

# 2025

## ACTIVIST EDUCATION PROGRAMME

View  
Online



**UNISON**  
*East Midlands*

# Welcome to the 2025 Activist Education Programme

In here you will find courses to get you started in your role if you are a new representative, or for those with more experience, please take a look at our range of 'follow-on' courses designed to build your skills and knowledge.

Some courses are available in-person and others online and we hope you will find courses in a format to suit your needs.

We aim to provide high quality, inspiring courses. New stewards attending one of our recent courses said:

**“I feel privileged to have been able to attend and am fired up to put this training into practice”**

and another said

**“I would say this is the best training I have ever attended”**

This year's branch officer training event will take place on two consecutive weekdays in May. This training is open to all new branch officers and those who would like to find out more about a role. Existing branch officers who would like some refresher training or who haven't accessed training in the past are also welcome to apply.

## How to use this programme

Once you have decided which course(s) you would like to apply for, click the link in the 'how to apply' section for the relevant course(s). This will take you to the course web page where you will find an online application form.

Many of our courses have closing dates for applications, details of which are on the course web pages. Please submit your application promptly and before the course closing date.

## Any questions or need further information?

The courses in this programme will be administered by the region's Learning & Member Development (LMD) Team. Please email the team at [LMD@unison.co.uk](mailto:LMD@unison.co.uk) if you have any queries and we will be happy to assist.

## Learning & Member Development Team UNISON East Midlands Region

Email: [LMD@unison.co.uk](mailto:LMD@unison.co.uk)

Activist education web pages: <https://eastmidlands.unison.org.uk/activists/>

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# Courses for new stewards

Have you completed your GDPR E-note?  
Click to complete now!

## Essential training for new stewards:

- GDPR e-note (see page 16)
- Organising Steward Stages 1 & 2 course
- Making Equality Central to your Union Practice course (see page 16)

## Organising Steward Stages 1 & 2 courses

These 5-day regional courses cover Stages 1 & 2 and are for untrained stewards who require training in their role and should be attended within one year of becoming an appointed steward.

Completion of this course will provide ERA accreditation meaning a steward can accompany a member to a grievance or disciplinary hearing.

Courses are available both in-person and online. N.B. Online courses are delivered in 'live' fully tutor led course sessions via 'Google Classrooms' or 'Teams'.

### In person courses in 2025

9.30 am to 4.30 pm each day	Venue
24, 25, 26, 27, 28 February	Leicester
17, 18, 19, 20, 21 March	Derby
12, 13, 14, 15, 16 May	Northampton
9, 10, 11, 16, 17 June	Nottingham
7, 8, 9, 10, 11 July	Lincoln
22, 23, 24, 29, 30 September	Leicester
13, 14, 15, 16, 17 October	Derby
10, 11, 12, 13, 14 November	Nottingham

### Online courses in 2025

9.30 am to 4.30 pm each day
20, 21, 22, 27, 28 January
24, 25, 26, 31 March and 1 April
23, 24, 25, 30 June and 1 July
16, 23, 30 September and 7, 14 October
11, 18, 25 November and 2, 9 December

## How to apply

Click here <https://eastmidlands.unison.org.uk/training-for-stewards/> to apply for the above courses.

## Next steps

Once you've completed the above training and have been in the role for a few months, you might like to consider a 'follow on' course such as 'Further Representation Skills' or 'AI in the Workplace' (see pages 9 - 13)

# ERA Re-accreditation courses for stewards

## How to renew your ERA accreditation:

- Attend an online ERA Re-accreditation course
- Or an alternative qualifying course
- Make sure you've completed the GDPR e-note (see page 16)

Have you completed your GDPR E-note? Click to complete now!

All UNISON stewards are required to renew their ERA accreditation every 5 years.

Our online ERA Re-accreditation courses are available every other month over two mornings and are run via either Teams or Zoom. Completion of this course will extend your ERA accreditation by 5 years provided you remain an appointed steward.

## Dates for 2025

9.30 am to 12.45 pm each day
21 & 28 January
24 & 25 March
12 & 13 May
10 & 17 July
22 & 23 September
18 & 25 November

## How to apply

Click here <https://eastmidlands.unison.org.uk/stewards-era-re-accreditation/> to apply for the above courses.

## Unsure when your ERA accreditation is due to expire?

The region's Learning & Member Development (LMD) Team contacts stewards whose ERA accreditation is due to expire or already has expired, inviting them to attend re-accreditation training.

