

# UNISON 2017



## Membership Learning Programme



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## Find out about UNISON's Learning Offer for Members

For many, the thought of doing a course or returning to learning can bring back dreaded memories from their time at school.

The great thing about the courses you will find here is they are nothing like you will have experienced at school or college.

Our learning opportunities are wide, varied and delivered in an informal interactive way by quality providers like the Open University, Local Colleges and the Workers Educational Association.

No previous qualifications are needed for any courses, and there are no costs to individual members so that no matter where you are coming from you will be able to take part and enjoy it in a safe and friendly environment.



Doing a course can help in so many ways, such as building your confidence, improving your skills, help you see things in a new way or just help you with the day to day tasks. It can also help to reduce stress by giving you some you time to have fun and learn something new just for you!

Whether you are just thinking about having a go at something new, brushing up existing skills or have been bitten by the learning bug, one thing is certain, it is never too late and you are never too old to try something new.

So why not have a look through the examples of courses we can run you have nothing to lose as they are free to **UNISON** members.

If you see something you might be interested in or have an idea for a course not featured in this booklet talk to your local Union Learning Rep (ULR), contact your Branches Education Officer or e-mail us at [memberlearningscotland@unison.co.uk](mailto:memberlearningscotland@unison.co.uk)

Our Facebook Page **UNISON Scotland Learning & Organising** will have updates and list any of our upcoming courses.



## Some of our most popular courses

### YOUR SKILLS, YOUR FUTURE – 1 DAY COURSE

#### **Are you feeling stuck in your current job?**

Come along and explore what skills you have, how to make the most of them and how to develop new skills. Whether you want to learn for work or in your personal life, this workshop is for you.

Course aims:

- To identify your existing, transferable and potential skills
- To feel more confident about your skills and abilities
- How to improve your confidence
- To give advice on Interview Techniques
- Help you to set goals for the future
- To give Hints & Tips on developing your CV
- To signpost you to appropriate Learning & Development Opportunities

### MAKING THE MOST OF THE INTERNET – 1 DAY COURSE

#### **Do you have some experience of using a computer but would like some tips to make the most of the internet?**

Come along to this course to build your confidence.

Sessions will cover:

- Searching the internet
- Using favourites
- Email and attachments
- Tips for staying safe online
- Computer spring cleaning
- Using the internet to save money
- How to save documents & photos
- Using Social Media



## DEALING WITH PAPERWORK – 1 DAY COURSE

### Are you required to read large amounts of information and never have enough time?

This course has been designed to support members who need to read large amounts of information. It will provide some practical techniques for reading and understanding information so that it does not become too much of a chore.

It will discuss:

- Organising paperwork and speed reading techniques
- Reading purposefully and report writing
- Your learning style
- Time management and mind mapping

## MENTAL HEALTH AWARENESS – 1 DAY COURSE

This one day course will aim to give learners a greater understanding of a range of Mental Health issues and is a great starting point for Staff who work with clients who have a Mental Health problem or who have friends or family who suffer, giving a valuable and constructive insight into it.

- This one day course will provide learners with information about different Mental Health problems and their impact on sufferers
- Learners identify basic strategies for supporting people with Mental Health problems
- Learners will gain an understanding of issues relating to poor Mental Health
- The session will be interactive and practical

Learners will have increased confidence in utilising support mechanisms and supporting strategies for people with poor Mental health.



## DEMENTIA AWARENESS – 1 DAY COURSE

These workshops are a great starting point for Staff who work with clients who have dementia or who have friends or family with Dementia, giving a valuable and constructive insight into it.

- This one day course will provide learners with information about different types of Dementia and it's impact on sufferers
- Learners identify strategies for supporting people with dementia
- Learners will gain an understanding of issues relating to dementia
- The session will be interactive and practical
- Learners will have increased confidence in utilising support mechanisms and supporting strategies for people with dementia

## AUTISM AWARENESS – 1 DAY COURSE

This course is aimed at people whose employment or personal life brings them into contact with children or adults with autistic spectrum disorders (ASD).

The Workshop will:

- Describe what ASD is and how it can manifest itself
- Describe the range of ASDs
- Give an understanding of when and how ASDs can be recognised or confirmed
- Give a basic overview of treatment/care for children or adults with ASDs
- How to positively interact and support people who have ASD
- Signpost learners to other organisations and resources which may be of help to them, their clients or family



## RETURN TO LEARN (R2L) – 30 HOURS OF STUDY

R2L is not about going back to school. It is a course specially designed for adults who have been away from learning for a long time and would now like to take up new learning opportunities.

