



CHANNEL ISLANDS

# Education



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

COURSE PROGRAMME 2024/25



## A Message for Unite Members

Welcome to the 2024/25 Unite Channel Islands Education brochure. 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.

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 training pathway for each discipline, with courses split into four modules, with each module running over a three-day period. You will require paid release and courses will be delivered during the week from 09.30am – 16.30pm in the classroom or where indicated, online. Paid facility time should be available from your employer to attend the course, should you have any difficulties, contact your 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. To apply please contact us by email [education.channelislands@unitetheunion.org](mailto:education.channelislands@unitetheunion.org) or by phone on 01481 248 800. Alternatively, you can view all of our course dates online at: [www.unitetheunion.org/education](http://www.unitetheunion.org/education). We run a unified programme across the Channel Islands, meaning that it doesn't matter which venue you chose to attend.

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 take the opportunity to engage with our Education programme.

In Solidarity,

**JAMES MARTIN**

Regional Education Officer



James Martin

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To apply please contact us by email  
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or by calling 01481 248 800. Alternatively,  
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## Workplace Representatives

### STAGE 1

Duration: 3 consecutive days

#### Course Description:

Unite Reps are the bedrock of everything we do. This course will enable you to understand and carry out the key elements of your role as a workplace representative, broad but insightful, looking at discipline and grievance processes, union recruitment, organising and communications with both the employer and membership. The course will also look at the various support and resources available to help you to deliver on behalf of your members.

Venue	Start	End
Guernsey*	05 November 2024	06 November 2024
Jersey*	19 November 2024	20 November 2024
Jersey	25 February 2025	27 February 2025
Jersey	17 June 2025	19 June 2025

## Workplace Representatives

### STAGE 2

Duration: 3 consecutive days

#### Course Description:

Unite Reps are the bedrock of everything we do. This course will enable you to understand and carry out the key elements of your role as a workplace representative, broad but insightful, looking at discipline and grievance processes, union recruitment, organising and communications with both the employer and membership. The course will also look at the various support and resources available to help you to deliver on behalf of your members. Part of this course is designed to assist representatives involved in negotiations and bargain on behalf of the membership over pay, terms and conditions. This will enable you to gain confidence in the development of pay claims, counter proposals, and to present on behalf of the collective group their aspirations and views on matters affecting the collective or individual members. We will explore a range of the tools, techniques and tactics that can be utilised in negotiations, and how to engage our members and keep their support throughout the process.

Venue	Start	End
Guernsey	03 September 2024	05 September 2024
Guernsey	28 July 2025	30 July 2025
Jersey	11 March 2025	13 March 2025

## Workplace Representatives

### STAGE 3

Duration: 3 consecutive days

#### Course Description:

This course is designed for representatives to enhance knowledge of negotiations and all forms of bargaining on behalf of the membership, such as on pay, terms and conditions. This course will enable you to gain confidence in the development of pay claims, counter proposals, and to present on behalf of the collective group their aspirations and views on matters affecting the collective or individual members. We will explore a range of the tools, techniques and tactics that can be utilised in negotiations, and how to engage our members and keep their support throughout the process.

Venue	Start	End
Guernsey	17 September 2024*	18 September 2024*
Jersey	01 October 2024*	02 October 2024*
Jersey	04 February 2025	06 February 2025

## Workplace Representatives

### STAGE 4

Duration: 3 consecutive days

#### Course Description:

This advanced course is designed for reps who have completed previous modules.

This course covers:

- Planning, Organising and campaigning for Trade Union Reps
- Developments in employment
- Recognising, negotiating and evaluating workplace issues and priorities.
- Understanding key aspects of union principles, structure and resources
- Unite and internationalism

Venue	Start	End
Guernsey	01 July 2025	03 July 2025



## Health and Safety Representatives

### STAGE 1

Duration: 3 consecutive days

#### Course Description:

These are essential courses for all new Unite Health and Safety Representatives. They are 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 a variety of other aspects affect the working lives, health, safety and welfare of working people. The courses 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
- 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
- Mapping the workplace

Venue	Start	End
Guernsey	24 September 2024	26 September 2024
Guernsey	04 March 2025	06 March 2025
Jersey	22 July 2025	24 July 2025

## Health and Safety Representatives

### STAGE 2

Duration: 3 consecutive days

#### Course Description:

These are essential courses for all new Unite Health and Safety Representatives. They are 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 a variety of other aspects affect the working lives, health, safety and welfare of working people. The courses covers:

- 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
- Mapping the workplace

Venue	Starts	Ends
Guernsey	08 April 2025	10 April 2025
Jersey	26 November 2024	28 November 2024
Jersey	24 June 2025	26 June 2025

## Health and Safety Representatives

### STAGE 3

Duration: 3 consecutive days

#### Course Description:

This course is an advanced course designed for Reps who have completed previous Health and Safety modules.

The course covers:

- Assessment of workplace action plan
- Understanding Substances Hazardous to Health and related hazards
- Carrying out a workplace audit
- Manual handling and ergonomic risks
- LEV systems
- Fire Regulations
- Creating a healthier work environment

Venue	Starts	Ends
Guernsey	11 February 2025	13 February 2025

## Health and Safety Representatives

### STAGE 4

Duration: 3 consecutive days

#### Course Description:

This advanced course is designed for Reps who have completed previous modules.

The course covers:

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

Venue	Starts	Ends
Jersey	20 May 2025	22 May 2025

## Equality and Diversity

Duration: 2 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 practices.