If you have not heard from the LMD Team and would like to know when your accreditation is due to renewal, please either ask your branch to provide you with this information, or alternatively email [LMD@unison.co.uk](mailto:LMD@unison.co.uk)

## Alternative qualifying courses

If you attend a regional Further Representation Skills or Introduction to Employment Law course, this will renew your ERA accreditation (see our 'follow on' courses on pages 9 - 13). Some TUC and national employment law courses also extend ERA accreditation. Please check with the LMD Team for details of qualifying courses.

# Courses for health and safety reps

## Essential training for new health and safety reps:

- GDPR e-note (see page 16)
- Organising for Safety course
- Making Equality Central to your Union Practice course (see page 8)

Have you completed your GDPR E-note? Click to complete now!

## Organising for Safety course

This 5-day regional course is for untrained health and safety reps who require training to enable them to undertake their role. This course should be completed within one year of becoming an appointed health and safety rep.

Courses are available both in-person and online. Online courses are delivered in 'live' fully tutor led course sessions via 'Google Classrooms' or 'Teams'.

## In person and online courses in 2025

9.30 am to 4.30 pm each day	Venue
25 February and 4, 11, 18, 25 March	Online
8, 15, 22, 29 May and 5 June	Nottingham
19, 20, 21, 22, 23 May	Leicester
14, 15, 16, 17, 18 July	Northampton
6, 7, 8, 9, 10 October	Nottingham
6, 13, 20, 27 November and 4 December	Online

## How to apply

Click here <https://eastmidlands.unison.org.uk/training-health-safety-reps/> to apply for the above courses.

## Next steps

Once you've completed the above training and have been in the role for a few months, you might like to consider a 'follow on' course such as 'Risk Assessments' or 'Tackling Stress' (see pages 9 - 13)

Looking for advanced health and safety training? Click the following link for details of TUC health and safety courses such as 'Next Steps for Safety Reps' or their 'Diploma in Occupational Health and Safety'

<https://www.tuc.org.uk/training/TUCcourses#midlands>

Are you looking to work towards a formal health and safety qualification? Click the following link to find out what's available:

<https://learning.unison.org.uk/health-and-safety-up-skilling/>

# Courses for Union Learning Representatives (ULRs)

Have you completed your GDPR E-note?  
Click to complete now!

## Essential training for new Union Learning Representatives:

- GDPR e-note (see page 16)
- Union Learning Representatives course
- Making Equality Central to your Union Practice course (see page 8)

This 3-day course will provide new ULRs with the skills and knowledge they need to undertake their role and to fully participate in the innovative and exciting network of ULRs providing learning opportunities for members throughout the region.

## Dates for 2025

9.30 am to 4.30 pm each day	Venue
30 April and 7, 14 May	Leicester
18, 25 June and 2 July	Derby
2, 9, 16 October	Northampton
3, 10, 17 November	Nottingham

## How to apply

Click here <https://eastmidlands.unison.org.uk/learning-reps/> to apply for the above courses.

## Next steps

Once you've completed the above training and have been in the role for a few months, you might like to consider a 'follow on' course such as 'Neurodiversity Understood for Union Reps' (see pages 9 - 13)

# Equality courses

## Essential training for all representatives:

- Making Equality Central to your Union Practice course

The UNISON National Executive Council (NEC) Scheme for the Accreditation and Training of UNISON Stewards/Workplace Reps states that all representatives must attend equality training within two years of completing their initial training.

The half-day online course 'Making Equality Central to your Union Practice' course will provide an understanding of equality issues, an introduction to equality legislation and information on UNISON's equality campaigns.

The course is delivered via Teams or Zoom and is available throughout 2025.

## Dates for 2025

9.30 am to 1.30 pm
30 January
10 March
1 May
9 July
2 October
8 December

## How to apply

Click here <https://eastmidlands.unison.org.uk/equalities-training-for-activists/> to apply for the above course.

## Trans Ally Training

This online training is available to all UNISON members, reps and branch officers and by the end of the session, participants should be able to:

- Identify the role of a trans ally and why it's needed
- Explore UNISON's definition of transgender
- Explore what you can do to be a good trans ally
- Know where to find resources and support

## Dates for 2025

10 am to 12.30 pm
25 February
5 June
4 November

## How to apply

Click here <https://eastmidlands.unison.org.uk/equalities-training-for-activists/> to apply for the above course.



# Follow-on courses for activists

These courses are designed to build your knowledge and skills and most are available to all activists.