### What you will gain from R2L?

- This course is designed to offer you an interesting and challenging way of developing your skills in an educational setting. The skills that you develop will be relevant and helpful in different parts of your life. For example, the writing skills unit will help you in writing reports for work, letters to official organisations, job applications or writing for your own personal enjoyment.
- The course is designed to fit around the other demands on your time.
- R2L is a mixture of traditional 'face-to-face' group study with a tutor and of 'distance learning'. This means that you will have regular group meetings with your tutor and you will also be required to do some work on your own.
- Between the meetings you will have the possibility of telephone contact with your tutor.

### Are there any exams and do I get a qualification?

- No exams, but we do use an assessment procedure to certify students' achievements. You will get a Qualification at SQF 4 or 5 dependant on the assessment.



## WOMENS LIVES

Women's Lives is not about going back to school. It is a course designed for women who have been away from learning for a long time and would now like to take up new learning opportunities.

There are no tests or exams, but you will get a recognised certificate.

Another aim is to develop your understanding of issues relating to women.

You might think "why have women's education?"

Statistics show that sometimes women are worse off than men. Some women are worse off than other women: for example, black women might find it harder to get a job, or working class women might have less chance of getting a good education.

### What will I learn?

This course will help you to develop some basic study skills, these include:

- Reading and understanding
- Note taking
- Listening skills
- Writing
- Research skills
- Analysing skills



## What other Courses can we run?

The following list of courses is not exhaustive so please get in touch if there's a course you would like to see us try and run.

All courses are dependant on getting a sufficient number of learners to ensure you get a good learning experience.

### Provider Key

**WEA** – Workers Educational Assoc

**OU** – Open University

**SUL** – Scottish Union Learning

**UNISON** - UNISON



## READING, WRITING & STUDY SKILLS

Course & provider	Course information	Course length
<b>Adult literacy</b> - WEA	The course will increase confidence in reading and writing skills.	10-30 weeks
<b>Adult numeracy</b> - WEA	The course will increase confidence to be able to work with numeracy. This is a basic numeracy course.	10-30 weeks
<b>Dealing with Paperwork</b> - UNISON	It will discuss: <ul style="list-style-type: none"> <li>• Organising paperwork and speed reading techniques</li> <li>• Reading purposefully and report writing</li> <li>• Your learning style</li> <li>• Time management and mind mapping</li> </ul>	1 day or 2 days can be broken into 2 hour stand alone workshops
<b>English for You [ESOL]</b> - SUL	The course will help members who have English as a 2nd language, to talk to work colleagues, understand workplace issues; develop self-confidence at work and within the community.	8 sessions
<b>Improve Your Study Skills</b> - WEA	Aimed at workers who are planning to study for qualifications in healthcare and related subjects and it offers learners an ideal transition between vocational and academic study paths.	40 hrs class time

## COMMUNICATION & CONFIDENCE BUILDING

Course & provider	Course information	Course length
<b>Communicating Effectively With Others</b> - OU/SUL	A short course to help learners examine what is meant by effective communication, how to develop effective communication and practice it.	1 day
<b>Confidence Building for Women</b> - UNISON	This friendly and supportive course is aimed at women who want to take positive steps towards building their self-confidence and learn how to behave and communicate assertively.	1-2 days
<b>Coping with change</b> - WEA	The course aims to help with understanding change in the workplace; developing skills for coping with change; and setting personal action plans for change.	1-3 days
<b>Employee Engagement in the Workplace</b> - OU/SUL	A short course for people in supervisory/management roles to learn the importance of effective employee engagement and how to implement it.	1 day

Course & provider	Course information	Course length
<b>Pathways into UNISON - UNISON</b>	Explore what trade unions are for; explore why women do or don't get involved in the union and why it's important that they are involved; and how women can get involved; appreciate the skills that many women develop not just at work but in dealing with day to day life; can be applied in new situations, including in working life and in the union; gain confidence.	2-3 days
<b>Return to Learn - WEA</b>	The course will help participants with support to achieve personal goals; Improved educational skills in key areas Information and guidance to help move on to further learning opportunities.	30-40 hrs over a number of weeks
<b>Your Skills Your Future - WEA/UNISON</b>	Are you feeling stuck in your current job? Come along and explore what skills you have, how to make the most of them and how to develop new skills. Whether you want to learn for work or in your personal life, this workshop is for you.	1 day

