

## Learning and Organising Updates

### Co-ordinating learning and development in your branch

Autumn 2017

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## EVENTS COMING UP

- **Stepping up: inspiring reading and writing for pleasure in your workplace – 16<sup>th</sup> November 2017 11am – 4pm UNISON Centre, London - Closing date: 1 November 2017**

Do you want to take your workplace reading group to the next level – or take the first steps in getting one off the ground? Would you like to run a creative writing workshop in your branch?

Get ready to take the next steps at this one-day workshop for UNISON learning reps, activists and organisers.

This workshop is free to attend. Lunch and refreshments will be provided. To apply, complete the application form at <https://learning.unison.org.uk/events/stepping-up/> and return to:

[LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk)

- **Date for diaries - ULR conference – 8<sup>th</sup> February 2018**

## TRAINING AND DEVELOPMENT COURSES FOR YOU AND YOUR MEMBERS

### Branch Education Co-Ordinators (BECs) Training

Branch Education Co-Ordinators play a pivotal role in members involved in the branch through learning opportunities and getting new reps trained and confident to get started. This course will help you to identify the training needs of activists and co-ordinate support for new reps to get started in their role. It will familiarise you with UNISON's learning opportunities and the organising potential of empowering members through learning. It also covers contributing to annual branch assessment by developing an annual training plan.

Most regions offer training for BECs as part of the Branch Officer Training weekend – see your regional programme for dates and details.

If you have missed your regional course, sign up for the **National course in UNISON Centre London, 31 October & 1 November 2017**. Visit <https://www.unison.org.uk/get-involved/learning-development/activists/activist-training-pathways/> and scroll down to the Resources Section at the end for an application form. The closing date for applications is 22 September.

### Employment Law courses

These in-depth employment law courses for experienced reps and complement the law courses available at regional level. The courses will take place at UNISON Centre, London NW1 2AY.

Visit

<http://sp.dep.unison.org.uk/LAOS/National%20Programme1/National%20Employment%20Law%20Courses%202017.pdf> to download the National Employment Law Course information sheet and application form.

- **Contracts Redundancy and TUPE** – 7-9 November 2017: (closing date 26 September)
- **Disability Discrimination Law** – 21 & 22 November 2017 (closing date 7 October)

## Dealing with Privatisation & TUPE courses

These two courses (Privatisation is one day and TUPE is half a day) are available to your branch. If you have a number of reps that need this training please contact your regional education officer to ask for a course to be arranged locally.

## UNISON Organising Steward – Online Courses

This course is for UNISON stewards who are unable to attend one of our face-to-face Organising Steward courses (because of work pattern, domestic commitments, etc.). The course will run:

- 25 September -11 November 2017 (closing date 15 September)

The course uses the same high quality materials, the same tutor support, the same networking with other UNISON stewards, but on-line from your workplace or local/employer learning centre. It is delivered in a friendly, encouraging way by expert tutors. You access the course via the internet and work interactively on tasks with other course participants. You will need to spend 3-4 hours a week over a 7-week period. In terms of IT skills, the starting point for taking part in this online course is the ability to send an email and know how to access the internet.

Visit <https://www.unison.org.uk/content/uploads/2017/03/On-Line-Stewards-Course-Flyerv2.pdf> for full details of the course and to apply.

## Short Workshops to build your Branch

These short workshops, for delivery in branches, last from 30 minutes to half a day. They include 'Talent spotting and developing activism', 'Tasks to get members active' and Buddying and Mentoring Workshops, to mention a few. They can help build branches. There are over forty workshops across the following categories:

- General Skills Development
- Member Education
- Organising Recruitment and Campaigning
  - Recruiting
  - Developing and Supporting Activists
- Political Education
- Legal, Privatisation and Transfers
- Service Groups
- Women's History and Campaigning

Visit <http://www.unison.org.uk/for-activists/training/u-train/learning-and-organising-courses/> to download the full list of workshops. To run these in your branch speak to your regional education officer or organiser. Contact [LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk) for copies of materials if you or another activist want to deliver them in your branch.

If you or other branch activists are keen to develop confidence and skills to deliver these short workshops in your branch, speak to your Regional Education Organiser to find out more about **Discussion Leaders training** and **Lay Tutor training**.

## UNISON e-Notes

UNISON's online learning site hosts a number of quick online modules (e-notes)

### NEW!!!!

There are new e-notes on the Learning UNISON site, namely:

- Dyslexia
- Apprentices
- Thinking of Becoming a ULR?

All newly elected stewards are invited to complete the **New Stewards e-note** as soon as their election is noted on the UNISON's membership system. Branch Education Co-Ordinators should encourage new stewards to do the short (20 minutes) module to help them get started. It is a good idea to complete it yourself also so that you know what information your new stewards are receiving.

