



Jobs, Pay and
Conditions



Education

EAST MIDLANDS REGION

COURSE PROGRAMME 2024/25



www.unitetheunion.org/education



Unite Vision & Values



A message from Paresh Patel the Regional Secretary, Unite East Midlands

In the East Midlands we believe our strength is in our membership and the support we provide. Our education programme is key to this and the choice of courses grows every year. Unite Education has at its core, the delivery of our union's vision focused on the workplace to deliver jobs, pay and conditions. This vision is reflected in our education programme where developing our Representatives is a key priority of Unite.

To be sure that the members we support in their workplace receive the best guidance and information, we ask that all newly elected Reps attend their induction training as soon as possible following your election. Representatives are entitled to time off work with paid release from their employer to attend (permission must be sought from the employer prior to booking training).

Ensuring equality remains at the heart of what we do. We have courses designed specifically to tackle workplace issues that empowers our Activists to show strength, successfully campaign, organise for growth and promote dignity and respect.



Paresh Patel

Education opens opportunities for growth and undoubtedly improves living standards. We offer training to our membership free of charge and we cater for differing learning styles. Our courses are also easily accessible. I hope that you will take advantage of this great opportunity and I wish you the very best for the future.

In solidarity

Paresh Patel

Regional Secretary

Unite East Midlands

A Message to Unite Members

I am pleased to welcome you to the 2024/2025 Unite Education Programme for the East Midlands Region. Inside you will find a wide range of courses that are available to you as a Unite Representative along with newly created Bespoke courses which can be found at the back of this programme.

All newly elected Reps should attend their induction training within 12 Months of being elected. You are entitled to time off with paid release from your employer to attend. Please make sure you have permission before applying. If you experience problems securing paid release, please contact your Regional Officer.

Most of our courses are held at our Unite Offices across the East Midlands region and on site if required, ensuring there are always courses available close to your home or workplace. We are also continuing to offer courses online via Google Classroom as an alternative. All courses may be subject to being transferred to another venue or online.

All Unite Courses run from Monday to Friday, commencing at 09.30 and conclude each day around 16.30.

The Workplace Reps, Health & Safety Reps,

Union Learning Reps and Bargaining and the Law Courses are of 10 days duration split into two separate weeks consisting of: A&B courses for Workplace Reps, Health & Safety Reps and ULRs and Part 1 and Part 2 for Bargaining and the Law Courses. If you are booked onto an A course, you will automatically be booked on to the corresponding B course or in the case of the Bargaining and the Law courses Part 1 and corresponding Part 2.

For those having completed their 1A and 1B courses we highly recommend the **5-day Equality Course and the 5-day Mental Health Awareness Course**. Those that have not attended these two courses are encouraged to do so now as they are for **all reps** and give you the tools to support our members during these challenging times.

Our courses are run by experienced tutors in a supportive learning environment where members share their own experiences and knowledge and learn from each other.

Please do not book specific dates/arrange your paid release until you have received confirmation of your course place. To apply for your place please **email your name, membership number, course title, venue, and date** to the EM Education Team at **education.eastmids@unitetheunion.org** or

telephone 0116 253 2020. You will then receive confirmation of your booking. Alternatively, you can view and apply for all of our courses online at: **www.unitetheunion.org/education** together with full information on Unite Education Services.

For the online courses you will need to access the course individually on a PC or laptop, with a camera, a tablet can be used (if you are able to download, amend and upload documents) and **you will need good internet connection**. Please note that it is not possible to share computers and many employers have firewalls preventing access to Google Classroom therefore **you will need to attend from home**.

I would like to take this opportunity to thank you for all that you do for our members and if you have any questions or queries regarding East Midlands education courses, please email your query to **education.eastmids@unitetheunion.org** or telephone **0116 253 2020**.

We also run bespoke and bite size courses upon request. Please contact your Regional Officer or myself for further details.

In solidarity

Mick Till

Regional Education Officer,
Unite East Midlands Region

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How to apply for a course:

Education Department,
East Midlands Regional Office,
Unite the Union,
Friars Mill,
Riverside Building,
102 Bath Lane,
Leicester
LE3 5BJ

Email: education.eastmids@unitetheunion.org

Tel: 0116 253 2020

Or visit: www.unitetheunion.org/education

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

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.