## COMPUTER & DIGITAL SKILLS

Course & provider	Course information	Course length
<b>Basic IT Course -</b> SUL	Will take learners from a point of how to switch on a computer through all the basics required to be able to produce, edit and delete documents safely as well as an introduction to e-mail/internet – can be accredited.	5 days
<b>Excel (Microsoft) -</b> SUL	A short Workshop to help learners develop their knowledge and skills and how to use excel effectively and to create spreadsheets.	1 day
<b>Making the Most of The Internet -</b> UNISON	Do you have some experience of using a computer but would like some tips to make the most of the internet? Session one covers searching the internet, favourites and email attachments. Session two includes tips for staying safe online, computer spring cleaning and using the internet to save money.	3-7 hrs

Course & provider	Course information	Course length
<b>Word (Microsoft) Getting the most of it -</b> SUL	A short Workshop to help learners develop their knowledge and skills and how to use word effectively.	1 day
<b>Social Media -</b> SUL/UNISON	Don't find yourself in trouble at work. How to use Social Media like Facebook, Twitter, etc. effectively and safely - a guide to the do's and don'ts!	½ day or 1 day



## GENERAL PERSONAL DEVELOPMENT SKILLS

Course & provider	Course information	Course length
<b>Bullying at work - UNISON</b>	To help participants to: Define and recognise bullying; identify work organisation and staffing issues that contribute to workplace bullying; understand how employment law principles and health and safety legislation apply to workplace bullying.	1 or 2 days
<b>CV Writing, Skills Assessment, Job Search, Interview Skills - UNISON/SUL</b>	Exactly what the title says! Useful for members going through redeployment or potential redundancy or who may just be looking for another job.	1 day, 2 day, 3 day
<b>Conflict Management &amp; Mediation - SUL</b>	Accredited course that will help members understand how to engage with difficult clients and/or help to mediate between clients, workers etc.	5 days
<b>CV Writing/ Interview Skills taster session - UNISON</b>	<ul style="list-style-type: none"> <li>• Identify transferrable skills</li> <li>• To explore what information to include in a CV</li> <li>• To explore what to prepare for an interview and how to beat the nerves</li> </ul>	2.5 hrs

Course & provider	Course information	Course length
<b>Employee Engagement in the Workplace -</b> OU/SUL	A short course for people in supervisory/management roles to learn the importance of effective employee engagement and how to implement it.	1 day
<b>Leading in the Workplace -</b> OU/SUL	A short course that examines the skills of good leadership and how to implement it in a workplace environment – suitable for personal development and or workers in a supervisory/management role.	1 day
<b>Leadership Skills in 1st Line Management -</b> SUL	Accredited course by Chartered Management Institute - equipping aspiring and current Line Managers with the skills to manage effectively now and in the future.	3 days
<b>Women's lives -</b> WEA/UNISON	The course will help participants to make it easier for women to get back into education, to build your confidence, as well as help you to develop study skills. The emphasis is on co-operation and mutual support.	Up to 4 months plus a residential weekend

Course & provider	Course information	Course length
<b>Union Learning Reps - UNISON</b>	Promote lifelong learning in <b>UNISON</b> and in the workplace; Investigate the learning needs of people in a place of employment; Help us continue to develop our member learning.	2 days
<b>Introduction to UNISON - UNISON</b>	Interested in finding out more about <b>UNISON</b> ? Come along and meet other new members and find out more about <b>UNISON</b> . How we work together to make change happen and how you can get involved.	4 hrs
<b>Violence at work - UNISON</b>	To help participants to: Define and recognise violence at work; identify work organisation and staffing issues that contribute to violence at work; understand health and safety legislation that applies to violence at work.	1 day

## SCHOOLS & EARLY YEARS PROFESSIONAL DEVELOPMENT

Course & provider	Course information	Course length
<b>Managing Challenging Behaviour &amp; Promoting Positive Behaviour</b> - SUL	This 1 day workshop is designed for staff who work with children and can be tailored to specific age groups eg Early Years, Primary, Secondary School.	7 hrs
<b>Autism Awareness</b> - SUL	A workshop that will give the learner an understanding of what Autism Spectrum Disorders are and how they can manifest themselves, how engagement can be improved with people with an ASD.	½-1 day