To register for e-Notes or to see what's available please visit <http://e-learning.unison.org.uk/>

## RESOURCES FOR BRANCH EDUCATION CO-ORDINATORS

### Branch Education Co-Ordinators Starter Pack

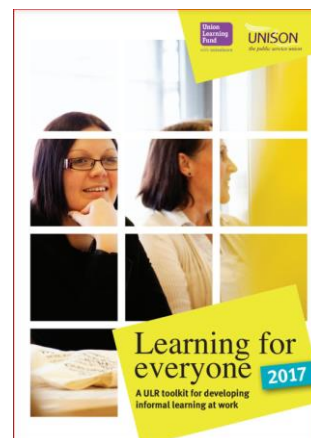
If you are a newly elected Branch Education Co-ordinator, check out the Branch Education Co-ordinators Starter Pack <https://learning.unison.org.uk/content/uploads/sites/50/2017/08/Branch-Education-Coordination-Starter-Pack-Sept-17.pdf>. As well as outlining the role of the BEC this guide will help you identify training for your members, establish systems for keeping track of learning in your branch and contribute to your branch's annual assessment by developing an activity based budget.

### Developing and Supporting Activists Guide

Having a simple process in place to support new reps as soon as they are elected is a very effective way of helping to build capacity in branches. Visit <https://www.unison.org.uk/content/uploads/2015/03/TowebDeveloping-and-supporting-activist-guide-28832.pdf> to download the **Developing and Supporting Activists Guide** which has lots of suggestions for structured approaches to keeping in contact and building the confidence of new contacts and reps. See also the 'Training and Development' tile on the Organising Space (see below) for more buddying and mentoring resources.

## Informal Learning Toolkit

This new toolkit has been produced to help UNISON Learning Reps set up, organise, and deliver informal learning sessions in the workplace that will engage members and potential members in anything from book clubs and ballroom dancing to understanding their payslips and everything in between. If you would like to order a copy please contact [learningandorganising@unison.co.uk](mailto:learningandorganising@unison.co.uk)



## Updated Moving On Toolkit

This has now been updated and if you' like a copy please contact [learningandorganising@unison.co.uk](mailto:learningandorganising@unison.co.uk)

## ULearn Magazine – Summer 2017

See our the latest edition of ULearn which celebrates

- Getting Everyone Reading
- Making maths Add Up
- Supporting Apprentices
- Boosting Members' Confidence



## Guidance for Supporting English for Speakers of Other Languages (ESOL) learning in the workplace

For anyone interested in supporting workplace ESOL learning, find information and advice on our website <https://learning.unison.org.uk/branch-education-team/support/esol/>

- There are sections on:
- Assessing the need and demand for ESOL learning
- Facilitating non-formal ESOL learning
- Negotiating for workplace ESOL learning
- Supporting workers while they learn
- Organising around ESOL learning
- Resources

Also see how a UNISON branch provided ESOL classes for their members in this film <https://www.youtube.com/watch?v=JHuCay-ncdU>

## Want to put on an event in your branch??

Now's the time to start planning learning events for September. We can help out with up to £250 **Kickstart funding**! Email [learningandorganising@unison.co.uk](mailto:learningandorganising@unison.co.uk) for more information. (NB England only)

## The Organising Space

UNISON's Organising Space is an online portal that can help you:

- Connect with fellow activists across the UK
- Share and discuss your UNISON experiences and events
- Discover resources to help activists organise
- Contribute your knowledge and expertise to UNISON

Go to the UNISON website and set up your account using your membership number. Then, once you are registered, go to <https://organisingspace.unison.org.uk>.

## UNISON LEARNING GRANTS FOR MEMBERS

UNISON wants to help members realise their potential. Because we know how difficult it is to afford training and development at the moment, we offer **financial support to members taking part in general non-vocational education, or in vocational education relevant to work in the public services**, as well as learning discounts from a number of providers.

We also offer grants to **members studying on trade union and labour movement or women's studies courses**.

For more information please see our web pages at <https://www.unison.org.uk/get-involved/learning-development/financial-support/>

## MEMBER OFFER – NEW WORKSHOP AVAILABLE

UNISON is offering new members the following free one day “taster” learning workshops to help cope with the challenges life throws either at work or in daily life. Workshops on offer are:

- **Get that job NEW!!!**
- Welcome to Unison
- Power to Be You
- Facing Change Together
- Your Skills, Your Future
- Making the most of the Internet

### NEW!!!!

The **Get That Job** course is appropriate for members who are thinking about or needing to apply for jobs. The content complements the UNISON ‘Moving On’ booklet .

#### Course aims:

- To discuss feelings about applying for jobs
- To identify your existing levels of confidence in relation to work and personal life
- To acknowledge your strengths and skills
- To explore the job application process and application forms
- To increase confidence in demonstrating your skills and experience on application forms, particularly in relation to the Person Specification

## USEFUL LINKS

<http://www.open.ac.uk/choose/unison/>

<http://www.open.ac.uk/cicp/main/social-partnerships/promotional-items-pearl-courses>

<https://learning.unison.org.uk/branch-education-team/>

*Learning Updates is sent at regular intervals to keep you up to date with learning news and opportunities for activists and members. If you wish to unsubscribe, please email [LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk) . If you know of others who would like to receive this please ask them to contact Sue Carrington [sue.carrington@unison.co.uk](mailto:sue.carrington@unison.co.uk)*

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