○ 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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	07 Oct 2024	11 Oct 2024
Derby	13 Jan 2025	17 Jan 2025
Derby	31 March 2025	04 April 2025
Leicester	09 Sept 2024	13 Sept 2024
Leicester	13 Jan 2025	17 Jan 2025
Leicester	12 May 2025	16 May 2025
Lincoln	16 Sept 2024	20 Sep 2024
Lincoln	03 Feb 2025	07 Feb 2025
Northampton	09 Sept 2024	13 Sept 2024
Northampton	13 Jan 2025	17 Jan 2025
Nottingham	09 Sept 2024	13 Sept 2024
Nottingham	13 Jan 2025	17 Jan 2025
Nottingham	24 March 2025	28 March 2025
Spalding Curlew Centre	16 Sept 2024	20 Sep 2024
Online 📺	16 Sept 2024	20 Sep 2024
Online 📺	27 Jan 2025	31 Jan 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Workplace Reps Introductory Certificate

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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	25 Nov 2024	29 Nov 2024
Derby	10 Feb 2025	14 Feb 2025
Derby	28 April 2025	02 May 2025
Leicester	07 Oct 2024	11 Oct 2024
Leicester	10 Feb 2025	14 Feb 2025
Leicester	16 June 2025	20 June 2025
Lincoln	21 Oct 2024	25 Oct 2024
Lincoln	03 March 2025	07 March 2025
Northampton	07 Oct 2024	11 Oct 2024
Northampton	10 Feb 2025	14 Feb 2025
Nottingham	07 Oct 2024	11 Oct 2024
Nottingham	10 Feb 2025	14 Feb 2025
Nottingham	21 April 2025	25 April 2025
Spalding Curlew Centre	21 Oct 2024	25 Oct 2024
Online 📺	21 Oct 2024	25 Oct 2024
Online 📺	24 Feb 2025	28 Feb 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Bargaining & the Law

Part 1 | Duration: 5 consecutive days

Course description:

This course is designed for Reps who have completed the Workplace Reps Introductory Certificate Modules 1A & 1B. Reps need to complete Part 1 and Part 2 to achieve accreditation within the academic year.

This course includes:

- Understanding the trade union approach to Employment Rights
- Workplace rights
- Rights to information
- Understanding employment rights relating to Industrial Action
- Collective bargaining legal framework

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	18 Nov 2024	22 Nov 2024
Derby	10 March 2025	14 March 2025
Leicester	27 Jan 2025	31 Jan 2025
Leicester	24 March 2025	28 March 2025
Lincoln	09 Sept 2024	13 Sept 2024
Northampton	30 Sept 2024	04 Oct 2024
Nottingham	18 Nov 2024	22 Nov 2024
Nottingham	10 March 2025	14 March 2025
Spalding Curlew Centre	19 May 2025	23 May 2025
Online 🖥️	09 Sept 2024	13 Sept 2024
Online 🖥️	19 May 2025	23 May 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Bargaining & the Law

Part 2 | Duration: 5 consecutive days

Course description:

Reps must have completed Part 1 in order to complete this course.

This course includes:

- Presenting trade union information to members
- Agreements
- The case for collective agreements
- Planning for getting an agreement
- Collective bargaining and negotiation

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	03 March 2025	07 March 2025
Derby	05 May 2025	09 May 2025
Leicester	03 March 2025	07 March 2025
Leicester	02 June 2025	06 June 2025
Lincoln	11 Nov 2024	15 Nov 2024
Northampton	21 Oct 2024	25 Oct 2024
Nottingham	09 Dec 2024	13 Dec 2024
Nottingham	05 May 2025	09 May 2025
Spalding Curlew Centre	14 July 2025	18 July 2025
Online 📺	11 Nov 2024	15 Nov 2024
Online 📺	14 July 2025	18 July 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Workplace Reps Introductory Certificate


Module 2A | Duration: 5 consecutive days

Course description:

This course is an advanced course designed for Reps who have completed the Workplace Reps Introductory Certificate Modules 1A & 1B and the Bargaining & the Law Part 1 and Part 2. Reps will be required to complete both 2A and 2B.

This course covers:

- Understanding the trade union approach to workplace issues and how to use sources of information
- Understand Collective bargaining in today's economy
- Understanding and applying Unite's organising and bargaining strategies in the workplace
- Leading in the trade union collective agenda

Venue	Start	End
Derby	02 Dec 2024	06 Dec 2024
Leicester	14 Oct 2024	18 Oct 2024
Lincoln	20 Jan 2025	24 Jan 2025
Nottingham	16 Sept 2024	20 Sept 2024
Spalding Curlew Centre	20 Jan 2025	24 Jan 2025
Online 	20 Jan 2025	24 Jan 2025

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org

Tel: 0116 253 2020

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

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○ Workplace Reps Introductory Certificate

Module 2B | Duration: 5 consecutive days

Course description:

Reps must have completed Module 2A within the academic year.

