



commissioned by the National Institute of Adult Continuing Education (NIACE) something of a sea change in adults' engagement on learning has been proven.

“After years in which the numbers reporting participation in learning fell overall, and the gulf between the learning-rich and the learning-poor widened dramatically, there has been a major change – not only in the proportion of adult who are engaged in learning, but also in adults' expectations of taking part in the near future. Since 2009, current or recent participation in learning has risen by 4 percentage points to the highest level for a decade at 43 per cent.

The largest increases come, surprisingly, from groups that are under-represented in more formal education.”

**NIACE**

In addition, adults' attitudes to the value of learning are positive, with 80 per cent reporting that they are confident about their ability to learn new skills.

Alarmingly – but not surprisingly – there has been a continuing reduction in adult education classes offered in publicly funded institutions – and employers have reduced the volume and reach of the training which they offer.

We, in Unite, have to argue that this is a Collective bargaining issue and get “training” onto the negotiation table in every workplace, company and sector.

The good news is the recognition of the success of the union learning movement's encouragement of our reps, activists and members to seek training and development.

## **2. STATISTICS**

The quarter April to June 2010 statistics are given below and a fuller set is available via our website with a detailed breakdown identifying gender, youth, BME and Disability categories.

## UNITE THE UNION EDUCATION DEPARTMENT: STATISTICAL RETURNS

**APRIL-JUNE 2010**

REGION	NO. OF COURSES	NO. OF STUDENTS	NO. OF TEACHING DAYS
<i>East Midlands</i>	21	279	740
<i>Ireland</i>	11	222	1162
<i>London &amp; Eastern</i>	46	438	1493
<i>North East, Yorkshire &amp; Humberside</i>	36	367	1189
<i>North West</i>	35	383	1585
<i>Scotland</i>	35	414	1445
<i>South East</i>	30	401	1569
<i>South West</i>	22	225	912
<i>Wales</i>	19	186	608
<i>West Midlands</i>	19	197	917
<i>Residential Courses</i>	54	493	1,990
<b>TOTALS</b>	<b>328</b>	<b>3605</b>	<b>13,610</b>

### 3. APPOINTMENTS

At the short-listing committee meeting of the Education Sub-Committee on 17 April the following candidates were successfully interviewed and subsequently endorsed by the Executive Council.

Glyn Conolly: Education Organiser for Wales

David Jeffery: Education Organiser for East Midlands and West Midlands Regions

Allan Tomala: Education Organiser for South West Region

Congratulations to each of them and very best wishes for their future in Unite. And allow me to thank them as their Director and line Manager in that new Unite tradition by asking them to do more!!

Additionally, George Foulkes has been invited – and graciously accepted – to take on the additional responsibility of being the Education Organiser for the South East Region. That's on top of holding the same post for London and Eastern region!

We do owe a debt of gratitude to George and his team for undertaking this. For our part we need to ensure sufficient administrative support to George to fulfil these responsibilities.

#### **4. EXPENSES**

“Policy for Unite Reps attending Education Courses”

##### **(A) Local Provision**

That the Education Organisers and their staff colleagues do their utmost to ensure that students are placed in the most local course and if not possible then onto the most cost-effective location of their chosen course – even if that may mean travelling into a neighbouring Region.

##### **(B) Meal Allowance**

That every effort should be made to provide a buffet luncheon on all Unite Courses; and in the event of a buffet NOT being provided then our meal allowance of £5 per day will be paid.

##### **(C) Travelling Expenses**

Travelling expenses will be paid, (if agreed IN ADVANCE by the appropriate Education Organiser/Administrator) in accordance with the National Policy for Lay Members' travelling expenses.

At the F&GPC meeting on 23 June 2010 the above policy on

- (a) Local Provision
- (b) Meal Allowance and
- (c) Travelling expenses was AGREED

A discussion ensued regarding paid educational leave and loss of earnings and, in conclusion, the Committee could not agree this aspect of the proposals.

The Director was invited to consult with a view to submitting a proposal to develop policy on “Paid Educational Leave and Loss of Earnings”.

On this, there has been a considerable and considered debate which crystallises around who should be responsible for paying “loss of earnings”.

I shan’t regurgitate the arguments. The solution may be that on those very rare episodes (“less than 0.001%”) in which it is AGREED with the Sector National Secretary and the Director of Education that an individual NEEDS to be reimbursed for loss of earnings then that money will – in the absence of funding being available from the Sector – be paid by the Education Department.

i.e. To be paid “loss of earnings” only the Director of Education has the authority to sign it off.

