

SOUTH WEST

# unite Education



[www.unitetheunion.org/education](http://www.unitetheunion.org/education)

COURSE PROGRAMME 2024/25



## A Message for Unite Members

Welcome to the 2024/2025 Unite South West 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 for a course close to you, please contact us by email [education.southwest@unitetheunion.org](mailto:education.southwest@unitetheunion.org) by phone on 0117 370 1275 or by scanning the QR code below. Alternatively, you can view all of our course dates online at: [www.unitetheunion.org/education](http://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 take the opportunity to engage with our Education programme.

In Solidarity,

**JAMES MARTIN**

Regional Education Officer



James Martin

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To apply please contact us by email [education.southwest@unitetheunion.org](mailto:education.southwest@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](http://www.unitetheunion.org/education).

PLEASE NOTE THAT COURSES LISTED ARE NON-RESIDENTIAL AND ACCOMMODATION WILL ONLY BE GRANTED IN EXCEPTIONAL CIRCUMSTANCES.



### Workplace Representatives

#### STAGE 1A (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
- Building a strong workplace union
- Understanding the concept of 'good work'
- The Equality Act 2010 and handling equality issues at work
- Problem solving skills
- Negotiation and Bargaining skills
- Work-life balance
- Building a strong workplace union

Venue	Start	End
<b>Bournemouth</b>	14 October 2024	18 October 2024
<b>Bournemouth</b>	17 March 2025	21 March 2025
<b>Bristol</b>	23 September 2024	27 September 2024
<b>Bristol</b>	03 March 2025	07 March 2025
<b>Bristol</b>	12 May 2025	16 May 2025
<b>Gloucester</b>	02 September 2024	06 September 2024
<b>Gloucester</b>	28 April 2025	02 May 2025
<b>Online</b>	18 November 2024	22 November 2024
<b>Online</b>	14 July 2025	18 July 2025
<b>Plymouth</b>	16 September 2024	20 September 2024
<b>Plymouth</b>	17 February 2025	21 February 2025
<b>St Austell</b>	31 March 2025	04 April 2025
<b>Swindon</b>	10 March 2025	14 March 2024

### Workplace Representatives

#### STAGE 1B (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 1A/One
- Understanding the concept of 'good work'
- The Equality Act 2010 and handling equality issues at work
- Problem solving skills
- Negotiation and Bargaining skills
- Work-life balance
- Building a strong workplace union
- Organising in the workplace

Venue	Start	End
<b>Bournemouth</b>	30 June 2025	04 July 2025
<b>Bristol</b>	25 November 2024	29 November 2024
<b>Bristol</b>	07 April 2025	11 April 2025
<b>Bristol</b>	14 July 2025	18 July 2025
<b>Gloucester</b>	23 June 2025	27 June 2025
<b>Online</b>	13 January 2025	17 January 2025
<b>Online</b>	02 June 2025	06 June 2025
<b>Plymouth</b>	16 December 2024	20 December 2024
<b>Plymouth</b>	21 July 2025	25 July 2025
<b>St Austell</b>	16 June 2025	20 June 2025
<b>Swindon</b>	07 July 2025	11 July 2025

### Workplace Representatives

**STAGES 2A & 2B (Stages 3 & 4)**

**Duration: 10 working days split over two weeks**

#### Course Description:

This course is an advanced course designed for Reps who have completed the Workplace Reps Stages 1A/One and 1B/Two. Both stages **must** be completed in the same academic year. These courses cover:

- 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.
- 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	Dates (2A/3)	Dates (2B/4)
<b>Bristol</b>	23 to 27 September 2024	21 to 25 October 2024
<b>Bristol</b>	10 to 14 February 2025	03 to 07 March 2025
<b>Online</b>	21 to 25 October 2024	27 to 31 January 2025
<b>Plymouth</b>	24 to 28 February 2025	17 to 21 March 2025

### Health and Safety Representatives

#### STAGE 1A (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
- SRSC Regulations
- 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 and HSG65

Venue	Start	End
<b>Bournemouth</b>	30 September 2024	04 October 2024
<b>Bournemouth</b>	19 May 2025	23 May 2025
<b>Bristol</b>	09 September 2024	13 September 2024
<b>Bristol</b>	10 March 2025	14 March 2025
<b>Bristol</b>	21 July 2025	25 July 2025
<b>Gloucester</b>	11 November 2024	15 November 2024
<b>Gloucester</b>	31 March 2025	04 April 2025
<b>Online</b>	02 September 2024	06 September 2024
<b>Online</b>	30 June 2025	04 July 2025
<b>Plymouth</b>	07 October 2024	11 October 2024
<b>Plymouth</b>	24 March 2025	28 March 2025
<b>St Austell</b>	03 February 2025	07 February 2025
<b>Swindon</b>	10 February 2025	14 February 2025



