



WEST MIDLANDS REGION
COURSE PROGRAMME
SEPT TO JULY UPDATE 2026/27


unite EDUCATION

Fighting for **JOBS • PAY • CONDITIONS**





Unite Vision & Values



A message from Matt Jones the Regional Secretary, Unite West Midlands

Dear Colleagues,

Welcome to the 2026/2027 Unite West Midlands Education brochure.

Unite is a trade union dedicated to improving the Jobs, pay and conditions of its members. Our representative's education programme supports this through the delivery of training that arms them with the skills and confidence to be strong and effective in the workplace. Building workplace power is how we hold employers to account and win for our members.

The West Midlands region covers Birmingham, Coventry, Dudley, Herefordshire, Sandwell, Shropshire, Solihull, Staffordshire, Stoke-on-Trent, Telford & Wrekin, Walsall, Warwickshire, Wolverhampton and Worcestershire. Each of these districts has its own characteristics and industries and a very diverse population, which we seek to serve through our network of full-time officers, organisers, tutors, staff and lay activists.

Unite education has at its core the delivery of Unite's vision, focused on the workplace to deliver on jobs, pay and conditions.

All newly elected workplace representatives and branch officers 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. In order to achieve these aims we have developed an education programme that will deliver to all reps the confidence and tools to do the job. The training we offer is free to reps and easily accessible.

Thank you for the work you do on behalf of Unite and our members.



In solidarity

A handwritten signature in black ink, appearing to read "Matt Jones".

Matt Jones
West Midlands Regional Secretary

A message to unite representatives

I am pleased to welcome you to the 2026/27 Unite Education Programme for the West Midlands Region. Inside you will find the wide range of courses that are available to you as a Unite Representative.

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. Any problems with time off please contact your Regional Officer.

Most of our courses are held at our Unite offices across the West Midlands 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 a virtual Classroom as an alternative.

All Unite Courses run from Monday to Friday, commencing at 9.30 and conclude each day around 4.30.

The cornerstone of our regional provision is the Unite Workplace Representative Introductory Course that you need to complete over 10 days (two 5 day blocks), followed by the Negotiating & Bargaining in the Workplace 1 & 2. For more experienced reps and those who have completed the 20 day Introductory ones there is the advanced Workplace Reps 2A and 2B.

For Health and Safety Representatives we offer a 20 day training package split into 4 modules of 5 days each.

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.

These certificated courses provide clearly structured education progression for shop stewards and Reps. If you or any of your fellow shop stewards or reps have yet to attend, please **contact the Education Department at the Regional office to reserve your place**.

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. They

are all fully accredited and you will be expected to complete the course work with support from your tutor and other Reps.

Unite education courses will provide you with the organising skills, knowledge and tools to win better pay and conditions in the workplace for the members you represent and give workers a voice.

To apply for courses please contact your education department:

Please take a few minutes to look through the programme and sign up for one of the many courses on offer.

To apply for your place please **email with your name, membership number, course title, venue and date** to the WM Education Team at education.westmids@unitetheunion.org or telephone 0121 647 4797. You will then receive confirmation of your booking.

Please make sure that you book the corresponding second part of your course (usually a month later).

Please do not book specific dates/arrange your paid release until you have received confirmation of your course place.

Alternatively, you can view and apply for all of our courses online at: <https://www.unitetheunion.org/why-join/member-services/education/training-and-courses/west-midlands-courses> 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 therefore **you will need to attend from home**.



Shaun Pender

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

In solidarity

Shaun Pender

Regional Education Officer (Acting)



Contents

Workplace Reps Introductory Certificate 1A & 1B	6
Negotiating & Bargaining in the Workplace 1 & 2	7
Workplace Reps Introductory Certificate 2A & 2B	8
Health & Safety Reps Certificate 1A & 1B	9
Health & Safety Reps Certificate 2A & 2B	10
Equality & Diversity	11
Pensions	12
Branch Secretary & Branch Officials	13
Additional Courses	14
• Mental Health Awareness	
• Environment	

How to apply for a course:

Education Department,
West Midlands Regional Office,
Unite the Union,
30 Jennens Road,
Birmingham,
B7 4EH

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org **Or visit:** www.unitetheunion.org/education

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

Venue	Start	End
Birmingham	07 Sept 2026	11 Sept 2026
Stoke	07 Sept 2026	11 Sept 2026
Wolverhampton	07 Sept 2026	11 Sept 2026
Coventry	14 Sept 2026	18 Sept 2026
Online 📺	14 Sept 2026	18 Sept 2026
Worcester	05 Oct 2026	09 Oct 2026
Birmingham	30 Nov 2026	04 Dec 2026
Birmingham	18 Jan 2027	22 Jan 2027
Wolverhampton	25 Jan 2027	29 Jan 2027
Coventry	01 Feb 2027	05 Feb 2027
Coventry	08 March 2027	12 March 2027
Online 📺	08 March 2027	12 March 2027
Stoke	12 April 2027	16 April 2027
Wolverhampton	12 April 2027	16 April 2027
Birmingham	19 April 2027	23 April 2027
Birmingham	10 May 2027	14 May 2027
Worcester	10 May 2027	14 May 2027
Coventry	17 May 2027	21 May 2027
Stoke	17 May 2027	21 May 2027
Wolverhampton	17 May 2027	21 May 2027
Coventry	24 May 2027	28 May 2027
Online 📺	07 June 2027	11 June 2027
Birmingham	14 June 2027	18 June 2027