This course covers:

- Planning, Organising and campaigning for Trade Union Reps
- Developments in employment
- Recognise, negotiate and evaluate workplace issues and priorities
- Understand key aspects of union principles, structure and resources

Venue	Start	End
Derby	20 Jan 2025	24 Jan 2025
Leicester	25 Nov 2024	29 Nov 2024
Lincoln	10 March 2025	14 March 2025
Nottingham	25 Nov 2024	29 Nov 2024
Spalding Curlew Centre	10 March 2025	14 March 2025
Online 🗣️	10 March 2025	14 March 2025

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org

Tel: 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

○ 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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	23 Sept 2024	27 Sept 2024
Derby	16 Dec 2024	20 Dec 2024
Leicester	23 Sept 2024	27 Sept 2024
Leicester	20 Jan 2025	24 Jan 2025
Lincoln	14 Oct 2024	18 Oct 2024
Northampton	14 Oct 2024	18 Oct 2024
Nottingham	23 Sept 2024	27 Sept 2024
Nottingham	16 Dec 2024	20 Dec 2024
Spalding Curlew Centre	14 Oct 2024	18 Oct 2024
Online 📺	14 Oct 2024	18 Oct 2024
Online 📺	13 Jan 2025	17 Jan 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Health & Safety Reps Certificate

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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	11 Nov 2024	15 Nov 2024
Derby	27 Jan 2025	31 Jan 2025
Leicester	04 Nov 2024	08 Nov 2024
Leicester	24 Feb 2025	28 Feb 2025
Lincoln	04 Nov 2024	08 Nov 2024
Northampton	04 Nov 2024	08 Nov 2024
Nottingham	14 Oct 2024	18 Oct 2024
Nottingham	27 Jan 2025	31 Jan 2025
Spalding Curlew Centre	04 Nov 2024	08 Nov 2024
Online 📺	04 Nov 2024	08 Nov 2024
Online 📺	03 March 2025	07 March 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ 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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	30 Sept 2024	04 Oct 2024
Derby	23 June 2025	27 June 2025
Leicester	30 Sept 2024	04 Oct 2024
Leicester	19 May 2025	23 May 2025
Lincoln	05 May 2025	09 May 2025
Northampton	05 May 2025	09 May 2025
Nottingham	30 Sept 2024	04 Oct 2024
Nottingham	23 June 2025	27 June 2025
Spalding Curlew Centre	05 May 2025	09 May 2025
Online 	05 May 2025	09 May 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Health & Safety Reps Certificate

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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	21 Oct 2024	25 Oct 2024
Derby	14 July 2025	18 July 2025
Leicester	21 Oct 2024	25 Oct 2024
Leicester	23 June 2025	27 June 2025
Lincoln	09 June 2025	13 June 2025
Northampton	09 June 2025	13 June 2025
Nottingham	21 Oct 2024	25 Oct 2024
Nottingham	14 July 2025	18 July 2025
Spalding Curlew Centre	09 June 2025	13 June 2025
Online 	09 June 2025	13 June 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Environmental Health and Safety

Duration: 5 consecutive days

Course description:

This course is designed for activists who are interested in developing their knowledge and understanding environmental issues in the workplace and beyond.

To develop research, inspection and negotiation skills to make a difference at the bargaining table as we move to a greener economy.

The course develops your understanding of the climate crisis and its impact in the workplace.

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	21 April 2025	25 April 2025
Leicester	28 April 2025	02 May 2025
Lincoln	14 April 2025	18 April 2025
Nottingham	31 March 2025	04 April 2025
Northampton	07 April 2025	11 April 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ 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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020 **Or visit:** www.unitetheunion.org/education to complete the online application form

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	16 Sept 2024	20 Sept 2024
Derby	03 Feb 2025	07 Feb 2025
Leicester	16 Sept 2024	20 Sept 2024
Leicester	03 Feb 2025	07 Feb 2025
Lincoln	23 Sept 2024	27 Sept 2024
Northampton	23 Sept 2024	27 Sept 2024
Nottingham	03 Feb 2025	07 Feb 2025
Nottingham	07 July 2025	11 July 2025
Online 🖥️	23 Sept 2024	27 Sept 2024
Online 🖥️	12 May 2025	16 May 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Union Learning Reps

Stage 1 & 2 | Duration: 5 consecutive days

Course description:

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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Stage 1 – Online 📺	28 April 2025	02 May 2025

Note: Online virtual teaching will be delivered using Google Classroom

Venue	Start	End
Stage 2 – Online 📺	30 June 2025	04 July 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Pensions

Stage 1 | Duration: 5 consecutive days

Course description:

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

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

Venue	Start	End
Derby	14 April 2025	18 April 2025
Leicester	02 Dec 2024	06 Dec 2024
Nottingham	30 June 2025	04 July 2025

Note: Online virtual teaching will be delivered using Google Classroom

○ Branch Secretary & Branch Officials

Duration: 5 consecutive days

Course description:

The Branch Secretary is a key player in the Unite team. The concept of this course is to develop Branch Secretaries and Branch Officers 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 Officers, 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 Unite's organising strategies
- Setting out a local campaign for recruitment, retention and participation in branch life
- Branch Portal
- Chairing and Organising Skills