### Health and Safety Representatives

#### STAGE 1B (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
- RIDDOR and HSG65

Venue	Starts	Ends
<b>Bournemouth</b>	07 July 2025	11 July 2025
<b>Bristol</b>	11 November 2024	15 November 2024
<b>Bristol</b>	28 April 2025	02 May 2025
<b>Bristol</b>	16 June 2025	20 June 2025
<b>Gloucester</b>	09 June 2025	13 June 2025
<b>Online</b>	30 September 2024	04 October 2024
<b>Online</b>	07 April 2025	11 April 2025
<b>Plymouth</b>	16 September 2024	20 September 2024
<b>Plymouth</b>	19 May 2025	23 May 2025
<b>St Austell</b>	09 June 2025	13 June 2025
<b>Swindon</b>	02 June 2025	06 June 2025

### Health and Safety Representatives

**STAGE 2A & 2B (STAGES 3 & 4)**

**Duration: 10 working days split over two weeks**

#### Course Description:

These advanced courses are designed for Reps who have completed the Health and Safety Stages 1A/One and 1B/Two courses. The courses cover:

- Assessment of workplace action plan
- Understanding COSHH and related hazards
- Carrying out a workplace audits
- Manual handling and ergonomic risks
- LEV systems
- Fire regulations
- Noise regulations
- Creating a healthier work environment
- Understanding accidents and finding route causes
- Investigation techniques
- Managing risks and incidents

Venue	Dates (2A/1)	Dates (2B/2)
<b>Bristol</b>	09 to 13 September 2024	04 to 08 November 2024
<b>Bristol</b>	07 to 11 April 2025	02 to 06 June 2025
<b>Online</b>	14 to 18 October 2024	18 to 22 November 2024
<b>Plymouth</b>	31 March to 04 April 2025	12 to 16 May 2025

### 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
<b>Bristol</b>	25 November 2024	29 November 2024
<b>Online</b>	07 April 2025	10 April 2025

### Equality and Diversity - Women's Course – Addressing inequality for women

Duration: 2 consecutive working days

#### Course Description:

This two-day Equality & Diversity follow-on course for Women will focus on:

- Organising women members
- Challenging and taking action on Sexual Discrimination & Harassment at Work
- Maternity discrimination
- The Gender Pay Gap
- Campaigns - international women's day, menopause, period dignity, violence against women and girls, work-life balance
- Action planning

Venue	Start	End
Bristol	16 April 2025	17 April 2025

### Neurodiversity

#### NEW COURSE

Duration: 5 consecutive working days

#### Course Description:

Our Neurodiversity course will help attendees to understand a range of neurodiverse conditions including dyslexia, dyspraxia, dyscalculia, ADHD and autism.

We will look at what each of these conditions is and the terminology that is associated with neurodiverse conditions. We will learn about the experiences of someone with neurodiverse conditions and develop a better appreciation of the challenges that can be faced by neurodivergent individuals.

We will also explore steps that can be taken to make interactions and environments more accommodating for those with neurodiverse conditions and how we can campaign and organise in the workplace to support all.

Venue	Start	End
Bristol	23 June 2025	27 June 2025
Online	06 January 2025	10 January 2025

### Pensions

#### Stage One

Duration: 5 consecutive working days

#### Course Description:

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

Venue	Start	End
<b>Bristol</b>	04 November 2024	08 November 2024
<b>Bristol</b>	12 May 2025	16 May 2025

### Pensions

#### Stage Two

Duration: 5 consecutive working 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. It follows on from Stage One of the Pensions course.

Venue	Start	End
Online	02 December 2024	06 December 2024

### Union Learning Representatives

Duration: 5 consecutive working 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.

Venue	Start	End
Online	27 January 2025	31 January 2025



## Environment Reps

### NEW COURSES

Duration: Variable

#### Environment Reps:

Unite are at the forefront of the trade Union response to climate change. This course covers the nature of the climate crisis, how we as reps can begin to change our workplaces and environments for the better through shortening supply chains, activism and realistic change.

Venue	Start	End
<b>Bristol</b>	07 October 2024	11 October 2024
<b>Online</b>	03 February 2025	07 February 2025

#### Extreme Temperatures and Weather:

This course focuses on the working environment, particularly those working outdoors or where there is limited control of workplace temperatures. We look at how extreme temperatures affect workplaces, current legislation and why unions are calling for changes to the law. We then move on to the impact changing weather has on our day-to-day activity, covering health and working conditions.

Venue	Start	End
<b>Bristol</b>	06 May 2025	08 May 2025
<b>Online</b>	28 July 2025	30 July 2025

### Branch Officials

Duration: 4 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
<b>Bristol</b>	09 December 2024	12 December 2024
<b>Bristol</b>	27 May 2025	30 May 2025

## Additional Courses

### NEW COURSES

Duration: 5 consecutive days

#### Redundancy and TUPE:

Redundancy and TUPE covers the basics of the contract of employment, TUPE and redundancy legislation

#### Mental Health Awareness:

This course is designed to introduce the topics of stress, anxiety and mental health from a trade union perspective. It will assist reps in promoting wellbeing in the workplace and to understand the issues faced by members at work. You will develop a better understanding of the Equality Act 2010 and how it applies to people with mental health illnesses. The training will enable you to develop a strategy to deal with mental health and wellbeing issues in the workplace, and ensure employees are not discriminated against.

