



WEST MIDLANDS REGION
COURSE PROGRAMME
MARCH TO JULY UPDATE 2025


unite EDUCATION

Fighting for **JOBS • PAY • CONDITIONS**



Unite Vision & Values



A message from Annmarie Kilcline the Regional Secretary, Unite West Midlands

Dear Colleagues,

Welcome to Unite West Midlands. We represent workers in all sectors of the region's highly-varied economy; we also have a vibrant retired members sector and a growing Community membership sector.

The 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.

We are committed to campaigning and organising on the issues that matter to our members, such as decent jobs, pay, conditions, equalities, pensions and safe and healthy workplaces. We are committed to fighting against the injustices that are blighting many of our members.

Our aim is to help and support all our members to build a better life for themselves and their families. We hope to ensure that being a member of the union is a lifetime choice, from the cradle to the grave.

Unite education has at its core the delivery of our union's vision focused on the workplace to deliver better 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. Please make sure you have permission.

In order to achieve these aims we are providing an education program 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 that you do on behalf of Unite and its members.

In solidarity

A handwritten signature in cursive script, reading "A Kilcline".

Annmarie Kilcline
West Midlands Regional Secretary

A message to unite representatives

I am pleased to welcome you to the 2025 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.

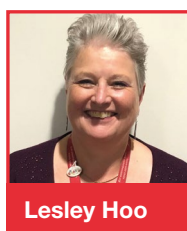
To apply for your place please **email with your name, membership number, course title, venue and date** to the WM Education Team at education.westmids@unitetheunion.org or telephone 0121 647 4797. You will then receive confirmation of your booking.

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.**



Lesley Hoo

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

In solidarity

Lesley Hoo
Regional Education Officer

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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
Coventry	10 March 2025	14 March 2025
Online 📺	10 March 2025	14 March 2025
Birmingham	24 March 2025	28 March 2025
Stoke	31 March 2025	04 April 2025
Wolverhampton	31 March 2025	04 April 2025
Birmingham	07 April 2025	11 April 2025
Birmingham	09 June 2025	13 June 2025
Wolverhampton	09 June 2025	13 June 2025
Coventry	09 June 2025	13 June 2025
Online 📺	09 June 2025	13 June 2025
Birmingham	16 June 2025	20 June 2025
Stoke	23 June 2025	27 June 2025

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
Coventry	07 April 2025	11 April 2025
Online 📺	07 April 2025	11 April 2025
Birmingham	28 April 2025	02 May 2025
Stoke	28 April 2025	02 May 2025
Wolverhampton	28 April 2025	02 May 2025
Birmingham	02 June 2025	06 June 2025
Birmingham	14 July 2025	18 July 2027
Wolverhampton	14 July 2025	18 July 2025
Coventry	07 July 2025	11 July 2025
Online 📺	30 June 2025	04 July 2025
Birmingham	07 July 2025	11 July 2025
Stoke	21 July 2025	25 July 2025

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
Birmingham	23 June 2025	27 June 2025
Online 📺	16 June 2025	20 June 2025

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
Birmingham	21 July 2025	25 June 2025
Online 📺	14 July 2025	18 July 2025

Note: Online virtual teaching will be delivered using Google Classroom

Application:

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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

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

Dates will be sent out when there are sufficient numbers on the waiting list

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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	10 March 2025	14 March 2025
Coventry	31 March 2025	04 April 2025
Online 📺	31 March 2025	04 April 2025
Coventry	02 June 2025	06 June 2025
Stoke	02 June 2025	06 June 2025
Birmingham	02 June 2025	06 June 2025
Wolverhampton	02 June 2025	06 June 2025

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	07 April 2025	11 April 2025
Coventry	28 April 2025	02 May 2025
Online 📺	28 April 2025	02 May 2025
Coventry	30 June 2026	04 July 2025
Stoke	30 June 2026	04 July 2025
Birmingham	30 June 2026	04 July 2025
Wolverhampton	30 June 2026	04 July 2025

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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
Online 📺	02 June 2025	06 June 2025
Coventry	16 June 2025	20 June 2025

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
Online 📺	07 July 2025	11 July 2025
Coventry	14 July 2025	18 July 2025

Note: Online virtual teaching will be delivered using Google Classroom

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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
Coventry	24 March 2025	28 March 2025
Birmingham	16 June 2025	20 June 2025
Online 	07 July 2025	11 July 2025
Wolverhampton	07 July 2025	11 July 2025
Stoke	14 July 2025	18 July 2025

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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	23 June 2025	27 June 2025

Note: Online virtual teaching will be delivered using Google Classroom

Application:

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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	31 March 2025	04 April 2025
Birmingham	28 April 2025	02 May 2025
Birmingham	14 July 2025	18 July 2025

Note: Online virtual teaching will be delivered using Google Classroom

Application:

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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.

Venue	Start	End
Stoke	16 June 2025	20 June 2025
Wolverhampton	16 June 2025	20 June 2025
Online 📺	16 June 2025	20 June 2025
Birmingham	07 July 2025	11 July 2025

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.

Dates will be sent out when there are sufficient numbers on the waiting list

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



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



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