



*Unite***EDUCATION** in SCOTLAND



Your passport to learning!

**COURSE
PROGRAMME**

www.unitetheunion.org/education

2025/26

A MESSAGE TO UNITE MEMBERS

Dear Colleague,

I am pleased to welcome you to the 2025/26 Unite Education Brochure for Scotland. Inside you will find a wide range of courses that are available to you as a Unite Scotland activist.

Most of our courses are held at our Unite offices across Scotland ensuring there are as many courses available as possible close to your home or workplace.

For Workplace Reps and Health and Safety Reps we are now offering restructured 20 day training packages split into 4 modules of 5 days (1A, 1B, 2A & 2B). These certificate courses provide clearly structured training progression for activists.

In addition to the fantastic courses for our Workplace Reps, Health and Safety Reps, Equality Reps and Learner Reps, we can also run bespoke courses and bite size training upon request. Please contact your local office if you wish to pursue this.

All of our training is delivered in partnership with Fife College and the SQA. Our courses are run by experienced tutors in an informal learning environment where members share their own experiences and knowledge and learn from each other.

Our training will provide you with the skills, knowledge and tools to fight back and win better terms and conditions in your workplace.

Please take a few minutes to look through the brochure and sign up for one of the many courses on offer, either by completing the application form in this brochure or by contacting us by email: education.scotland@unitetheunion.org or telephone 0141 375 7051. Alternatively, you can view all our course dates online at: www.unitetheunion.org/education together with full information on Unite education services.

We look forward to welcoming you at one of our courses in the near future.

In Solidarity

Angela Johnston
REGIONAL EDUCATION & DEVELOPMENT OFFICER



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Workplace Reps Introductory Certificate Stage 1A (*5 consecutive days*)

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

2025

VENUE	START	END
Aberdeen	04 August	08 August
Ayr	11 August	15 August
Glasgow	11 August	15 August
Inverness	18 August	22 August
Dundee	25 August	29 August
Edinburgh	25 August	29 August
Dumfries	08 September	12 September
Glasgow	06 October	10 October
Edinburgh	06 October	10 October

2026

VENUE	START	END
Dundee	12 January	16 January
Aberdeen	12 January	16 January
Edinburgh	12 January	16 January
Glasgow	19 January	23 January
Inverness	19 January	23 January
Ayr	26 January	30 January
Dumfries	02 March	06 March
Glasgow	09 March	13 March
Edinburgh	08 June	12 June

Workplace Reps Introductory Certificate Stage 1B (*5 consecutive days*)

Stage 1B is the 2nd part to complete module 1.

This course covers:

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

2025

VENUE	START	END
Edinburgh	18 August	22 August
Aberdeen	15 September	19 September
Ayr	29 September	03 October
Inverness	29 September	03 October
Glasgow	13 October	17 October
Dumfries	13 October	17 October
Edinburgh	20 October	24 October
Dundee	20 October	24 October
Edinburgh	24 November	28 November
Glasgow	01 December	05 December

2026

VENUE	START	END
Aberdeen	02 February	06 February
Inverness	02 March	06 March
Edinburgh	09 March	13 March
Dundee	09 March	13 March
Glasgow	16 March	20 March
Ayr	16 March	20 March
Dumfries	27 April	01 May
Glasgow	15 June	19 June

Workplace Reps Introductory Certificate Stage 2A (**5 consecutive days**)

For reps who have completed Stages 1A and 1B.

This course covers:

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

2025

VENUE	START	END
Dundee	01 September	05 September
Aberdeen	13 October	17 October
Glasgow	20 October	24 October
Ayr	03 November	07 November
Inverness	10 November	14 November

2026

VENUE	START	END
Dundee	26 January	30 January
Aberdeen	02 March	06 March
Glasgow	20 April	24 April
Edinburgh	27 April	01 May
Inverness	27 April	01 May

Workplace Reps Introductory Certificate Stage 2B (**5 consecutive days**)

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

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

2025

VENUE	START	END
Edinburgh	01 September	05 September
Glasgow	10 November	14 November
Aberdeen	17 November	21 November
Dundee	24 November	28 November
Ayr	08 December	13 December
Inverness	15 December	19 December

