



Education

CYMRU – WALES

COURSE PROGRAMME 2024/25



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How to apply for a course:

Education Department,
Unite Regional Office,
1 Cathedral Road,
Cardiff,
CF11 9SD

Tel: 02920 821258

Email: education.wales@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.



Swyddi, Tâl ac Amodau



Glyn Conolly
Education and Development Organiser

Message to Unite Members

Welcome to the 2024/2025 Unite Wales Education brochure

Unite is a trade union dedicated to improving the pay and conditions of its members. Our reps education programme supports this through the delivery of training that equips our reps 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.

Unite training is delivered by tutors who have all been at the sharp end themselves, representing Unite members in their own workplaces. Courses are delivered in a friendly and informal way, enabling reps to build relationships and contacts with activists from other workplaces and sectors.

Unite education is delivered in a variety of ways, primarily in person at our Unite offices across Wales. We also offer our workplace reps the ability to complete their training online through Zoom. Reps have the ability to mix and match how they attend our courses, ensuring that whatever part of Wales they are from, they are able to access the training they need.

For Workplace Reps and Health and Safety Reps we provide a clear 20 day training pathway, with courses split into 4 modules. All our courses require reps to secure paid release from their employer and are delivered during the week from 9.30am – 4.00pm. Your full time officer can help you to secure paid release if you experience difficulties.

This year we will be running new refresher training for our experienced reps who may have completed all of the introductory training Unite offers. This

course titled “Advanced Reps Training” will be available in both our offices and online.

In addition to the fantastic courses for our Workplace Reps, Health and Safety, Equality and Learning Reps, we can also run bespoke courses and bite size training upon request. Unite education is very flexible and if our advertised courses don't suit your working patterns please get in touch. We are usually able to provide training designed to meet the specific needs of your workplace.

All of our courses are delivered in partnership with Adult Learning Wales. If you sign up to one of our online courses please be reassured that participation is very simple and you will receive pre-course help to familiarise yourself with online learning. The only technology you require to participate is a tablet or computer.

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 at education.wales@unitetheunion.org or telephone **02920 821258**. Alternatively, you can view all of our course dates online at: www.unitetheunion.org/education.

Being a Unite activist is a tough but rewarding role and Unite education is here to support you. If you require any further information then please get in touch.

In solidarity

Glyn Conolly
Education and Development Organiser

Neges i'r Aelodau Uno

Croeso i Lyfryn Addysg Uno Cymru 2024/2025

Mae Uno yn undeb llafur sy'n ymroddedig i wella cyflog ac amodau ei aelodau. Mae ein rhaglen cynrychiolwyr addysg yn cefnogi hyn trwy ddarparu hyfforddiant sy'n arfogi ein cynrychiolwyr efo'r sgiliau a'r hyder i fod yn gryf ac effeithiol yn y gweithle. Adeiladu pŵer yn y gweithle yw sut yr ydym yn dal cyflogwyr yn gyfrifol ac ennill dros ein haelodau.

Hyfforddiant Uno yn cael eu darparu gan diwtoriaid sydd gyd wedi bod ar y pen craff eu hunain, gan gynrychioli aelodau Uno yn eu gweithleoedd eu hunain. Cyflwynir y cyrsiau mewn ffordd gyfeillgar ac anffurfiol, sy'n galluogi cynrychiolwyr i feithrin perthnasoedd a chysylltiadau ag ymgyrchwyr o weithleoedd a sectorau eraill.

Mae addysg Uno yn cael ei ddarparu mewn amrywiaeth o ffyrdd, yn bennaf yn ein swyddfeydd Uno ledled Cymru. Rydym hefyd yn cynnig y gallu i'n cynrychiolwyr gweithle gwblhau eu hyfforddiant ar-lein trwy Zoom. Mae gan gynrychiolwyr y gallu i gymysgu a chyfateb i'r ffordd y maent yn mynychu ein cyrsiau, gan sicrhau, beth bynnag rhan o Gymru y maent yn dod, eu bod yn gallu cael mynediad at yr hyfforddiant sydd ei angen arnynt.

Ar gyfer Cynrychiolwyr yn y Gweithle a Chynrychiolwyr Iechyd a Diogelwch rydym yn darparu hyfforddi llwybr 20 diwrnod, gyda chysiau wedi'u rhannu'n 4 modiwl. Ein holl cyrsiau'n gofyn i gynrychiolwyr sicrhau rhyddhad cyflogedig gan eu cyflogwr ac fe'u cyflwynir yn ystod yr wythnos rhwng 9.30yb a 4.00yh. Gall eich swyddog llawn amser eich helpu i sicrhau rhyddhad â thâl os ydych chi'n cael anawsterau.