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

Venue	Start	End
Birmingham	05 Oct 2026	09 Oct 2026
Stoke	05 Oct 2026	09 Oct 2026
Wolverhampton	05 Oct 2026	09 Oct 2026
Coventry	12 Oct 2026	16 Oct 2026
Online 📺	12 Oct 2026	16 Oct 2026
Worcester	09 Nov 2026	13 Nov 2026
Birmingham	04 Jan 2027	08 Jan 2027
Birmingham	22 Feb 2027	26 Feb 2027
Wolverhampton	01 March 2027	05 March 2027
Coventry	01 March 2027	05 March 2027
Coventry	12 April 2027	16 April 2027
Online 📺	19 April 2027	23 April 2027
Stoke	10 May 2027	14 May 2027
Wolverhampton	10 May 2027	14 May 2027
Birmingham	17 May 2027	21 May 2027
Birmingham	07 June 2027	11 June 2027
Worcester	07 June 2027	11 June 2027
Coventry	21 June 2027	25 June 2027
Stoke	21 June 2027	25 June 2027
Wolverhampton	21 June 2027	25 June 2027
Coventry	05 July 2027	09 July 2027
Online 📺	05 July 2027	09 July 2027
Birmingham	12 July 2027	16 July 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form

Negotiating & Bargaining in the Workplace

Part 1

Duration: 5 consecutive days

Course description:

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

This course includes:

- Understanding Unite's strategy on pay and conditions
- Workplace rights
- Rights to information and consultation
- Understanding the legal framework for Industrial Action
- Research and develop pay and conditions claims

Venue	Start	End
Online ☹	28 Sept 2026	02 Oct 2026
Birmingham	09 Nov 2026	13 Nov 2026
Coventry	30 Nov 2026	04 Dec 2026
Wolverhampton	04 Jan 2027	08 Jan 2027
Birmingham	01 Feb 2027	05 Feb 2027
Stoke	08 Feb 2027	12 Feb 2027
Coventry	15 March 2027	19 March 2027
Birmingham	24 May 2027	28 May 2027
Online ☹	14 June 2027	18 June 2027

Part 2

Duration: 5 consecutive days

Course description:

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

This course includes:

- Equality Bargaining and campaigns
- Presenting trade union information to members
- The case for collective agreements
- Negotiating skills
- Equality bargaining and negotiation

Venue	Start	End
Online ☹	09 Nov 2026	13 Nov 2026
Birmingham	07 Dec 2026	11 Dec 2026
Coventry	11 Jan 2027	15 Jan 2027
Wolverhampton	01 Feb 2027	05 Feb 2027
Birmingham	08 March 2027	12 March 2027
Stoke	15 March 2027	19 March 2027
Coventry	26 April 2027	30 April 2027
Birmingham	21 June 2027	25 June 2027
Online ☹	12 July 2027	16 July 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form

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 1A & 1B and the Negotiating & Bargaining in the Workplace 1 & 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
Birmingham	19 Oct 2026	23 Oct 2026
Coventry	18 Jan 2027	22 Jan 2027
Birmingham	07 June 2027	11 June 2027

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
Birmingham	23 Nov 2026	27 Nov 2026
Coventry	22 Feb 2027	26 Feb 2027
Birmingham	12 July 2027	16 July 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form

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

Venue	Start	End
Birmingham	14 Sept 2026	18 Sept 2026
Coventry	21 Sept 2026	25 Sept 2026
Stoke	28 Sept 2026	02 Oct 2026
Wolverhampton	28 Sept 2026	02 Oct 2026
Online 📺	02 Nov 2026	06 Nov 2026
Birmingham	08 Feb 2027	12 Feb 2027
Online 📺	22 Feb 2027	26 Feb 2027
Birmingham	08 March 2027	12 March 2027
Coventry	12 April 2027	16 April 2027
Online 📺	12 April 2027	16 April 2027
Birmingham	17 May 2027	21 May 2027
Coventry	07 June 2027	11 June 2027
Stoke	07 June 2027	11 June 2027
Wolverhampton	07 June 2027	11 June 2027

