



Guide to free courses for UNISON Members

Membership Development Programme 2018



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Introduction and how to apply

This guide sets out our free course programme, available for all our UNISON members in the North West. We work with the Workers Educational Association (WEA), the Open University (OU) and local Trade Union Education providers (TUED) to deliver a wide range of short courses. Our aim is to provide high quality free training for your personal and professional development.

Included in this guide is information about how to apply for bursaries available through UNISON to support your personal studies.

In the guide, you will find courses held in Manchester and Liverpool. We also work to arrange courses in other centres in the North West including Preston and the Cumbria area, as well as branch and workplace based workshops. Please get in touch if you would like to explore the possibility of arranging a course in your local area.

You can also view our programme online at http://www.unisonnw.org/course_catalogue. On the website you can express an interest in a course and receive an application form by email. Or you can email us at northwestlearningandorganising@unison.co.uk

Or, you can apply by post by sending us the application form at the back of this guide. Please send forms to Learning and Organising, UNISON Regional Centre, Arena Point, 1 Hunts Bank, M3 1UN. Please ensure your form is signed by your Branch Secretary or Branch Education Officer.

Costs

There is no charge to members and there is no branch registration fee for any of the courses advertised in this guide. Members should refer to branches for financial assistance to support travel expenses. A free meal and tea, coffee and water is generally provided – please note any special dietary requirements on your application form.

Equal Opportunities

No member should be put off applying for a course because of individual circumstances. UNISON believes that venues should be accessible – please tell us if you have specific needs by noting on your form or contact us directly.

For further information around membership learning and development please contact Tom Jenkins, Regional Learning and Development Organiser, t.jenkins@unison.co.uk, 07817 121 628.

Functional Skills

INTRODUCTION TO MICROSOFT POWERPOINT

Target audience:

This course is ideal if you've never worked with presentation software before. It will show you how to use the tools within Microsoft PowerPoint 2010 to create an exciting and professional presentation.

You'll learn how to create a presentation from scratch – from choosing a slide layout to using Slide Master to keeping your presentation consistent and in line with your own organisations corporate policies.

Clear, step-by-step instructions, practice tasks and demonstrations throughout the course ensure that you fully understand how to use all the different features and functions of PowerPoint.

Aim:

Introduction to Microsoft PowerPoint 2010

Outcomes: On completion of this course you will be able to:

- Choose a slide layout and insert a new slide
- Change fonts and font sizes
- Use bullets and numbered lists
- Insert graphics, colour and AutoShapes
- Change the order of slides and run a slide show
- Use Slide Master
- Print your presentation
- Save your presentation onto a removable storage device

Manchester

Wednesday 10th January, 10am – 4pm

Liverpool

Wednesday 6th June, 10am – 4pm

Cumbria

Express your interest

INTRODUCTION TO MICROSOFT EXCEL

Target audience:

This basic course shows you how to create and edit spreadsheets and how to use a workbook to analyse a wide range of numerical data. The course is designed for beginners, so there's no jargon to confuse you - just simple, step-by-step instructions and demonstrations to help you feel comfortable using Excel 2010.

You will learn how to create a new spreadsheet, entering text and numbers and saving the data you input. You will use formulas to add, subtract, multiply and divide numbers, learn how to analyse the information in your spreadsheet and how to print off different pieces of information or view it on the screen.

A series of handy printouts and practice exercises throughout the course will ensure you have understood all the learning.

Aim:

Introduction to Microsoft Excel 2010.

Outcomes:

On completion of this course you will be able to:

- Open, navigate and close Microsoft Excel
- Create, layout and save a simple spreadsheet
- Enter and format numbers and text in a spreadsheet
- Copy, insert and delete data
- Create basic formulas
- Apply relative and absolute cell addressing
- Create basic charts
- Print a spreadsheet

Manchester

Wednesday 14th February, 10am – 4pm
Wednesday 19th September, 10am – 4pm

Liverpool

Wednesday 11th April, 10 – 4pm
Tuesday 20th November, 10am – 4pm

Cumbria

Express your interest

ADVANCED MICROSOFT EXCEL

The following modules are designed for experienced Spreadsheet users. The course provides you with an overview of some of the advanced features and functions found in Microsoft Excel 2010. Members can pick and mix modules to suit their individual needs. **Please let us know the areas on which you would like to focus on the application form.**

Advanced Formulas and Functions

- Use date and time functions
- Use lookup and reference functions: HLOOKUP and VLOOKUP
- Use a range of available database functions