2026

VENUE	START	END
Aberdeen	23 March	27 March
Dundee	23 March	27 March
Glasgow	01 June	05 June
Inverness	08 June	12 June

Pensions

Stage 1 *(5 consecutive days)*

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

2025

VENUE	START	END
Glasgow	17 November	21 November

2026

VENUE	START	END
Glasgow	11 May	15 May

Pensions

Stage 2 *(5 consecutive days)*

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

2025

VENUE	START	END
Glasgow	08 September	12 September

Health & Safety Reps Certificate Stage 1A (5 consecutive days)

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

2025

VENUE	START	END
Dundee	18 August	22 August
Ayr	01 September	05 August
Inverness	01 September	05 September
Glasgow	08 September	12 September
Aberdeen	08 September	12 September
Dunfries	15 September	19 September
Edinburgh	29 September	03 October
Glasgow	27 October	31 October

2026

VENUE	START	END
Dundee	19 January	23 January
Aberdeen	26 January	30 January
Glasgow	02 February	06 February
Inverness	02 February	06 February
Edinburgh	09 February	13 February
Dumfries	16 February	20 February
Ayr	23 February	27 February
Glasgow	13 April	17 April

Health & Safety Reps Certificate Stage 1B (**5 consecutive days**)

Stage 1B is the 2nd part to complete module 1.

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

2025

VENUE	START	END
Aberdeen	06 October	10 October
Edinburgh	27 October	31 October
Ayr	27 October	31 October
Dundee	27 October	31 October
Glasgow	03 November	07 November
Inverness	17 November	21 November
Dumfries	17 November	21 November
Glasgow	08 December	12 December

2026

VENUE	START	END
Aberdeen	16 February	20 February
Glasgow	02 March	06 March
Dundee	16 March	20 March
Edinburgh	16 March	20 March
Inverness	23 March	27 March
Ayr	13 April	17 April
Dumfries	20 April	24 April
Glasgow	08 June	12 June

Health & Safety Reps Certificate Stage 2A (5 consecutive days)

Stage 2A of Unite's Health & Safety training builds upon the knowledge learnt in stages 1A & 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

2025

VENUE	START	END
Glasgow	25 August	29 August
Dundee	08 September	12 September
Aberdeen	10 November	14 November
Ayr	24 November	28 November
Inverness	08 December	12 December

2026

VENUE	START	END
Dundee	16 February	20 February
Aberdeen	13 April	17 April
Glasgow	11 May	15 May
Inverness	11 May	15 May
Edinburgh	01 June	05 June

Health & Safety Reps Certificate Stage 2B (*5 consecutive days*)

Stage 2B of Unite's Health & Safety training builds upon the knowledge learnt in stages 1A, 1B & 2A.

The course covers:

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

2025

VENUE	START	END
Glasgow	15 September	19 September
Aberdeen	01 December	05 December

2026

VENUE	START	END
Inverness	12 January	16 January
Ayr	19 January	23 January
Dundee	09 February	13 February
Aberdeen	27 April	01 May
Dundee	01 June	05 June
Edinburgh	15 June	19 June
Inverness	22 June	26 June
Glasgow	22 June	26 June

Equality & Diversity (5 consecutive days)

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

2025

VENUE	START	END
Edinburgh	29 September	03 October
Inverness	03 November	07 November
Ayr	10 November	14 November

2026

VENUE	START	END
Aberdeen	16 March	20 March
Glasgow	23 March	27 March
Dundee	18 May	22 May

Union Learning Reps Stage 1A *(5 consecutive days)*

This course is designed to be the core initial training for all Unite Union Learning Reps (ULRs). It helps them develop the basic knowledge and skills needed as a new Rep, enabling them to work with colleagues in the workplace to analyse training needs. The course forms a solid foundation for the new ULR to develop their skills and their own personal development.