## HEALTH & SOCIAL CARE PROFESSIONAL DEVELOPMENT

Course & provider	Course information	Course length
<b>Autism Awareness -</b> SUL	A workshop that will give the learner an understanding of what Autism Spectrum Disorders are and how they can manifest themselves, how engagement can be improved with people with an ASD.	½-1 day
<b>British Sign Language (introduction) -</b> SUL	Will offer the basics of Sign Language for learners including use & understanding Greetings, numbers, giving directions, etc – Learners will achieve the 1st unit (BSL101) in the Signature Qualification.	3 days
<b>Deaf Awareness -</b> SUL	This workshop will help learners gain a better understanding of what is to be deaf and the different categories of Deaf People as well as give some essential guidance and tips on communicating effectively with people who are deaf or have a hearing impairment.	½ day or 1 day

Course & provider	Course information	Course length
<b>Dementia Awareness - OU</b>	<p>This workshop run by an Open University Tutor will aim to help you understand:</p> <ul style="list-style-type: none"> <li>• what is meant by the term dementia - types &amp; causes</li> <li>• how having dementia affects the way a person behaves &amp; functions</li> <li>• that there is more to a person than the dementia</li> <li>• that it is possible to live well with dementia</li> </ul>	1 day
<b>Dementia Activities for Dementia Sufferers - SUL</b>	A short course that will equip and give workers ideas on how run constructive activities for Dementia Sufferers.	1 day
<b>Study Skills for Social Care Workers - WEA</b>	Study Skills for Social Care Workers is aimed at social care staff workers who are planning to study for progression route qualifications in social care and related subjects.	40 hrs

## EQUALITIES & DIVERSITY

Course & provider	Course information	Course length
<b>Challenging racism - UNISON</b>	The course will help participants: To raise awareness of the opportunities the Race Relations Amendment Act provides to identify institutional racism and ensure that the issues are dealt with.	1 day
<b>Dyslexia Awareness - this can be ran for different target groups. Eg; Children, Adults - SUL</b>	The course is for members to understand the most common traits and behaviour associated with dyslexia; understand the barriers to learning at work faced by people with dyslexia; consider how to support colleagues in the workplace who are experiencing difficulties associated with dyslexia.	½-1 day
<b>Equality &amp; Diversity - UNISON</b>	Course gives an overview of Equality & Diversity & the impact of peoples actions on others & how learners can improve their communication with each other.	3 hrs

Course & provider	Course information	Course length
<b>Pathways into UNISON - UNISON</b>	Explore what trade unions are for; explore why women do or don't get involved in the union and why it's important that they are involved; be more familiar with how <b>UNISON</b> works and how women can get involved; appreciate the skills that many women develop not just at work but in dealing with day to day life; gain confidence.	2-3 days
<b>Race and sex discrimination introductory - UNISON</b>	This course will enable participants to: Gain an initial introduction to race and sex discrimination law in employment; who is covered by the legislation; the definition of direct discrimination and how it applies in practice; the definition of victimisation and how it applies in practice.	1 day
<b>Sectarianism – NIL by Mouth</b>	The course will look at what sectarianism is, why it's problematic, debunk some myths and explore how learners can challenge their own and others views.	½ day to 1 day

## STRESS, MENTAL HEALTH & WELL BEING

Course & provider	Course information	Course length
<b>Bullying at work</b> - UNISON	To help participants to: define and recognise bullying; identify work organisation and staffing issues that contribute to workplace bullying; understand how employment law principles and health and safety legislation apply to workplace bullying.	1, 2 days
<b>Positive approaches to wellbeing</b> - OU/SUL	This course will examine what learners can do to enhance their well being, both physically and mentally.	1 day
<b>Stress Awareness</b> - OU/UNISON	Delivered by an experienced tutor from the Open University, this interactive workshop will examine the causes and effects of stress. Develop an awareness understanding of stress and explored the possibilities for minimising/managing stress.	3 hrs
<b>Violence at work</b> - UNISON	To help participants to: Define and recognise violence at work; identify work organisation and staffing issues that contribute to violence at work; understand health and safety legislation that applies to violence at work.	1 day