The IF Function

- Use logical functions: IF, AND and OR
- Use the mathematical functions: SUMIF

Linking and Sharing Workbooks

- Save and send a Workbooks as an email or PDF
- Provide an internal link to a Workbook
- Password protect a Workbooks
- Link information within Worksheets and Workbooks

Introduction to Pivot Tables

- Create, modify and refresh Pivot Tables
- Group data in a Pivot Table
- Modify and refresh Pivot Tables

Manchester

Wednesday 4th April, 10am – 4pm

Liverpool

Wednesday 23rd May, 10am – 4pm

Cumbria

Express your interest

INTRODUCTION TO MICROSOFT WORD

Target audience:

Designed for beginners, so there's no jargon to confuse you - just simple, step-by-step instructions and demonstrations to help you feel comfortable around computers, no matter how nervous you are.

The course begins by exploring the first things you need to know when using Microsoft Word 2010 - how to create and save a simple document, how to make changes, how to print out your work, how to check spelling and grammar and how to keep your documents in line with your organisations corporate policies.

You will quickly master the basics, and then we will explore some of the more advanced features of Word. You will be shown how to change margins, how to use different font styles and sizes, how to copy and move text and how to insert tables.

Aim:

Introduction to Microsoft Word 2010

Outcomes: On completion of this course you will be able to:

- Open, navigate and close Microsoft Word
- Create, layout and save a simple document
- Open, amend and check an existing document
- Align, justify and delete text
- Change margins and line spacing
- Apply fonts, font styles and sizes
- Print a document
- Copy, insert and move text
- Insert and edit tables.
- Apply your new skills in line with your organisations corporate policies

Manchester

Friday 9th March

Friday 19th October

Liverpool

Friday 23rd February

Friday 30th November

Cumbria

Express your interest

FUNCTIONAL SKILLS QUALIFICATION – ENGLISH

This course is aimed at members who are interested in developing their confidence with spoken English and written skills in everyday settings. All abilities are catered for, from entry level through to level 2. Qualifications are awarded on successful completion of tests in speaking and listening, and written work.

Level 1 course objectives include:

- Read and understand a range of texts
- Write a range of texts to communicate ideas, information and opinions in appropriate styles
- Take part in formal and informal discussions and exchanges

Level 2 objectives extend to:

- Comparing texts and using them to gather information, ideas and arguments
- Write extended written documents, communicating ideas effectively and persuasively
- Make a range of contributions to discussions in a range of contexts and make effective presentations

Liverpool

Saturday 10th February, 10am – 1pm, Introduction and initial assessment – families welcome to attend this day

Tuesday 20th February, 6pm – 9pm and then every Tuesday evening for 15 weeks, total 45 hours teaching

Manchester

Saturday 8th September, 10am – 1pm, Introduction and initial assessment – families welcome to attend this day

Tuesday 18th September, 6pm – 9pm and then every Tuesday evening for 13 weeks plus a Saturday, total 45 hours teaching

Cumbria

Express your interest

FUNCTIONAL SKILLS QUALIFICATION – MATHS

This course is aimed at members who are interested in developing their confidence using numbers in everyday settings. All abilities are catered for from entry to level 2. Qualifications are awarded for successful completion of a test at the end of the course.

Functional maths aims to promote mathematical thinking and transferable skills rather than rote learning. Content includes:

- Maths that is useful in everyday settings and the world of work
- Contextual material which emphasises the benefits of maths to people who have been ‘turned off’ by the subject

The course is suitable for all ages and for people from a diverse range of backgrounds. The level 1 qualification is a good basis for progressing to level 2. Learners can study level 2 provided they can demonstrate understanding at level 1.

Liverpool

Saturday 10th February, 10am – 1pm, Introduction and initial assessment – families welcome to attend this day

Tuesday 20th February, 6pm – 9pm and then every Tuesday evening for 15 weeks, total 45 hours teaching

Manchester

Saturday 8th September, 10am – 1pm, Introduction and initial assessment – families welcome to attend this day

Wednesday 19th September, 6pm – 9pm and then every Wednesday evening for 13 weeks plus a Saturday, total 45 hours teaching

Cumbria

Express your interest

NUMERACY IN HEALTHCARE

This is a bespoke course designed to support UNISON members working in healthcare in clinical settings, and may also support members in social care. The learning style is relaxed and informal, and discussion is encouraged as an important way of learning numeracy and maths.

