~
Workplace Reps 1B	28 Apr – 2 May	19-23 May	TBA	14-18 Jul	11-15 Aug
Workplace Reps 2A	~~~	~~~	2-6 Jun	~~~	~~~
Workplace Reps 2B	7-11 Apr	~~~	~~~	7-11 Jul	~~~
Workplace Reps Advanced	28 Apr-2 May	~~~	~~~	~~~	~~~
Unconscious Bias	~~~	TBA	~~~	~~~	~~~



**Important training information for reps and activists**

**UNITE OFFICE COURSE SCHEDULE      APRIL – AUGUST 2025**  
**‘AT A GLANCE – REP PLANNER’**

**HEALTH & SAFETY REPS – MODULE 1A**

Norwich District Office	12-16 May
Heathrow District Office	9-13 June
Chelmsford District Office	16-20 June
Peterborough District Office	16-20 June
Luton District Office	30 June – 4 July
Regional Office (Ron Todd House)	7-11 July

**HEALTH & SAFETY REPS – MODULE 1B, 2A, 2B**

	Dates to follow
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**WORKPLACE REPS – MODULE 1A**

Heathrow District Office	28 April – 2 May
Chelmsford District Office	19-23 May
Peterborough District Office	19-23 May
Regional Office (Ron Todd House)	2-6 June

**WORKPLACE REPS – MODULE 1B, 2A, 2B**

	Dates to follow
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**EQUALITY & DIVERSITY**

Regional Office (Ron Todd House)	21-25 July
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**EXPLORING A FOUR DAY (SHORTER) WORKING WEEK (1 day)**

Regional Office (Ron Todd House)	Please express your interest
Norwich District Office	Please express your interest

**MENTAL HEALTH AWARENESS**

	Dates to follow
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**ORGANISING TO WIN IN THE WORKPLACE**

Ruskin Anglia, Cambridge	5 July (contact <a href="mailto:mark.sandell@unitetheunion.org">mark.sandell@unitetheunion.org</a> )
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**ORGANISING BUS SCHEDULES**

Regional Office (Ron Todd House)	28 July – 2 August
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**REGIONAL POLITICAL SCHOOL**

Norwich District Office	5-7 September
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**INTERNATIONAL WORKERS’ MEMORIAL DAY WALK**

London Borough of Southwark	27 April @ 1pm
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For information on Unite Office addresses: <https://london-east.unitetheunion.org/contact-us>  
(Click or cut and paste into your web browser)  
Please indicate your chosen course venue clearly in your application

## COURSE INFORMATION

### COURSE DELIVERY

Courses are delivered by Ruskin College tutors and/or Unite specialists/leaders, using collective and collaborative approaches to teach trade union education, including blended learning, tutor led sessions, breakout rooms for group study and independent learning. Courses will run from 9.30am – 4.30pm (unless stated) with regular refreshment and comfort breaks. There are no formal exams. Online courses use online and offline approaches to complete activities to avoid long periods on the screen, via Ruskin College – Virtual Google Classroom or via Unite Zoom Link.

### COURSE EQUIPMENT

For online courses via Ruskin College – Google Classroom - It is essential that you follow the guidance provided with your enrolment link. You will need a PC or laptop with a working camera, microphone and speakers or an appropriate headset. Using an iPad or tablet is not recommended and provides poor results. Mobile Phones may not be used.

### UNITE EDUCATION OFFER

Click or cut and paste into your web browser to view a short film: Unite Education Offer  
<https://www.youtube.com/watch?v=PY6xzwLXpjq>

### UNITE REP'S ASSISTANCE PROGRAM

Click or cut and paste into your web browser to view a short film:  
<https://www.unitetheunion.org/repmentalhealthfilm>

This resource has been developed in consultation with Unite reps to help deal with the stress, anxiety and other mental health issues. This specialist service will ensure that mental health professionals are on hand to offer support 24 hours a day, the service is available to Unite reps.

### 'MY UNITE' ONLINE ACCOUNT

Members can create/access their own Unite online account using their own email address and membership number via: [www.myunite/unitetheunion.org](http://www.myunite/unitetheunion.org). This enables members to update/view some contact and personal information including: name, address, contact number, email, equality monitoring and mailing preferences. Members will also find a range of information including their branch secretary and local Unite office/officer details. Alternatively, members should contact their local Unite office or branch secretary to update their record. This will help us to communicate more effectively so that we are targeting and allocating our resources appropriately, to ensure that our structures reflects and represents the full diversity of our membership.