Eleni byddwn yn cynnal hyfforddiant newydd i'n cynrychiolwyr profiadol sydd wedi

cwblhau'r holl hyfforddiant rhagarweiniol y mae Uno yn ei gynnig. Bydd y cwrs hwn o'r enw "Hyfforddiant Cynrychiolwyr Uwch" ar gael yn ein swyddfeydd ac ar-lein.

Yn ogystal â'r cyrsiau gwych ar gyfer ein Cynrychiolydd Gweithle, lechyd a Diogelwch, Cydraddoldeb a Dysgu, gallwn hefyd gynnal cyrsiau sydd wedi addasu i'ch gweithle pryd fod angen. Mae addysg Uno yn hyblyg iawn ac os nad yw ein cyrsiau a hysbysebwr yn addas i'ch patrymau gwaith, cysylltwch â ni. Fel arfer, gallwn ddarparu hyfforddiant sydd wedi'i gynllunio i gwrdd â'ch anghenion penodol eich gweithle.

Mae ein holl gyrsiau yn cael eu darparu mewn partneriaeth ag Addysg Oedolion Cymru. Os ydych yn cofrestru ar gyfer un o'n cyrsiau ar-lein, byddwch yn dawl eich meddwl bod cymryd rhan yn syml iawn a byddwch yn derbyn cymorth cyn y cwrs i ymgfarwyddo â dysgu ar-lein. Yr unig dechnoleg sydd ei hangen arnoch i gymryd rhan yw tabled neu gyfrifiadur.

Cymerwch ychydig funudau i edrych drwy'r llyfryn hwn a'i lofnodi i fyny ar gyfer un o'r nifer o gyrsiau sydd ar gael. I wneud cais, cysylltwch os gwelwch yn dda drwy e-bost yn education.wales@unitetheunion.org neu dros y ffôn 02920 821258. Fel arall, gallwch weld holl ddyddiadau ein cwrs ar-lein: www.unitetheunion.org/education.

Mae bod yn actifydd Uno yn rôl anodd ond gwerth boddhaol ac mae addysg Uno yma i'ch cefnogi. Os oes angen rhagor o wybodaeth arnoch, cysylltwch â ni.

Mewn undod

Glyn Conolly

Trefnydd Addysg a Datblygu

Workplace Reps Introductory Certificate

Module 1A & 1B | Duration: 10 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
- 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:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Bangor	11 Sept 2024	13 Nov 2024	10 Wednesdays
Bangor	08 May 2025	10 July 2025	10 Thursdays
Cardiff	09 Sept 2024	11 Nov 2024	10 Mondays
Cardiff	06 Jan 2025	10 Mar 2025	10 Mondays
Cardiff	06 May 2025	8 July 2025	10 Tuesdays
Milford Haven	10 Sept 2024	12 Nov 2024	10 Tuesdays
Milford Haven	08 May 2025	10 July 2025	10 Thursdays
Pontypool	10 Sept 2024	12 Nov 2024	10 Tuesdays
Pontypool	07 May 2025	09 July 2025	10 Wednesdays
Swansea	09 Sept 2024	11 Nov 2024	10 Mondays
Swansea	07 Jan 2025	11 Mar 2025	10 Tuesdays
Swansea	09 May 2025	11 July 2025	10 Fridays
Wrexham	09 Sept 2024	11 Nov 2024	10 Mondays
Wrexham	06 Jan 2025	10 Mar 2025	10 Mondays
Wrexham	06 May 2025	08 July 2025	10 Tuesdays
Online 📺	11 Sept 2024	13 Nov 2024	10 Wednesdays
Online 📺	08 Jan 2025	12 Mar 2025	10 Wednesdays
Online 📺	09 May 2025	11 July 2025	10 Fridays

Workplace Reps Introductory Certificate

Module 1A | Duration: 5 consecutive days

Venue	Start	End
Online 	02 Sept 2024	06 Sept 2024
Online 	02 Dec 2024	06 Dec 2024
Online 	07 Apr 2025	11 Apr 2025

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Module 1B | Duration: 5 consecutive days

Venue	Start	End
Online 	18 Nov 2024	22 Nov 2024
Online 	17 Mar 2025	21 Mar 2025
Online 	14 July 2025	18 July 2025

○ Workplace Reps Introductory Certificate

Module 2A | Duration: 5 days

Course description:

The course is designed as follow on training for those representatives who have already completed Modules 1A and 1B of the Workplace Reps programme, or stage one of the TUC programme.