Course content includes a range of numeracy topics:

- Written calculations for correct drug dosage
- Understanding observation charts
- Using time sheets correctly
- Correctly calculating ages using dates of birth
- Correctly completing fluid balance charts

If there is an area for development you would like added to the course please let us know on the application form and we will develop a unit of work to cover this.

Manchester

Friday 26th January, 10am – 3pm

Liverpool

Friday 22nd June, 10am – 3pm

Cumbria

Express your interest



Your personal development

POWER TO BE YOU

The workshop, which is open to both men and women, aims to:

- Improve self-esteem
- Share ideas and tips for addressing confidence and assertiveness issues
- Raise awareness of UNISON education and development opportunities
- Help participants to speak publicly with confidence

It offers a great opportunity for members to become more confident and assertive in their daily lives.

Manchester

Wednesday 18th April, 10am – 4pm

Liverpool

Tuesday 30th October, 10am – 4pm

Cumbria

Express your interest

MOVING ON – FINDING JOBS, APPLICATIONS AND INTERVIEWS

This course is designed to support you in a change in role through re-deployment, redundancy, ending of a fixed term contract or simply that you are applying for other jobs.

Course outcomes include:

- Preparing to look for work
- Identifying and describing skills
- Completing application forms
- CVs and application letters
- Preparing and performing for interviews

Liverpool

Wednesday 14th March, 9.30am – 4.30pm

Manchester

Monday 16th July, 9.30am – 4.30pm

Cumbria

Express your interest

RETURN TO LEARN

Return to Learn is a course designed for adults who may have been away from learning for some time. Members from all walks of life and work backgrounds have benefited from Return to Learn.

You'll find it not only helps you in your job but also outside work with things like taking part in group activities, helping the kids with homework, getting yourself heard and finding new opportunities. Many members go on to take qualifications in English and Maths and lots have found it a helpful route into further and higher education.

The course is run in a welcoming and supportive environment so it's not like going back to school! There are no exams to take. At the end you will receive a certificate from UNISON and the Workers Educational Association (WEA) who run the course for us.

You will work through four units which have lots of short activities and assignments including problem solving, using a computer, discussions, team working, exploring points of view, everyday maths, improving note taking and writing, thinking about your future and much more. Any UNISON member can join a Return to Learn course.

You will join a group of colleagues who will meet once every week for 12 weeks in the evening at a local venue. You will have a tutor to help and advise you throughout the course. There will also be a free residential weekend school.

Return to Learn is free to any UNISON member. UNISON pays the cost of all materials and out of pocket expenses. UNISON can also help with childcare or dependant care costs.

Story from a member

Former miner Pete Gibson was working in the laundry at Doncaster Royal Infirmary when the work was contracted out and everyone had to apply for a job with the new provider. "Before they closed the laundry down I had started Return to Learn: the people interviewing me were impressed that I'd got off my backside to do some learning," he recalls. "The others all got jobs around the hospital but not one of them got one of the standard I got." Now working as a clerical coding officer at the hospital, he credits his new career to Return to Learn. "I think it's fantastic – best thing since sliced bread. It's free education. I've never looked back. People should give it a try."

Where and when?

We work with local UNISON branches to promote the course in specific areas across the North West. To help us identify demand for Return to Learn please let both your local branch and the regional office know that you are interested in studying with us.

WOMENS LIVES

If you are someone who wants to get back into education but have been put off in the past then Womens Lives is ideal. It is particularly suitable for women who have been out of education for a long time and have had few educational opportunities in the past.

Womens Lives is not at all like courses you might remember from school or college. It has been designed to make it easier for women like you to get back into education. The aim of the course is to build your confidence as well as help you to develop your study skills, so the emphasis is on co-operation and mutual support. Unlike school, you aren't in competition with other students but learning together. It is exciting and fun as well as being challenging.

What's in the course?

Women's Lives deals with issues of interest to all women and helps develop existing skills and give you new ones. It focuses on women's experiences at work and in their personal lives.

Organised for you

You join a regular study group which meets every week at a time that suits you. There is also a residential weekend offered during the course.

Full support

All the tutors on the course are women and your tutor will run the study group and help and advise you and give you feedback.

There are no fees to pay and UNISON pays for all the expenses including accommodation and meals for the residential weekend. All travel costs will be paid and there is help with childcare or dependant care costs.

Where and when?

We work with local UNISON branches to promote the course in specific areas across the North West. To help us identify demand for Womens Lives please let both your local branch and the regional office know that you are interested in studying with us.