## How to apply

Click here <https://eastmidlands.unison.org.uk/follow-on-training-for-reps/> to apply for any of the following courses.

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## Further Representation Skills

This 2-day in-person course is for stewards with more than 6 months' experience and focuses on building confidence in handling grievance and disciplinary cases.

Completion of this course will extend existing stewards' ERA accreditation by five years provided they remain an elected rep.

## Dates for 2025

9.30 am to 4.30 pm each day	Venue
4 and 5 March	Nottingham
16 and 17 June	Derby
18 and 19 November	Northampton

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## Introduction to Negotiating Skills

This 1-day in-person course will explore what negotiating is, the key skills and techniques involved and provide the opportunity to practise these.

## Dates for 2025

9.30 am to 4.30 pm	Venue
11 March	Nottingham
25 September	Northampton

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Have you completed  
your GDPR E-note?  
Click to complete now!

## Team Negotiating Skills

This 2-day in-person course is aimed at UNISON representatives who are involved in negotiations or who are likely to become involved in negotiations with management. It covers the stages involved in negotiating including preparation, developing agreements, presentation and includes a practice session.

### Dates for 2025

9.30 am to 4.30 pm each day	Venue
1 and 2 July	Leicester

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## Introduction to Employment Law

This popular online course runs over two days via Teams and covers employment rights, contracts of employment, types of dismissal and an overview of discrimination law.

The course fee includes a copy of the Labour Research Department's latest 'Law at Work' book.

### Dates for 2025

Day 1: 9.30 am to 4 pm; Day 2: 9.30 am to 1 pm
29 and 30 April
2 and 3 July
3 and 4 November

Completion of this course will extend existing stewards' ERA accreditation by five years provided they remain an elected rep.

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Have you completed  
your GDPR E-note?  
Click to complete now!

## Neurodiversity Understood for Union Reps

This half-day online course will be delivered via Teams and will provide

- An understanding of neurodiversity in a workplace context.
- An insight into challenges neurodivergent members may face.
- Confidence for reps to effectively support neurodivergent members.
- An understanding of how employers can be more neuro-inclusive.

Open to all UNSON reps and branch officers, this course will be delivered by an experienced tutor from the organisation Adjust Services.

### Dates for 2025

<b>9.30 am to 1 pm</b>
31 March
14 October

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## Motion writing

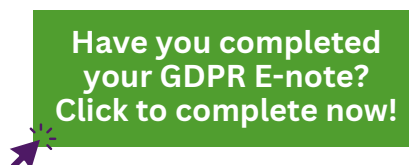
This online course is aimed at activists looking to submit a motion to National Delegate Conference, Self-Organised Group Conferences and Service Group Conferences.

The course will be delivered via Teams and will include:

- Understanding what a motion is, what it is used for and the terminology involved.
- How to construct and write a competent motion.
- Reasons why some motions are rejected.

### Dates for 2025

<b>10 am to 12 noon</b>
26 June
27 November



## Artificial Intelligence (AI) in the Workplace

This short, online session is delivered via Teams and covers:

- What is Artificial Intelligence?
- How it might affect working practices and individuals' rights.
- Data and employees' legal rights.
- Working with employers on impact and risk assessments.
- How to negotiate a new technology agreement with the employer.

### Dates for 2025

10 am to 12.30 pm
13 March
24 June
6 November

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## Sickness Absence Policies

This 2-day in-person course includes:


- Common sickness absence problems.
- Assessing and improving sickness absence policies.
- Dealing with workplace injury/ill health.
- Disability discrimination.
- Sickness absence dismissals.

### Dates for 2025

9.30 am to 4.30 pm each day	Venue
5 and 6 November	Nottingham

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**Have you completed  
your GDPR E-note?  
Click to complete now!**



## Tackling Bullying and Harassment

This course is available both in-person and online via Teams. It will look at what constitutes bullying and harassment at work, methods of challenging bullying and harassment both individually and collectively and includes action planning.

### Online and in-person dates for 2025

9.30 am to 4.30 pm each day	Venue
27 March (1-day online course)	Online
7 and 8 October (2-day in person course)	Leicester

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## Tackling Stress

This 2-day in-person course will cover:

- What is stress?
- Employers' responsibilities, including risk assessments.
- Stress prevention.
- Improving stress policies and procedures.