Venue	Start	End
Guernsey	15 October 2024	16 October 2024
Jersey	10 June 2025	11 June 2025

## Capabilities

Duration: 2 consecutive working days

### Course Description:

This course will provide guidance to Reps in supporting members facing capability issues at work, we will discuss ways to ensure the employer meets their obligations such as training or adjustments to work, and how to push for improvements in policies and procedures. We will also look at how to most effectively represent members in Capability meetings, both in preparing and presenting their case.

Venue	Start	End
Guernsey	19 November 2024	20 November 2024
Jersey	07 May 2025	08 May 2025

## Neurodiversity

### NEW COURSE

Duration: 5 consecutive working days

#### Course Description:

Our Neurodiversity course will help attendees to understand a range of neurodiverse conditions including dyslexia, dyspraxia, dyscalculia, ADHD and autism.

We will look at what each of these conditions is and the terminology that is associated with neurodiverse conditions. We will learn about the experiences of someone with neurodiverse conditions and develop a better appreciation of the challenges that can be faced by neurodivergent individuals.

We will also explore steps that can be taken to make interactions and environments more accommodating for those with neurodiverse conditions and how we can campaign and organise in the workplace to support all.

Venue	Start	End
Online	06 January 2025	10 January 2025

## Environment Reps

### NEW COURSE

Duration: 3 consecutive working days

#### Course Description:

Unite are at the forefront of the trade Union response to climate change. This course covers the nature of the climate crisis, how we as reps can begin to change our workplaces and environments for the better through shortening supply chains, activism and realistic change.

Venue	Start	End
Jersey	08 October 2024	10 October 2024



## Branch Officials

Duration: 4 consecutive working days

### Course Description:

Branch officials are the key players in the Unite team. The concept of this course is to develop Branch Officials 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 Officials, and for those who have not attended the course recently. The course covers:

- The administrative role of the Branch Secretary
- How the union works and how 'lay democracy' starts at local branch level
- Encouraging active participation within the Unite structure
- Branch Finances and Branch Portal
- 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
- Chairing and Organising Skills

Venue	Start	End
<b>Bristol</b>	09 December 2024	12 December 2024
<b>Bristol</b>	27 May 2025	30 May 2025

## Additional Courses

Duration: Variable

### Organising (2 consecutive days):

This 2-day course open to all Reps who would like a greater understanding of workplace and branch union roles, and how Unite structures operate. We will look at how to engage members to resolve issues, hold effective meetings, improve workplace organisation and grow our strength through collective actions. Working with our tutors there will be the opportunity to share knowledge, experience and best practice.

### Mental Health Awareness (2 days):

This course is provided to any representative to assist in addressing the issues of mental ill health, the potential triggers, policies either lacking or failing to be applied by the employer in addition to the support mechanisms that the employer should be providing and what as representative you can do to support members that may be suffering or at risk of suffering mental health issues within the workplace. We will also identify and discuss ways to tackle underlying causes of work-related stress such as job design, lack of resource and performance management. Mental health is sadly on the rise linked mainly to bullying and harassment within the workplace so this course will assist you to identify issues to hopefully reduce cases within your workplace.

Organising and Growing our union	Start	End
Guernsey	16 July 2025	16 July 2025
Jersey	13 August 2025	14 August 2025

Mental Health Awareness	Start	End
Guernsey	29 January 2025	30 January 2025
Jersey	15 April 2025	16 April 2025

## Additional Courses

Duration: Variable

### Effective Communications:

This course covers a variety of communication methods and how we can use them. We cover:

- How to use social media and social media case law
- Creating newsletters with basic IT
- Public Speaking and dealing with the media
- Creating effective posters and flyers
- Combatting fake news and organising online

### Stress Management:

Looks at what the different types of stress are, how to handle stress at work, legislation covering mental health and strategies for improving mental ill health. We also look at how to support ourselves as reps and our members.

Effective Communications	Start	End
Guernsey	22 October 2024	24 October 2024
Jersey	18 March 2025	20 March 2025

Stress Management	Start	End
Online	28 October 2024	30 October 2024
Online	22 April 2025	24 April 2025

## Additional Courses

Duration: One Day

### Domestic Abuse Awareness:

This short course focuses on:

- How to develop a domestic abuse policy at work
- What support and signposting is available
- How to support members and reps at work

The course covers sensitive issues and will be delivered in a safe environment.

### Menopause Awareness:

The impact of menopause on women is often an issue not discussed in the workplace. We look at gaining a better understanding of the symptoms of the menopause, key legislation, methods of campaigning and confidence in raising the issue at work.

### Unconscious Bias:

This course looks at what Unconscious bias is and how it can result in discrimination in the workplace. Unconscious bias influences decisions in recruitment, promotion and performance management and is something that is present in all of us.

Venue	Course title	Date
Online	Domestic Abuse	02 December 2024
Online	Menopause Awareness	30 May 2025
Online	Unconscious Bias	29 May 2025

## All Education Office Addresses

### Regional Office

Bristol	Unite the Union, Tony Benn House, Victoria Street, Bristol BS1 6AY T: 0117 923 0555
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### District Offices

Guernsey	Unite the Union, Transport House, Commercial Road, St Sampsons, Guernsey, GY2 4QP T: 01481 248800
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Jersey	Unite the Union, 7D Spectrum, Gloucester Street, St Helier, Jersey, JE2 3DA T: 01534 872584
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## Notes

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SOUTH WEST REGION:  
THE CHANNEL ISLANDS

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