Vocational training

INTRODUCTION TO BRITISH SIGN LANGUAGE

Learn basic sign language with Dipti Patel, from the Manchester Deaf Centre. Dipti's workshops always go down well with UNISON members, comments from previous learners include,

"Best course I've ever been on"

"Recommend the course to colleagues"

"Thank you, the trainers were excellent, very personable and helpful".

Learning outcomes include:

- Finger spelling
- Basic phrases to hold conversations with a deaf person
- Numbers, time and calendar

Liverpool

Friday 19th January, 10am – 1pm

Manchester

Friday 29th June, 10am – 1pm

Cumbria

Express your interest

DEMENTIA AWARENESS

This one day workshop will provide the following outcomes:

- A general understanding of the experiences of people living with dementia and their family and carers.
- To consider the different types of dementia and the causes
- Examine some of the strategies that may assist the individual and their carer in the management of the condition.
- The person-centred approach and the importance of effective communication in recognising, supporting and empowering the individual.



Manchester

Wednesday 28th February, 9.30 – 4.30pm

Liverpool

Wednesday 26th September, 9.30 – 4.30pm

Penrith

Tuesday 24th April, 9.30am – 4.30pm



SCHOOL SUPPORT STAFF – PROMOTING POSITIVE BEHAVIOUR FOR LEARNINGS

A major issue for all school staff, UNISON has been working with the Open University to develop a bespoke workshop for support staff in schools. The course is relevant for support staff working in a school or college based setting who either teach, support or monitor children.

Learning outcomes include:

- Promoting positive behaviour in classrooms, corridors and play areas
- Managing low level disruption in the classroom, assemblies and dining areas
- Strategies for dealing with negative behaviours

We are flexible in delivery, your school may be interested in running the workshop during scheduled training times INSET days or twilight sessions.

We have set dates during school holidays:

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Liverpool

30th May, Wednesday, 9:30am – 4:30pm

Manchester

24th October, Wednesday 9:30am- 4:30pm

Penrith

12th February, 9:30am – 4:30pm

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HEALTH AND SOCIAL CARE – ACCREDITED DISTANCE LEARNING MODULES

Develop your skills with our free learning and development programme designed for members in the social care sector. Each course listed below will have a certificate on completion at Level 2 National College of Further Education award. Courses can be completed on-line or by working through the paper based booklet. You will be given 6 weeks to complete a module.

There will be an initial induction to explain how the course works on

Tuesday 6th March, 6pm in Manchester

Modules include, all at Level 2:

- Awareness of Mental Health Problems
- Care and Management of Diabetes
- Common Health Conditions
- Customer Service for Health and Social Care Settings
- Dementia Care
- Dignity and Safeguarding
- Equality and Diversity
- Infection Control
- Information, Advice and Guidance
- Learning Disabilities
- Preparing to Work in Adult Social Care
- Principles of Care Planning
- Principles of End of Life Care
- Safe Handling of Medication in Health and Social Care
- Team Leading
- Understanding Autism
- Understanding Nutrition and Health
- Working with People with Mental Health Needs

View course samples online at: <http://www.learningcurvegroup.co.uk/courses>

Support for yourself and others

MENTAL HEALTH AWARENESS

Mental health is a big issue in the UK and high on the political agenda. Join UNISON for a discussion of how to work together to support mental health in the workplace.

Course outcomes include:

- Understanding a range of mental health problems people face
- Gain an insight into the experience of people living with mental distress
- Explore strategies for promoting good mental health
- Be able to take a revised level of awareness back to the workplace

Manchester

Friday 18th May, 9.30am – 4.30pm

Liverpool

Wednesday 7th November, 9.30 – 4.30pm

Cumbria

Express your interest

PREPARING FOR RETIREMENT

If you are within two years of retiring, this course is suitable for you.

The programme will include:

- Managing Change – moving from work to retirement
- Occupational Pensions in Local Government
- Independent Financial Advice – what is the typical process you can expect from companies
- Legal Matters – will and trusts
- Statutory Pensions and state benefits

The programme will **not** include:

- A sales pitch of any kind for financial products. Our provider, True Bearing, work on the basis that members may wish to follow up after the workshop with further one-one advice in which case charges will apply. All of the advice on the day is free, with no obligation or encouragement for further paid services.

Where and when? We work with our provider to run the course where there is enough demand. Please return the application form or send us an email to express your interest in this Preparing for Retirement course.

