

GIBRALTAR

unite Education



www.unitetheunion.org/education

COURSE PROGRAMME 2024/25

A Message for Unite Members

Welcome to the 2024/2025 Unite Gibraltar 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 20-day training pathway for each discipline, with courses split into 4 stages, with each module running for one week. You will require paid release and courses will be delivered during the week from 09.30am – 16.30pm in the classroom or online. Paid facility time should be available from your employer to attend the course, should you have any difficulties, contact the office where we can make this application on your behalf.

In addition to the fantastic courses for our Workplace Reps, Health and Safety and Equality Reps, we also run additional and bespoke courses and bite size training upon request. Unite education is flexible and we are able to provide training designed to meet the specific needs of your workplace.

Please take a few minutes to look through this brochure and sign up for one of the many courses on offer. To apply please contact us by email membership.gibraltar@unitetheunion.org or telephone +350 200 74185. Alternatively, you can view all of our course dates online at: www.unitetheunion.org/education.

Being a Unite activist is often a tough but very rewarding role, particularly in the current climate. Unite education is here to support you, so please make sure you take the opportunity to engage with our Education programme.

In Solidarity,

SIOBHAN ENDEAN

Director of Education



Siobhan Endean

Mensaje a los miembros de Unite

Bienvenido al folleto de Educación de Unite Gibraltar 2024/2025. En el mundo laboral actual, ser representante puede ser todo un reto. Nuestro programa de formación está diseñado para garantizar que cuenten con las habilidades necesarias para apoyar y empoderar a nuestros miembros en su vida laboral diaria y luchar por empleos, salarios y condiciones de trabajo decentes.

Como activista de Unite, eres el recurso más valioso del sindicato. Ahora, más que nunca, los miembros de Unite necesitan representantes bien formados e informados para mejorar sus condiciones de trabajo. La clave para ello es apoyar a nuestros activistas con una formación de alta calidad.

Para los representantes en el lugar de trabajo y los representantes de salud y seguridad ofrecemos un itinerario de formación claro de 20 días para cada disciplina, con cursos divididos en 4 etapas, cada módulo de una semana de duración. Necesitará tiempo libre remunerado y los cursos se impartirán durante la semana de 09.30 a 16.30 horas en el aula o en línea. En caso de que tenga alguna dificultad, póngase en contacto con la oficina, donde podemos hacer esta solicitud en su nombre.

Además de los fantásticos cursos para nuestros Representantes en el lugar de trabajo, Representantes de salud y seguridad y Representantes de igualdad, también organizamos cursos adicionales y a medida y formación de tamaño reducido previa solicitud.

Unite education es flexible y podemos ofrecer formación diseñada para satisfacer las necesidades específicas de su lugar de trabajo.

Tómese unos minutos para hojear este folleto e inscribirse en uno de los muchos cursos que se ofrecen. Para inscribirse, póngase en contacto con nosotros por correo electrónico membership.gibraltar@unitetheunion.org o por teléfono +350 200 74185. También puedes consultar todas las fechas de nuestros cursos en línea en: www.unitetheunion.org/education.

Ser activista de Unite suele ser una tarea dura pero muy gratificante, especialmente en el clima actual. Unite Education está aquí para apoyarte, así que asegúrate de aprovechar la oportunidad de participar en nuestro programa educativo.

En solidaridad,

SIOBHAN ENDEAN

Director de Educación



Siobhan Endean

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To apply please contact us by email
membership.gibraltar@unitetheunion.org or
 visit our app by scanning the QR code below.
 Alternatively, you can view all of our course
 dates online at:
www.unitetheunion.org/education.



Workplace Representatives

STAGE ONE

Duration: 5 consecutive days

Course Description:

These courses are 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 and Equality at Work
- Understanding the concept of 'good work'
- Dealing with Issues around Dignity and respect at work
- Problem Solving skills
- Bargaining Skills
- Work-Life Balance
- Building a strong workplace union

Venue	Starts	Ends
Gibraltar	16 September 2024	20 September 2024
Gibraltar	09 December 2024	13 December 2024
Gibraltar	17 March 2025	21 March 2025
Gibraltar	02 June 2025	06 June 2025

Workplace Representatives

STAGE TWO

Duration: 5 consecutive days

Course Description:

These courses are 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:

- Evaluating and assessing your experience since Stage 1
- Understanding the concept of 'good work'
- The Equality Opportunities Act 2006 and how to handle equality issues at work
- Problem solving skills
- Negotiation and Bargaining skills
- Work-life balance
- Building a strong workplace union

Venue	Starts	Ends
Gibraltar	03 February 2025	07 February 2025
Gibraltar	30 June 2025	04 July 2025

Workplace Representatives

STAGE THREE

Duration: 5 consecutive days

Course Description:

This course is an advanced course designed for Reps who have completed the Workplace Reps Stages One and Two.