Venue	Start	End
Derby	30 June 2025	04 July 2025
Leicester	14 July 2025	18 July 2025
Lincoln	07 Oct 2024	11 Oct 2024
Nottingham	04 Nov 2024	08 Nov 2024

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org

Tel: 0116 253 2020

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

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Additional Courses

Mental Health Awareness

Duration: 5 consecutive days

Course description:

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


Application:

To apply for courses please contact your education department:

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

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Venue	Start	End
Derby	04 Nov 2024	08 Nov 2024
Leicester	11 Nov 2024	15 Nov 2024
Lincoln	07 July 2025	11 July 2025
Northampton	11 Nov 2024	15 Nov 2024
Nottingham	02 June 2025	06 June 2025
Online 	07 July 2025	11 July 2025

Note: Online virtual teaching will be delivered using Google Classroom

Additional Courses

Menopause Awareness

Duration: 10am – 2pm

Course description:

The Menopause awareness sessions will give learners an overview of what the menopause is, the common symptoms associated with it, and scenarios which will help our people better understand the ways in which they can help support themselves and each other.

This is designed for all colleagues in the workplace and how to introduce policies and support in the workplace.


Application:

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Email: education.eastmids@unitetheunion.org **Tel:** 0116 253 2020

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

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Venue	Date	Time
Derby	21 Feb 2025	10am – 2pm
Leicester	19 Feb 2025	10am – 2pm
Nottingham	18 Feb 2025	10am – 2pm
Online 	11 Nov 2024	10am – 2pm

Note: Online virtual teaching will be delivered using Google Classroom

Additional Courses

Digital Communications and Social Media in the Workplace

Duration: 10am – 2pm

Course description:

Social Media Overview – Platforms & Apps

- What are the benefits/drawbacks of each platform?
- What are the restrictions e.g., clip time, image dimensions
- Audiences
- Different functions e.g., closed groups, pages, broadcast list

Rules and Good Practice

- Unite guidance on social media
- GDPR and privacy considerations
- What makes good content?

Content Creation

- Smartphone photography – capture and basic editing
- Graphic design basics on Canva (free app)
- Building a newsletter template

Venue	Date	Time
Derby	26 Nov 2024	10am – 2pm
Leicester	29 Nov 2024	10am – 2pm
Nottingham	02 Dec 2024	10am – 2pm

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org

Tel: 0116 253 2020

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

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Additional Courses

Work Voice Pay Refresher Workshop

Duration: 10am – 2pm

Course description:

Work Voice Pay is Unite's broad industrial strategy. It is a multi-faceted approach to supporting our reps to deliver for our members. Along with coordinating our pay bargaining, researching key workplace issues, building strike-ready workplaces and developing 'leverage' campaigning, an essential part of Work Voice Pay is providing support and tools to help Unite reps with your work.

This session will cover:

- Campaign Templates
- Work, Voice, Pay guides
- Pay Claim Generator (GB & NI)
- Pay Claim Generator (Republic of Ireland)
- Employer Profile Generator
- Pay and Anniversary date data
- Facility Time for Unite Representatives
- Collective Agreements Database
- Collective Agreement Builder
- Work Voice Pay Dashboard
- Financial Insider

Venue	Date	Time
Derby	21 Oct 2024	10am – 2pm
Leicester	18 Nov 2024	10am – 2pm

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Email: education.eastmids@unitetheunion.org

Tel: 0116 253 2020

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

Any courses that don't recruit sufficient numbers may be cancelled, merged or converted to a online course using Google Classroom.

○ Unite offices and course venues

Regional Office

Leicester

Unite the Union, Friars Mill, Riverside Building, 102 Bath Lane, Leicester LE3 5BJ
T: 0116 253 2020 E: education.eastmids@unitetheunion.org

District Offices

Derby

Unite the Union, Unit 2, Pride Point Drive, Pride Park, Derby DE24 8BX
T: 01332 548 400 F: 01332 385 689

Lincoln

Unite the Union, 5 Kesteven Street, Lincoln, Lincolnshire LN5 7LH
T: 01522 300 084

Northampton

Unite the Union, 11 Duncan Close, Red House Square, Moulton Park Industrial Estate, Northampton NN3 6WL
T: 01604 622 097 F: 01604 603 157

Nottingham

Unite the Union, 8 Castle Quay, Nottingham NG7 1FW
T: 0115 947 6784 F: 0115 979 9271

External Training Venue

Spalding Curlew Centre

Memorial Park, Bridge Road, Sutton Bridge, Spalding, Lincolnshire PE12 9SA

Notes

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Education

EAST MIDLANDS REGION
COURSE PROGRAMME 2024/25



www.unitetheunion.org/education

Unite the Union, Friars Mill, Riverside Building, 102 Bath Lane, Leicester LE3 5BJ