MANAGING WORKPLACE STRESS - STAYING STRONG

This workshop is open to all our members and is designed to:

- Explore the ways stress can affect people
- Help members identify stress
- Identify how stress affects the body
- Help understand the importance of identifying the sources
- Explore possible rest and relaxation strategies
- Explore how working with UNISON can help reduce workplace stress

Liverpool

Friday 27th April, 10am – 2pm

Manchester

Wednesday 14th November, 10am – 2pm

Cumbria

Express your interest



Union Learning Reps

DYSLEXIA AWARENESS

The course is aimed at UNISON Learning Reps who will gain strategies to make their workplaces more dyslexia friendly. It will also be relevant for members wanting to gain a better understanding of dyslexia.

The content will include:

- General awareness raising- facts and myths about dyslexia
- Dyslexia indicators and screening
- Impact on individuals- literacy issues, short term memory etc and coping strategies
- Impact of the 2010 Equality Act for individuals and organisations- reasonable adjustments
- Tips on creating a dyslexia friendly working environment

The course will be delivered through explanation and guidance, discussion and interactive activities

Learning Outcomes, participants will have:

- An increased understanding of dyslexia and its impact on individuals and organisations
- Awareness of reasonable adjustments expected of employers in the context of the 2010 Equality Act
- Explore support strategies for individuals with dyslexia and ways in which an organisation can become more dyslexia friendly

Liverpool

Thursday 31st May, 10am – 4pm

Manchester

Thursday 25th October, 10am – 4pm

Cumbria

Express your interest

MENTORING APPRENTICES

This training is aimed at UNISON members and activists who have an interest in mentoring and who are mentoring apprentices. The purpose of the training is to:

- introduce the key skills of mentoring
- highlight the rights and responsibilities of an apprentice and apprenticeship schemes
- explore how a mentor and the union can support apprentices in current workplaces and for the future

Liverpool

Wednesday 7th February, 9.30am – 4.30pm

Manchester

Wednesday 4th July, 9.30am – 4.30pm

Cumbria

Express your interest

WORKPLACE DIGITAL CHAMPIONS WORKSHOP

Relevant to anyone supporting or training staff that may involve the use of ICT or E-learning. Relevant to Union Learning Reps or any staff introducing, demonstrating or explaining digital services to internal or external customers.

Entry Requirements: Must be able to use a mouse and keyboard with confidence and have basic Internet navigation skills.

Aims: To introduce potential Workplace Digital Champions to techniques for supporting basic digital skills through Learn My Way and other selected resources. The Digital Champions can then support other staff and customers with digital awareness and access to digital services.

Objectives at the end of this session: Workplace Digital Champions will have the ability to:

- Register and explore Learn My Way to support others with basic digital skills
 - Identify issues that some staff and external customers may have using digital services
 - Signpost staff to other learning opportunities
 - Share good practice with other Digital Champions
-

Liverpool

Thursday 10th May, 10am – 4pm

WORKPLACE NUMERACY CHALLENGE CHAMPIONS WORKSHOP

Anyone can become a Numeracy Challenge Champion if they care about the issue of low numeracy in the UK and want to help others to improve their numeracy.

The National Numeracy Challenge is designed to be used by adults (16+) without support, but we understand that some people will need help to get the best out of the tool. We have developed this volunteering programme to fill this gap.

Challenge Champions are not expected to be maths experts, or to be able teach maths. In fact if Champions have found maths hard at some point, they then understand how it feels for others who are trying to learn.

Some of the ways in which Challenge Champions can get involved:

- Help others to see maths as a valuable part of everyday life
- Get people to use the Challenge Online
- Support people who are already using the Challenge Online
- Use the Facebook page to help us to build a learning community
- Use Twitter to encourage people to take the Challenge
- Challenge the view that maths ability can't be changed or that it's alright to be bad at maths
- Promote the Challenge in meetings, newsletters or blogs
- Encourage organisations to become Challenge partners
- Display posters or distribute leaflets
- Run a workshop to introduce people to the Challenge

In order to become a Challenge Champion, an individual must work through the National Numeracy Challenge interactive workbook, which takes approximately 3-4 hours to complete.

This workshop is to introduce new Numeracy Champions to the role and guide you through the workbook to equip you with the skills to make a difference in the workplace.