### RESOURCES - QUICK LINKS

There are a wide-range of resources on the Unite website to support you, including the following quick links:

- [www.unitetheunion.org/education](http://www.unitetheunion.org/education)
- [www.learnwithunite.org](http://www.learnwithunite.org)
- [www.unitetheunion.org/umwep/](http://www.unitetheunion.org/umwep/)
- [www.unitetheunion.org/equalities](http://www.unitetheunion.org/equalities)
- [www.unitetheunion.org/work-voice-pay/](http://www.unitetheunion.org/work-voice-pay/)
- [www.unitelegalservices.org](http://www.unitelegalservices.org)
- [www.resources.unitetheunion.org/unite-at-work-bargaining-support/health-and-safety](http://www.resources.unitetheunion.org/unite-at-work-bargaining-support/health-and-safety)
- [www.unitetheunion.org/why-join/member-offers-and-benefits/member-offers](http://www.unitetheunion.org/why-join/member-offers-and-benefits/member-offers)
- [www.myunite/unitetheunion.org](http://www.myunite/unitetheunion.org)
- [www.unitetheunion.org/repmentalhealthfilm](http://www.unitetheunion.org/repmentalhealthfilm)
- <https://activistemail.unitetheunion.org> to apply for a Unite email address
- Email: [mailroom@unitetheunion.org](mailto:mailroom@unitetheunion.org) for Publications/Supplies/posters etc
  - External Links
    - [www.lrd.org.uk](http://www.lrd.org.uk) Labour Research Department publications
    - [www.thompsonstradeunion.law](http://www.thompsonstradeunion.law) Subscribe to free labour law updates

## **UNITE THE UNION – NATIONAL WOMEN'S NATIONAL WEEK 17-22 AUGUST 2025**

National Women's Week is a national education course which covers the diversity of Unite women members', whom attend a positive learning environment to share experiences and views, listen to key speakers and learn more about issues facing women in the workplace, with the help of experienced women tutors who are also trade unionists.

These courses provide an opportunity for women to develop and enhance their already amazing skills. There are four courses available providing a fantastic opportunity for women to: build on their confidence, personal skills, knowledge and development; to support and represent members within the workplace; progress within Unite structures and the wider movement.

**This week is dedicated to women - for women, about women and by women.  
JOIN US!**

Please select **one** course from the following four options:

- **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.

- **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.

Your course can be booked:

- by using the online booking service at: [www.unitetheunion.org/education](http://www.unitetheunion.org/education)
- by cutting and pasting the link below into your web browser:

<https://unitetheunion.org/why-join/member-services/education/training-and-courses/>

*For more information on Unite Equalities please visit: [www.unitetheunion.org/equalities](http://www.unitetheunion.org/equalities)*

<b>YOUNG MEMBERS' POLITICAL WEEKEND</b>	9-11 May
<b>ADVANCED NEGOTIATION SKILLS</b> (Select One) <ul style="list-style-type: none"> <li>• Advanced Negotiation Skills for Jobs and Jobs of the future</li> <li>• Advanced Negotiation Skills for Decent Conditions</li> <li>• Advanced Negotiation Skills for Pay</li> </ul>	12-16 May
<b>ORGANISING AND BARGAINING COURSES</b> (Select one) <ul style="list-style-type: none"> <li>• Organising and Bargaining for Equality</li> <li>• Organising, Bargaining &amp; Campaigning at Work</li> <li>• Organising and Bargaining in Mental Health</li> </ul>	2-6 June
<b>HEALTH &amp; SAFETY ADVANCED COURSES</b> (Select one) <ul style="list-style-type: none"> <li>• Incident Management</li> <li>• Risk Assessment for New Methods of Working</li> <li>• Refresher course for Experienced Health and Safety Reps</li> <li>• Organising around Health, Safety and Wellbeing</li> </ul>	16-20 June
<b>BLACK &amp; ASIAN MEMBERS' LEADERSHIP DEVELOPMENT</b>	16-20 June
<b>NATIONAL WOMENS' WEEK</b> (Select One) <ul style="list-style-type: none"> <li>• Understanding Your Union &amp; Getting Involved</li> <li>• Women Organising in the Workplace</li> <li>• Campaigning for Women in the Workplace</li> <li>• Leadership Development for Unite Women</li> </ul>	17-22 August
<b>WORKPLACE REPS NATIONAL SCHOOL</b> (Select One) <ul style="list-style-type: none"> <li>• Dignity at Work – Challenging Workplace Harassment, Discrimination &amp; Bullying</li> <li>• Pensions – Stage 2</li> <li>• Refresher course for Experienced Reps</li> <li>• Advanced Leadership Skills</li> </ul>	1-5 September
<b>BLACK &amp; ASIAN MEMBERS' POLITICAL WEEKEND</b>	12-14 September
<b>ORGANISING AND BARGAINING FOR EQUALITY</b>	20-24 October
<b>WORKPLACE REPS ADVANCED</b> (Select One) <ul style="list-style-type: none"> <li>• Advanced Leadership Skills</li> <li>• Organising, Bargaining and Campaigning</li> <li>• The Law at Work</li> <li>• Advanced Negotiations Skills</li> </ul>	3-7 November

Application form link: (cut and paste below into your web browser)

<https://www.unitetheunion.org/why-join/member-services/education/training-and-courses/education-course-enrolment/>

For further information on National Residential Courses:

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