## GENERAL COURSES

Course & provider	Course information	Course length
<b>Credit Crunch cookery</b> - UNISON	The course discusses recipes, and looks at calculating ingredients.	6 sessions
<b>Money Talks, Supporting Members</b> - UNISON	Universal credit, debt and budgeting - half day - look at issues where members are affected by debt; Look at basic Budgeting; consider ways in which to approach members that may be going through debt problems.	3-4 hrs
<b>Introduction to UNISON</b> - UNISON	Interested in finding out more about <b>UNISON</b> ? Come along and meet other new members and find out more about <b>UNISON</b> . You'll learn about what being a member means for you, how we work together to make change happen and how you can get involved.	4 hrs

# UNISON Learning Offers and Discounts

## UNISON EDUCATIONAL BURSARY SCHEME

This could provide financial help with fees or course costs for **UNISON** members:

- on trade union and women's studies courses;
- in general work related education;
- in job related education relevant to work in the public sector (eg; Local Govt, Health Service etc.)

Download and application form here:

[www.unison.org.uk/for-members/unison-learning/financial-support](http://www.unison.org.uk/for-members/unison-learning/financial-support) or contact your Branch for a form.

## LEARNING DISCOUNTS FOR UNISON MEMBERS

Members can get fee discounts for distance learning from:

- National Extension College a 10% discount on all NEC courses including GCSE's A-levels and vocational courses - [www.nec.ac.uk](http://www.nec.ac.uk)
- ILEX Tutorial College - 10% discount on law courses (excluding legal practice course or postgraduate Diploma in Law) - [www.cilexlawschool.ac.uk](http://www.cilexlawschool.ac.uk)
- The Open College of the Arts - £50 off OCA tutored arts and craft courses for UNISON members and their families - [www.oa-uk.com](http://www.oa-uk.com)
- Open University 10% Discount of some courses - contact the OU for further info - [www.open.ac.uk/Scotland](http://www.open.ac.uk/Scotland)
- Crossbow Education - visual stress/dyslexia aids (15% Discount for UNISON Members - quote UNIS15 when ordering) - [www.crossboweducation.com](http://www.crossboweducation.com)



## Useful Links and Contacts

**UNISON** website that is constantly being updated with both activist and member bite size learning modules  
[www.earning.unison.org.uk](http://www.earning.unison.org.uk)

Open University website that gives a huge range of fantastic free courses [www.open.edu/openlearn](http://www.open.edu/openlearn)

**UNISON** Scotland  
[www.unison-scotland.org.uk/education/index.html](http://www.unison-scotland.org.uk/education/index.html)

Workers Educational Association [www.wea.org.uk](http://www.wea.org.uk)  
Scottish Union Learning [www.scottishunionlearning.com](http://www.scottishunionlearning.com)

The Big Plus  
[www.thebigplus.com/about/About\\_The\\_Big\\_Plus](http://www.thebigplus.com/about/About_The_Big_Plus)

Skills Development Scotland  
[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

Education Scotland [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

NHS Education Scotland [www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk)

Dyslexia Scotland [www.dyslexiascotland.org.uk](http://www.dyslexiascotland.org.uk)

BBC Free Learning [www.bbc.co.uk/scotland/learning](http://www.bbc.co.uk/scotland/learning)

Scottish Books Trust [www.scottishbooktrust.com](http://www.scottishbooktrust.com)

Scottish Govt Lifelong Learning  
[www.scotland.gov.uk/Topics/Education/Life-Long-Learning](http://www.scotland.gov.uk/Topics/Education/Life-Long-Learning)

Scottish Qualifications Authority  
[www.sqa.org.uk/sqa/CCC\\_FirstPage.jsp](http://www.sqa.org.uk/sqa/CCC_FirstPage.jsp)

Scottish Credit & Qualifications Framework [www.scqf.org.uk](http://www.scqf.org.uk)



Did you know that your  membership entitles you to a range of free work and non-work related legal services?

These free services include:

- Road Traffic Accidents
- Personal Injury
- Employment
- Asbestos
- Industrial Disease
- Wills

We can also assist you with:

- Family Law
- Buying and selling your home
- Power of Attorney
- Accident Management Services
- Industrial Disease
- Wills

For free legal advice or to make a claim

**Call 08000 015 160**



**THOMPSONS**  
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LEARNING & ORGANISING

[www.unison-scotland.org.uk](http://www.unison-scotland.org.uk)

0800 0 857 857