Manchester

Friday 2nd February, 10am – 2pm

Liverpool

Wednesday 13th June, 10am – 2pm

Cumbria

Express your interest

Other courses

BURSARIES FOR STUDYING WITH THE OPEN UNIVERSITY

UNISON is proud to offer support for members studying courses with the Open University and other linked providers.

For application forms please visit:-

<https://www.unison.org.uk/get-involved/learning-development/financial-support/>
Or ask your local UNISON branch or contact the regional centre.

Learning grants

These grants of up to £100 are intended to help members studying up to and including at under-graduate level at their own expense on the following types of courses:

1. Trade Union and Labour Studies where an applicant has not received a bursary
2. Non-vocational education up to and including under-graduate level
3. Vocational education relevant to public service work up to and including under-graduate level.

School Support Staff Grant

Our Schools Support Staff members make up an increasing proportion of our union's membership. To help you get on at work and develop your career, UNISON is offering Personal Learning Development Grants for Schools Support Staff. A limited number of awards of up to £300 each are being offered to help towards course fees.

Personal Care Assistants Grant

Members who provide personal care in private or charity-run/voluntary aided homes or individual's own homes make up an increasing proportion of UNISON's membership. To help you get on at work and develop your career, UNISON is offering Personal Learning Development Grants with this group of members. A limited number of awards of up to £300 each are being offered to help towards course fees.

Open University awards

Open University (OU) Awards are available to UNISON members undertaking 30 and 60 point OU courses up to and including under-graduate level at their own expense. No awards are available for Masters Degree study or above. Awards are made as follows:

- 60 point courses £200
- 30 point courses £100

Continued overleaf ►

BURSARIES WITH THE OPEN UNIVERSITY (Continued)

Trade Union and Labour Movement or Women's Studies Grants

Members studying these subjects can apply for the following:

- Certificate or Diploma Grants of up to £300 towards fees for members on Trade Union and Labour Movement or Women's Studies courses
- Bachelor or Masters Degree study: Substantial grants for union reps studying Trade Union and Labour Movement or Women's Studies degrees

Learning discounts for UNISON members

Members can get fee discounts for distance learning from:

- **National Extension College** – 10% discount on all NEC courses including GCSE's A-levels and vocational courses
- **CILEx Law School** – 5% discount on law courses (excluding legal practice course or postgraduate Diploma in Law).
- **The Open College of the Arts** – £50 off OCA tutored arts and craft courses for UNISON members and their families.
- **Birkbeck, University of London** – 10% discount for union members
- **University of Wolverhampton** – 10% discount on course fees for trade union members – for more information contact Beverley Fielding, Centre for Lifelong Learning Administrator, unionenquiries@wlv.ac.uk.

FREE ONLINE COURSES

PEARL – Part Time Education for Adults Returning to Learn

<http://pearl.open.ac.uk/>

Browse the PEARL website for a range of free online courses, sponsored by UNISON.

FutureLearn – Learn anything, Learn together, Learn with experts

Featuring a wide range of free online courses. UNISON Organiser Nicola says,

“I have completed a few courses through Future Learn. They are short courses run by respected universities which are really interesting and interactive. You learn with like-minded people from across the world and it's great to see others' perspectives. The courses can be work related or just for fun. I recommend anyone to look a look at the wide range of courses available.”

<https://www.futurelearn.com/>

APPLICATION FORM

Please return completed forms to: Learning and Organising,
UNISON Regional Centre, Arena Point, 1 Hunts Bank M3 1UN

APPLICANT DETAILS			
Name		Contact Telephone No.	
Address		UNISON Membership No.	
Postcode		Branch	
E-Mail Address:		Position Held	

COURSE DETAILS	
Course Title:	
Venue/Location	
Course Dates:	

<p>Please tick your ethnicity below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Black Other <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Irish <input type="checkbox"/> White <input type="checkbox"/> Other (please state) 	<p>No member should be deterred from applying for a course because of individual needs. Please give details of your access and other needs here – use a separate sheet if you need to.</p>
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BRANCH AUTHORISATION	
<p>I have informed my branch that I have applied for the course and I am starting to make arrangements for time off to attend</p>	
<p>Signature of applicant..... Date.....</p>	
<p>The above named has branch approval to attend</p>	
<p>Signature from Branch..... Date.....</p>	

**PLEASE RETURN
COMPLETED FORMS TO:**

Learning and Organising
UNISON Regional centre
Arena Point
1 Hunts Bank
M3 1UN

Fax: 0161 661 6710

Email: northwestlearningandorganising@unison.co.uk



NOTES