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

Venue	Start	End	Duration
Cardiff	26 Sept 2024	24 Oct 2024	5 Thursdays
Wrexham	26 Sept 2024	24 Oct 2024	5 Thursdays
Online 📺	07 Nov 2024	05 Dec 2024	5 Thursdays
Online 📺	10 Feb 2025	10 Mar 2025	5 Mondays
Online 📺	28 April 2025	02 May 2025	5 consecutive days

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

○ Workplace Reps Introductory Certificate

Module 2B | Duration: 5 days

Course description:

The course is designed as follow on training for those representatives who have already completed Modules 1A, 1B and 2A of the Workplace Reps programme.

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

Venue	Start	End	Duration
Cardiff	16 Jan 2025	13 Feb 2025	5 Thursdays
Wrexham	16 Jan 2025	13 Feb 2025	5 Thursdays
Online 📺	07 Feb 2025	07 Mar 2025	5 Fridays
Online 📺	06 May 2025	03 June 2025	5 Tuesdays
Online 📺	23 June 2025	27 June 2025	5 consecutive days

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

○ Advanced Reps Training

Duration: 3 days

Course description:

This course is designed for experienced reps who wish to update their knowledge and skills. Its is an opportunity to share skills and experience with other reps.

This course covers:

- Changes to employment law, new legislation and the impact on workplace rights.
- Promoting equality in the workplace
- Effective organising and campaigning.
- Leadership roles in the branch structure.
- Negotiation skills.

Venue	Start	End	Duration
Cardiff	24 Sept 2024	8 Oct 2024	3 Tuesdays
Cardiff	25 Mar 2025	27 Mar 2025	3 consecutive days
Pontypool	9 Dec 2024	11 Dec 2024	3 consecutive days
Swansea	29 Oct 2024	12 Nov 2024	3 Tuesdays
Wrexham	19 Nov 2024	03 Dec 2024	3 Tuesdays
Wrexham	07 Apr 2025	09 Apr 2025	3 consecutive days
Online 📺	26 Nov 2024	10 Dec 2024	3 Tuesdays
Online 📺	01 Apr 2025	03 Apr 2025	3 consecutive days
Online 📺	16 July 2025	18 July 2025	3 consecutive days

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

Or visit: www.unitetheunion.org/education 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.

Stage 2 | Duration: 5 consecutive days

Course description:

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.

Application:

To apply for courses please contact your education department:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End
Cardiff	25 Nov 2024	29 Nov 2024
Online 	10 March 2025	14 March 2025

Venue	Start	End
Online 	16 June 2025	20 June 2025

○ Health & Safety Reps Certificate

Module 1A & 1B | Duration: 10 days

Course description:

This course is the essential course for all new Unite Health & 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.

This course covers:

- Understanding the role of a Unite Safety Rep
- The legal framework of Health & Safety
- Rights of Safety Reps
- Involving the members in Health & Safety
- Accident investigations – Risk assessments

Application:

To apply for courses please contact your education department:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Bangor	08 Jan 2025	12 March 2025	10 Wednesdays
Cardiff	11 Sept 2024	13 Nov 2024	10 Wednesdays
Cardiff	10 Jan 2025	14 March 2025	10 Fridays
Cardiff	07 May 2025	09 July 2025	10 Wednesday
Milford Haven	08 Jan 2025	12 March 2025	10 Wednesdays
Pontypool	12 Sept 2024	14 Nov 2024	10 Thursdays
Pontypool	09 May 2025	11 July 2025	10 Fridays
Swansea	12 Sept 2024	14 Nov 2024	10 Thursdays
Swansea	12 May 2025	21 July 2025	10 Mondays (excl. 26 May)
Wrexham	10 Sept 2024	12 Nov 2024	10 Tuesdays
Wrexham	10 Jan 2025	14 March 2025	10 Fridays
Wrexham	07 May 2025	09 July 2025	10 Wednesdays
Online 📺	13 Sept 2024	15 Nov 2024	10 Fridays
Online 📺	09 Jan 2025	13 March 2025	10 Thursdays
Online 📺	07 May 2025	09 July 2025	10 Wednesdays