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

Venue	Start	End
Birmingham	12 Oct 2026	16 Oct 2026
Coventry	19 Oct 2026	23 Oct 2026
Stoke	02 Nov 2026	06 Nov 2026
Wolverhampton	02 Nov 2026	06 Nov 2026
Online 📺	30 Nov 2026	04 Dec 2026
Birmingham	15 March 2027	19 March 2027
Online 📺	15 March 2027	19 March 2027
Birmingham	19 April 2027	23 April 2027
Coventry	10 May 2027	14 May 2027
Online 📺	10 May 2027	14 May 2027
Birmingham	28 June 2027	02 July 2027
Coventry	28 June 2027	02 July 2027
Stoke	05 July 2027	09 July 2027
Wolverhampton	05 July 2027	09 July 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form

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

Venue	Start	End
Birmingham	14 Sept 2026	18 Sept 2026
Coventry	23 Nov 2026	27 Nov 2026
Online 📺	07 Dec 2026	11 Dec 2026
Birmingham	25 Jan 2027	29 Jan 2027
Wolverhampton	22 Feb 2027	26 Feb 2027
Online 📺	17 May 2027	21 May 2027
Coventry	14 June 2027	18 June 2027

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

Venue	Start	End
Birmingham	19 Oct 2026	23 Oct 2026
Coventry	04 Jan 2027	08 Jan 2027
Online 📺	11 Jan 2027	15 Jan 2027
Birmingham	01 March 2027	05 March 2027
Wolverhampton	19 April 2027	23 April 2027
Online 📺	21 June 2027	25 June 2027
Coventry	12 July 2027	16 July 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form

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

Venue	Start	End
Birmingham	21 Sept 2026	25 Sept 2026
Coventry	28 Sept 2026	02 Oct 2026
Online 📺	19 Oct 2026	23 Oct 2026
Wolverhampton	23 Nov 2026	27 Nov 2026
Stoke	23 Nov 2026	27 Nov 2026
Birmingham	07 Dec 2026	11 Dec 2026
Birmingham	11 Jan 2027	15 Jan 2027
Coventry	25 Jan 2027	29 Jan 2027
Worcester	08 Feb 2027	12 Feb 2027
Coventry	19 April 2027	23 April 2027
Online 📺	24 May 2027	28 May 2027
Stoke	24 May 2027	28 May 2027
Birmingham	14 June 2027	18 June 2027
Wolverhampton	12 July 2027	16 July 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form

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.

Venue	Start	End
Birmingham	16 Nov 2026	20 Nov 2026
Coventry	08 Feb 2027	12 Feb 2027
Birmingham	21 June 2027	25 June 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form

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
Birmingham	28 Sept 2026	02 Oct 2026
Birmingham	12 April 2027	16 April 2027
Birmingham	24 May 2027	28 May 2027
Birmingham	05 July 2027	09 July 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form

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.

Venue	Start	End
Online 📺	21 Sept 2026	25 Sept 2026
Birmingham	02 Nov 2026	06 Nov 2026
Coventry	07 Dec 2026	11 Dec 2026
Wolverhampton	18 Jan 2027	22 Jan 2027
Online 📺	01 Feb 2027	05 Feb 2027
Stoke	14 June 2027	18 June 2027
Wolverhampton	14 June 2027	18 June 2027
Online 📺	28 June 2027	02 July 2027
Birmingham	05 July 2027	09 July 2027

Environment

Duration: 5 consecutive days

Course description:

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

To develop research, inspection, and negotiation skills to engage their employers and ensuring workers voices are heard at the bargaining table as we transition to a greener economy.

This course develops your understanding of the climate crisis, and its impact on work. You will learn about organising around the green agenda, workplace environmental auditing, examining supply chains as an environmental issue, equality and the environment and negotiating workplace environmental and just transition policies.

Venue	Start	End
Coventry	09 Nov 2026	13 Nov 2026
Birmingham	10 May 2027	14 May 2027

Note: Online virtual teaching will be delivered using Google Classroom

Application:

To apply for courses please contact your education department:

Tel: 0121 647 4822 **Email:** education.westmids@unitetheunion.org

Or visit: <https://surveys.unitetheunion.org/230303855606856> to complete the online application form



Education

WEST MIDLANDS REGION

Unite offices and course venues

Regional Office

Birmingham Unite the Union, 30 Jennens Road, Birmingham B7 4EH
T: 0121 647 4822
E: education.westmids@unitetheunion.org

District Offices

Coventry Unite the Union, 90 Short Street, Coventry, CV1 2LW

Stoke Unite the Union, 140 Broad Street, Stoke-on-Trent, ST1 4HP

Wolverhampton Unite the Union, 6 Victoria Square, Wolverhampton, WV1 1LD

Worcester Unite the Union, 8 Severn Street, Worcester, WR1 2N



unite EDUCATION

Apply online: www.unitetheunion.org/education

Email: education.westmids@unitetheunion.org

Phone: 0121 647 4822

 facebook.com/UniteWestMidlands

 twitter.com/UniteWestMids