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
- The course covers further knowledge and skills for reps in today's world.

Venue	Starts	Ends
Gibraltar	07 April 2025	11 April 2025

Workplace Representatives

STAGE FOUR

Duration: 5 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	Starts	Ends
Gibraltar	23 September 2024	27 September 2024

Health and Safety Representatives

STAGE ONE

Duration: 5 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
- Organising around Health and Safety
- 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
- RIDDOR

Venue	Starts	Ends
Gibraltar	25 November 2024	29 November 2024
Gibraltar	10 March 2025	14 March 2025
Gibraltar	09 June 2025	13 June 2025

Health and Safety Representatives

STAGE TWO

Duration: 5 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
- Reporting of injuries, occupational diseases and dangerous occurrences.

Venue	Starts	Ends
Gibraltar	31 March 2025	04 April 2025
Gibraltar	07 July 2025	11 July 2025

Health and Safety Representatives

STAGE THREE

Duration: 5 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 COSHH 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
Gibraltar	19 May 2025	23 May 2025

Health and Safety Representatives

STAGE FOUR

Duration: 5 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
Gibraltar	18 November 2024	22 November 2024

Equality and Diversity

Duration: 5 consecutive working 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
Gibraltar	28 October 2024	01 November 2024

Branch Officials

Duration: 5 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
Gibraltar	21 July 2025	25 July 2025

Additional Courses

Duration: 5 consecutive days

Stress Management:

Looks at what stress is, how to handle stress, legislation covering mental health and strategies for improving mental ill health.

Stress Management	Start	End
Gibraltar	07 October 2024	11 October 2024
Gibraltar	24 February 2025	28 February 2025

Effective Communications:

The course examines the way in which we communicate, in the past and present, building on modern technologies to communicate with our members. We examine the art of public speaking, using social media (the uses and dangers), how to create effective newsletters and posters.

Effective Communications	Start	End
Gibraltar	22 January 2025	26 January 2025

National Education

National Education Programme:

Unite is committed to providing a full set of educational courses in each region and nation of the Union. Please refer to the programme of courses in your region and once you have completed regional stage one and two reps courses, Unite's national residential course programme is designed to provide further development and specialist courses for our reps. Some courses are designed as advanced courses for senior reps. The course description gives you an outline of what the courses entail.

If you are unsure whether you will benefit from attending these courses, please discuss this with your Regional Education Officer for advice as to whether to apply for such training. Please complete the national course application form or complete online at www.unitetheunion.org/education Please note that the course numbers are limited, and the National Education Department will confirm your place, travel and accommodation eight weeks before the course takes place. Unite is committed to making reasonable adjustments to ensure equal access to education courses for members with disabilities. Please complete the form setting out your disability access requirements and submit to the National Education Department with your application form.

This programme includes our national equality leadership courses which are designed as a positive action measure to develop the leadership skills and provide a voice for underrepresented workers in our Union. Please take note of the eligibility requirements to attend these courses. Our National Women's Week is for Women members, and our National Black and Asian Reps Leadership Development course is for Black and Asian reps only. For more information about these courses please contact our National Equality Officers at equalities@unitetheunion.org and they will be able to assist you. National residential courses will begin at 15:00 hrs on Monday and finish with a session on Action Plans at noon on the Friday. You will appreciate that being residential students are expected to participate in a couple of evening sessions which are less formal.

National Education

National Education Course Offer:

- Organising & Bargaining in a Global Economy
- Organising and Bargaining at Work
- Advanced Negotiation Skills for Jobs and Jobs of the future
- Advanced Negotiation Skills for Decent Conditions
- Advanced Negotiation Skills for Pay
- Dignity at Work - Challenging Workplace Harassment, Discrimination & Bullying Violence and Abuse
- Environment Reps
- Dealing with Redundancy
- Pensions – Stage 2
- National Women's Week - There will be four separate courses running:
 - Course 1 - Understanding your Union and Getting Involved
 - Course 2 - Women Organising in the Workplace
 - Course 3 - Campaigning for Women in the Workplace
 - Course 4 - Leadership Development for Unite Women
- Disability Equality, Trade Unions and Work
- Black & Asian Members' Leadership Development
- Supporting LGBT+ Rights at Work
- Pre-Retirement Course
- Unite Retired Members' Education Course
- Young Members' Education Course

To apply for a **National Education Course** please contact us by email education.education@unitetheunion.org or by scanning the QR code below. Alternatively, you can view all of our course dates online at: www.unitetheunion.org/education.



All Education Office Addresses

Regional Office

Gibraltar

Unite the UNION, 43 - 45 Town Range, Gibraltar. GX11 1AA
T: +350 200 74185

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