#### Effective Communications:

This course covers a variety of communication methods and how we can use them. We cover:

- How to use social media and social media case law
- Creating newsletters with basic IT
- Public Speaking and dealing with the media
- Creating effective posters and flyers
- Combatting fake news and organising online

Redundancy and TUPE	Start	End
Online	13 January 2025	17 January 2025
Mental Health Awareness	Start	End
Online	28 October 2024	01 November 2024
Bristol	20 January 2025	24 January 2025
Effective Communications	Start	End
Bristol	09 December 2024	13 December 2024

### Additional Courses

Duration: Variable

#### Stress Management (Three consecutive days):

Looks at what the different types of stress are, how to handle stress at work, legislation covering mental health and strategies for improving mental ill health. We also look at how to support ourselves as reps and our members.

#### Cancer Awareness (One day):

This short course looks at:

- What the key messages are around cancer awareness
- How to address the fears and barriers faced by people when talking about cancer, how to have effective, conversations about cancer and health
- Legislation to protect workers and improving workplace policies

#### Challenging Conversations (Three consecutive days):

This course covers good practice on how to handle the difficult conversations that might be faced in your role as a rep and activist. We will look at case studies, questioning techniques and unacceptable behaviours in the workplace, building your confidence as we progress through the course. We also consider the impact our behaviours and language used in broader society, focusing on how to engage constructively in broader debate and how to support mental ill health.

Stress Management	Start	End
Online	28 October 2024	30 October 2024
Online	22 April 2025	24 April 2025

Cancer Awareness	Start	End
Bristol	25 April 2025	

Challenging Conversations	Start	End
Bristol	04 September 2024	06 September 2024
Plymouth	15 April 2025	17 April 2025

## Additional Courses

Duration: One Day

### Domestic Abuse Awareness:

This short course focuses on:

- How to develop a domestic abuse policy at work
- What support and signposting is available
- How to support members and reps at work

The course covers sensitive issues and will be delivered in a safe environment.

### Menopause Awareness:

The impact of menopause on women is often an issue not discussed in the workplace. We look at gaining a better understanding of the symptoms of the menopause, key legislation, methods of campaigning and confidence in raising the issue at work.

### Unconscious Bias:

This course looks at what Unconscious bias is and how it can result in discrimination in the workplace. Unconscious bias influences decisions in recruitment, promotion and performance management and is something that is present in all of us.

Venue	Course title	Date
<b>Bristol</b>	Domestic Abuse	28 May 2025
<b>Online</b>	Domestic Abuse	02 December 2024
<b>Bristol</b>	Menopause Awareness	01 November 2024
<b>Online</b>	Menopause Awareness	30 May 2025
<b>Bristol</b>	Unconscious Bias	13 December 2024
<b>Online</b>	Unconscious Bias	29 May 2025

### Additional Courses

Duration: Two consecutive days

#### Employment Law and Health and Safety updates:

These courses are designed for reps who have completed the core course programme and are wanting to refresh existing knowledge and to keep up to date with any changes in legislation and practices at work.

You will have an opportunity to meet guest speakers who are specialised in aspects of Occupational Safety and Health and well as Industrial Relations as well as opportunities to further develop your knowledge as a rep.

Employment Law Updates	Start	End
<b>Bristol</b>	05 December 2024	06 December 2024
<b>Online</b>	24 April 2025	25 April 2025

Health and Safety Updates	Start	End
<b>Bristol</b>	03 December 2024	04 December 2024
<b>Online</b>	22 April 2025	23 April 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](http://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](mailto: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 for Equality in today's Workplace – Understanding the Equality Act 2010
- 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.southwest@uniteunion.org](mailto:education.southwest@uniteunion.org) or

by scanning the QR code below.

Alternatively, you can view all of our course dates online at:

[www.uniteunion.org/education](http://www.uniteunion.org/education).





### All Education Office Addresses

#### Regional Office

Bristol	Unite the Union, Tony Benn House, Victoria Street, Bristol BS1 6AY T: 0117 923 0555
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#### District Offices

Bournemouth	Unite the Union, Tolpuddle Martyrs House, 238 Holdenhurst Road, Bournemouth, BH8 8EG T: 01202 294333
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Gloucester	Unite the Union, No. 1 Pullman Court, Great Western Road, Gloucester, GL1 3ND T: 01452 223440
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Plymouth	New Union House, 2 Harbour Avenue, Sutton Harbour, Plymouth, PL4 0BJ T: 01752 424129
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Swindon	Unite the Union, 75 Swindon Road, Stratton St Margaret, Swindon, SN3 4PU T: 01793 836480
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St Austell	Unite the Union, Dowrgrann, Stennack Road, St Austell, PL25 3SW T: 01726 76043
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