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**UNISON Learning Reps (ULR) - Stage 1 Training**

**23rd, 24th, 30th & 31st July 2024 (9.30am – 4.30pm)**

***(You will need to attend all 4 days)***

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| **SUITABLE FOR MEMBERS INTERESTED IN**  **LEARNING AND SUPPORTING OTHERS** |
| This four-day (online and accredited) course is suitable for members who are or who want to become UNISON Union Learning Representatives (ULRs) and who are enthusiastic about learning and wish to encourage others to take part in lifelong learning. It will give you the skills and knowledge that you need to be an effective ULR.  The role of a ULR is much more than simply setting up courses in your workplace. It is about working within your branch, with your employer and with providers and funders to widen access to learning and ensure equality of opportunity in your workplace.  **Prior to registering for the training,** you should complete and submit the [Notification of UNISON Workplace Representative Form](https://www.unison.org.uk/content/uploads/2013/06/On-line-Catalogue204983.pdf) to your branch for forwarding to Wales Membership.  The course will teach you:   * The role of trade unions in learning and skills * The role and functions of the ULR * Trade union approaches to workplace learning and relevant best practice models * Key policies and programmes relevant to the adult skills system in Wales * How to promote learning in your workplace * How to identify learning needs * How to work with your branch and your employer to remove barriers to learning and in-work progression   This course will be delivered via MS Teams, by Adult Learning Wales & UNISON.  ***Please note: This course is Level 2 accredited via Agored – Credit Value: 3***  ***By enrolling on this course, you agree to undertake the necessary accreditation actions, as set out by your tutor.***  All sessions include appropriate breaks throughout the day (including a lunch break). |
| **Cost to branch - £50** |
| **Please register through MYUNISON using the link** [**https://my.unison.org.uk/**](https://my.unison.org.uk/)  *(Please ensure your personal details are correct, particularly your preferred email choice and any* *special requirements).*  If you are unable to register online, please send your completed and approved application to: [*CymruWalesWULF@unison.co.uk*](mailto:CymruWalesWULF@unison.co.uk) |
| Closing date 5:00p.m. on Monday 1st July 2024. |

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| **APPLICATION FORM** |



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| **Course Title:** UNISON Learning Rep (ULR) – Stage 1 | |
| **Date(s): 23,24, & 30,31 July (9.30am – 4.30pm) Location:** Online – MS Teams (via Adult Learning Wales) | |
| **We use this information to add your name to the training database**  **for this event and**  **to update your membership details**  **Gender is used to ensure equal access to all gender groups** | **Membership No**.  **Last Name**:      **First Name**:  **Signature:** |
| **Your home address:**      **Postcode**  **Phone number** (daytime): |
| **Female**  **Male  Other** |
| **Details of the course will be sent by email so please give the one most likely to get through** | **Email**  *Note – some employers have firewalls that block our emails so a personal email address would be preferable if you have one.* |
| **This information**  **tells us if you have any specific requirements that will help you to fully participate in the course.** | If you have access requirements, tell us here: |
| Tell us here of there any learning support requirements. *For example, do you require course materials in a different format, in large print, or on coloured paper?* |
| **Food:** *Give details here if you have any special dietary requirements*: |
| Please note that we use your name and branch on the course register, which is provided to all participants and the tutor in the course pack.  Any information given will be treated in the strictest confidence and will only be used for the purposes stated on the form. This form and any attachments will be securely stored and destroyed after one year. For more information on how UNISON uses your personal data, please go to: [www.unison.org.uk/privacy-policy](http://www.unison.org.uk/privacy-policy) | |
| **This section to be completed by your Branch Secretary / Education Coordinator** | **Your Branch:**  **Branch Signature:** |
| *The branch supports this application and will meet the travel and subsistence costs if claimed. If a fee is payable, it will automatically be deducted at source through UNISONs branch reclaim process.*  ***This application is only valid if completed & signed by the applicant & branch or signed by applicant and emailed by branch.*** | |
| **confirmation of a place on the course will be sent after the closing date**  **once confirmed, your branch will be charged if you fail to attend without notice** | |
| Please return this form to:  WULF Team, UNISON House, Custom House Street, Cardiff, CF10 1AP  Tel: 02920 729414 E-mail: cymruwaleswulf@unison.co.uk | |