○ Health & Safety Reps Certificate

Module 2A | Duration: 5 days

Course description:

Part three of Unite's Health & Safety training builds upon the knowledge learnt in Module 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:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Cardiff	14 Jan 2025	11 Feb 2025	5 Tuesdays
Wrexham	14 Jan 2025	11 Feb 2025	5 Tuesdays
Online 📺	18 Oct 2024	15 Nov 2024	5 Fridays
Online 📺	11 Feb 2025	11 Mar 2025	5 Tuesdays

○ Health & Safety Reps Certificate

Module 2B | Duration: 5 days

Course description:

Part four of Unite's Health & Safety training builds upon the knowledge learnt in Module 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:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Cardiff	2 June 2025	30 June 2025	5 Mondays
Wrexham	2 June 2025	30 June 2025	5 Mondays
Online 📺	13 Jan 2025	10 Feb 2025	5 Mondays
Online 📺	17 June 2025	15 July 2025	5 Tuesdays

○ Union Learning Reps

Stage 1 | Duration: 5 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:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Cardiff	18 Nov 2024	16 Dec 2024	5 Mondays
Wrexham	18 Nov 2024	16 Dec 2024	5 Mondays
Online	20 Feb 2025	20 Mar 2025	5 Thursdays

○ Equality & Diversity

Duration: 5 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	Duration
Cardiff	08 Nov 2024	06 Dec 2024	5 Fridays
Wrexham	08 Nov 2024	06 Dec 2024	5 Fridays
Online 📺	10 Jan 2025	07 Feb 2025	5 Fridays
Online 📺	07 April 2025	11 Apr 2025	5 consecutive days

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

○ Branch Secretary & Branch Officials

Duration: 5 days

Course description:

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.

This course includes:

- 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

Venue	Start	End	Duration
Cardiff	20 Sept 2024	18 Oct 2024	5 Fridays
Wrexham	20 Sept 2024	18 Oct 2024	5 Fridays
Online 📺	12 Feb 2025	12 Mar 2025	5 Wednesdays
Online 📺	28 April 2025	02 May 2025	5 consecutive days

Application:

To apply for courses please contact your education department:

Tel: 02920 821258

Email: education.wales@unitetheunion.org

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

Additional Courses

Challenging Bullying & Harassment

Duration: 3 days

Course description:

Bullying and harassment is a major problem in many workplaces.

This course will enable you to:


- Identify the various forms that bullying and harassment can take
- Implement strategies to deal effectively with bullying and harassment cases
- Deal with mental health issues and work related stress

Application:

To apply for courses please contact your education department:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Cardiff	19 Nov 2024	03 Dec 2024	3 Tuesdays
Pontypool	14 Mar 2025	28 Mar 2025	3 Fridays
Swansea	14 Mar 2025	28 Mar 2025	3 Fridays
Wrexham	19 Nov 2024	03 Dec 2024	3 Tuesdays
Online 	30 June 2025	14 July 2025	3 Mondays

Additional Courses

Mental Health Awareness

Duration: 3 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 an 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:

Tel: 02920 821258 **Email:** education.wales@unitetheunion.org

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

Venue	Start	End	Duration
Cardiff	20 Nov 2024	4 Dec 2024	3 Wednesdays
Pontypool	17 Mar 2025	31 Mar 2025	3 Mondays
Swansea	17 Mar 2025	31 Mar 2025	3 Mondays
Wrexham	21 Nov 2024	05 Dec 2024	3 Thursdays
Online 	03 June 2025	17 June 2025	3 Tuesdays

○ All Office Addresses

Regional Office

Cardiff Unite the Union, 1 Cathedral Road, Cardiff, CF11 9SD
T: 02920 394521

District Offices

Bangor Unite the Union, 30 Dean Street, Bangor, Gwynedd, LL57 1UR
T: 01248 362098

Cardiff Unite the Union, 1 Cathedral Road, Cardiff, CF11 9SD
T: 02920 394521

Milford Haven Unite the Union, Robert Street, Milford Haven, SA73 2HS
T: 01646 690618

Pontypool Unite the Union, 3-3A High Street, Pontypool, Torfaen, NP4 6EY
T: 01495 762222

Swansea Unite the Union, 19 High Street, Swansea, SA1 1LF
T: 01792 472410

Wrexham Unite the Union, 33 King Street, Wrexham, LL11 1HR
T: 01978 800880

Education

CYMRU – WALES

COURSE PROGRAMME 2024/25