2025

VENUE	START	END
Glasgow	06 October	10 October

2026

VENUE	START	END
Glasgow	23 March	27 March

Union Learning Reps Stage 1B *(5 consecutive days)*

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

2025

VENUE	START	END
Glasgow	01 December	05 December

2026

VENUE	START	END
Glasgow	18 May	22 May

Branch Secretary/Branch Officials Course (5 consecutive days)

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

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 'Strategy for Growth' and the crucial role that the branch plays
- Setting out a local 'strategy for growth' for recruitment, retention and participation in branch life
- Branch Portal
- Chairing and Organising Skills

2025

VENUE	START	END
Glasgow	13 October	17 October
Edinburgh	03 November	07 November

2026

VENUE	START	END
Ayr	09 March	13 March
Dundee	20 April	24 April
Edinburgh	11 May	15 May
Aberdeen	18 May	22 May
Inverness	15 June	19 June



MENTAL HEALTH AWARENESS

2 consecutive days

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.

2025

VENUE	START	END
Glasgow	20 October	21 October

2026

VENUE	START	END
Glasgow	18 May	19 May

ENVIROMENTAL REPS

3 consecutive days

This course will help you understand the changing role of Unite reps within their workplaces to meet the challenge of the environmental crisis, Identify how legal rights and best practice examples can help. How Unite reps can work with their organisations to identify and implement a green workplace agenda, including the creation of green job policies. Deliver Action Plans to tackle environmental issues in your workplaces.

2025

VENUE	START	END
Glasgow	03 September	05 September
Dundee	10 November	12 November

2026

VENUE	START	END
Edinburgh	04 March	06 March
Glasgow	11 May	13 May

Neurodiversity Awareness (2 consecutive days)

The Neurodiversity Course aims to educate trade union representatives on the importance of understanding and supporting neurodiverse individuals in the workplace. Reps will learn about various neurodivergent conditions, including autism, ADHD, dyslexia, and others, fostering a more inclusive environment within the union and beyond.

The content includes an Introduction to Neurodiversity, Impact on the Workplace, Inclusive Practices, Advocacy and Support, Legal Framework, Tools and Resources.

2025

VENUE	START	END
Dundee	15 September	16 September
Glasgow	22 September	23 September
Inverness	01 December	02 December

2026

VENUE	START	END
Edinburgh	02 February	03 February
Glasgow	13 April	14 April
Aberdeen	26 May	27 May



Fife College



HNC and Professional Development Awards in Trade Union Organising and Representation

**For more information
and to apply, visit:**

**education.scotland@
unitedtheunion.org**

Tel: 0141 375 7050



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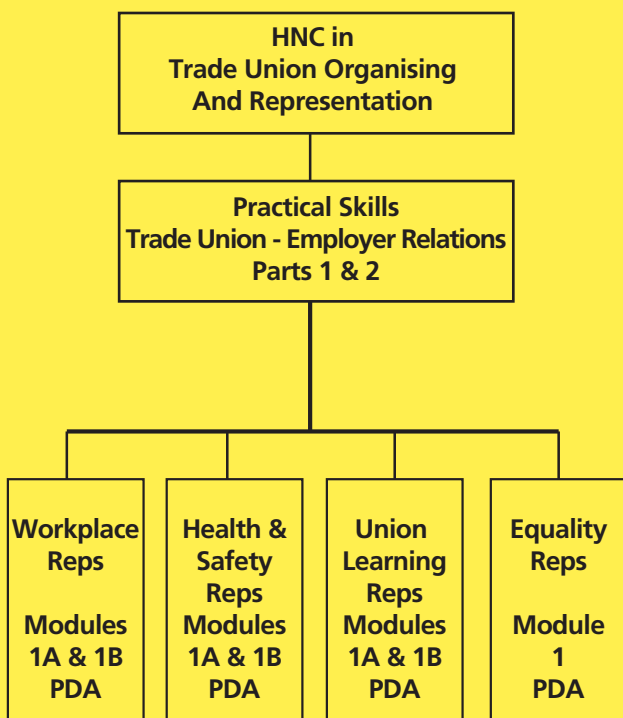
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HNC Trade Union Organising & Representation

COURSE OVERVIEW

The HNC and Professional Development Awards in Trade Union Organising and Representation are designed for volunteers who are engaged as Unite union representatives in the workplace and who will be directly involved in providing advice, guidance and support for the Unite union members and liaising with employers.

The course will enhance your ability to effectively represent your colleagues and improve your negotiation techniques.



Notes

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EDUCATION in SCOTLAND

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