### Dates for 2025

9.30 am to 4.30 pm each day	Venue
7 and 8 July	Derby

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## Risk Assessments

This 2-day in-person course includes:

- Legal risk assessment requirements including for priority risks.
- Health and safety reps' rights.
- Negotiating with management.

### Dates for 2025

9.30 am to 4.30 pm	Venue
1 and 2 April	Nottingham

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# Branch Officer Training Event

## 15 & 16 May 2025 in Nottingham

The main 2025 Branch Officer Training event will take place in-person on Thursday 15 and Friday 16 May at the DoubleTree by Hilton Nottingham Gateway Hotel, Nuthall Road, Nottingham NG8 6AZ.

This is a non-residential event, meaning any overnight accommodation required will have to be booked and paid for by branches on behalf of their delegates.

The training will provide essential knowledge and skills for those new to their branch officer role and those looking to possibly undertake a role in future. Those in assistant branch officer positions are also welcome to apply, along with those who have been in their role for a while but would welcome refresher training.

Training will be available for the following branch officer positions:

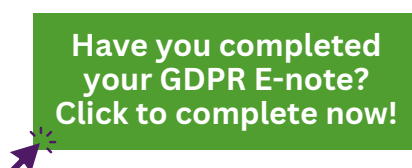
- Branch Chairs
- Branch Equality Co-ordinators, (including Equality Reps / Self-Organised Group Officers)
- Branch Health and Safety Officers
- Branch Lifelong Learning Co-ordinators
- Branch Secretaries

### Course Timings: 9.30 am to 4.30 pm each day

Date	Course	Venue
15 & 16 May	Branch Lifelong Learning Co-ordinators	Nottingham
15 & 16 May	Branch Secretaries	Nottingham
15 & 16 May	Branch Chairs	Nottingham
15 & 16 May	Branch Equality Co-ordinators	Nottingham
15 & 16 May	Branch Health & Safety Officers	Nottingham
3 June	Branch Education Co-ordinators	Online

### How to apply

Click here <https://eastmidlands.unison.org.uk/training-branch-officers/> to apply for one of the above courses.



# Other Branch Officer Positions

## Branch Education Co-ordinators

Open to new and existing Branch Education Co-ordinators along with those interested in undertaking the role in future, this training will cover essential knowledge and skills required for the role, including understanding the latest NEC scheme training requirements for activists.

### Date for 2025

9.30 am to 4.30 pm	Course	Venue
3 June	Branch Education Co-ordinators	Online

### How to apply

Click here <https://eastmidlands.unison.org.uk/training-branch-officers/> to apply for the above course.

## Branch Treasurers

Training for branch treasurers is delivered via short online modules and nationally arranged live online sessions. Please click here for the branch treasurer learning pathway and details of available training <https://eastmidlands.unison.org.uk/branch-treasurer/>

## Branch Welfare Officers

Branch Welfare Officer training is delivered by UNISON's There for You team and courses will be available nationally in 2025. Please click here for details of available training and other short online modules you will need to complete <https://eastmidlands.unison.org.uk/welfare-officer/>

### GDPR e-note

Have you completed your data protection training via the GDPR e-note? If not, please visit page 16 for details and for a link to the e-note which you should complete as soon as possible.

# GPDR E-note

All UNISON activists need to complete special training on data protection to ensure the union remains within the law. You should complete this training within 3 months of being appointed as a UNISON rep or branch officer.

Existing reps and branch officers who have not previously completed this training should do so as a matter of urgency.

As activists are very busy, it has been ensured that the training is as quick and simple to undertake as possible.

The training is via a 'UNISON e-note' which is a short, online course module that takes approximately 20 minutes to complete and can be accessed anytime by clicking the following link <https://e-learning.unison.org.uk/> then selecting 'Data Protection and the GDPR'.

While many activists will have received data protection training from their employer, as a trade union, UNISON processes large amounts of special category data that by law requires extra protection and any training provided by an employer will not satisfy this requirement.

Completing this training will ensure that you understand how data protection legislation applies to everyday tasks, and the important role you play in helping UNISON meet its legal obligations.

To log on, you will need your MyUNISON details. If you cannot remember your log-in details or require your password re-setting, you will need to contact UNISONdirect on 08000 857857.

If you have any questions relating to data protection matters or have problems accessing the training, please contact the data protection team on [dataprotection@unison.co.uk](mailto:dataprotection@unison.co.uk)



# Guidance documents for applicants and branches

For full details of our latest guidance please click the appropriate link below or scan:

[For course applicants](#)



[For branches](#)



## For further information please contact:

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