This Policy was AGREED at the Education Sub-Committee on 14 July 2010 and is before the Executive Council via this report for formal endorsement.

Our intention is to dovetail the Policy into our Joining Instructions and into our brochure so that we minimise any dubiety on expenses and, more crucially, take pressure off our education staff members who often have to deal with offensive and abusive enquiries.

## **5. AROUND THE REGIONS**

Ireland

Concentrating on the core provision of courses for workplace reps, Health and safety reps and a follow-on legal course. Ireland has established a solid platform upon which to build a bigger programme.

Being able to positively respond to specific requests has enabled the Education Organiser, Richie Browne to mount specially designed courses on “Dignity at Work” Company courses to feature in the programme with on-site provision proving successful. A new pilot course on “Politics for Trade Unionists” is planned for July.

Work to explore the feasibility of developing a Higher National Certificate in Trade Union Studies in concert with our Scottish partners continues ominously – and a factor which we shall have to consider in the light of public sector cuts in the Republic – state funding has been withdrawn in the Republic of Ireland for trade union education.

## North West

With no eligible applicant for the vacant position of Education Organiser in the North West, I invited Mick Bond of the contiguous Region to cover this position on a temporary basis until the position is re-advertised and filled. Reassuringly Mick has – yet again – stepped up to the plate. Of course nothing is ever that straight forward and Mick has suffered a serious illness in the meantime. And although now back at work, “Ironside” fashion, I feel that a senior officer ought to be in the Education Department in the North West in a “front-of-house” capacity. The very experienced, Manchester-based former Regional Education Officer and now National Secretary for the Chemicals Sector, Phil McNulty is doing the honours for us in the North West. Mick’s hand remains firmly on the tiller and Phil McNulty will create stability until our Education Organiser is appointed.

With regard to the tutors on “garden leave” their claim for failure to inform and consult settled on July 7 in Manchester on the advice of counsel, that to proceed with the hearing would not be in the Union’s best interests. Counsel advised that there was a real risk that the Tribunal would award for the Claimants.

Subsequent claims made by the Claimants in respect of disability, discrimination, constructive dismissal and unlawful deductions from wages were submitted.

The Claimants were to fully particularise their claims and explain why in some cases, these claims had been presented to the Tribunal out of time.

Counsel and the solicitors share my view that their claims ought to be vigorously defended on the basis that they are largely without merit; indeed we are considering inviting the Claimants to withdraw their claims on the basis that they are without merit/and/or out of time and that we should warn them that if they are unsuccessful our lawyers will pursue them for full costs. The Tribunal has given the Claimants until 4 August to fully particularise their claims.

## Wales

70% of course delivery is the 12 day Unite Workplace Reps Induction Course; this is bang on target as this course is the cornerstone of our education provision.

Glyn Conolly, following a first-class interview in May and endorsement by the Executive Council, has been now confirmed as the permanent Education Organiser (Ed.Org) for Wales. Congratulations to Glyn and a deep thank you for his resilience and success in developing the Unite programme. Tutor development and training, 100% training, Organising Unit support and company courses have all been initiated by Glyn and his team. So too, for some special events such as the establishment of a Welsh Youth Conference and Young Members' Committee – his work on Workers' Memorial Day and his successful application to the Welsh Union Learning Fund.

## 6. TUTOR TRAINING PROGRAMME 2010

From the Matrix below you have a helicopter view of our tutor compliment in Unite. A more detailed analysis will be forthcoming which identifies the different status of our crew:

Full-time  
Sessional  
Lay tutor  
Freelance

plus in addition to gender we shall identify ethnicity, sexual orientation, disability etc.

In the meantime a meeting in the first week of August with the Education Organisers and the Senior Management Team will be reviewing our tutor list and refreshing it. Certainly we have an ambition to widen our trawl of potential tutors to encourage a wider spectrum of candidates – reflecting the make up of our Union.

The Education Sub-Committee members have expressly demanded more tutor briefings for existing colleagues even at the expense of putting on more tutor training induction courses. Consolidation and up-skilling rather than simple expansion.

The more recent report of our Tutor Training Course by Mick Bond, follows the Matrix and does explain, inter alia, the selection and processes which a potential tutor has to undergo.

<b>TUTOR TRAINING 2010</b>						
<b>NATIONAL TUTOR MATRIX 2010</b>						
<b>List of Tutors By Region, Gender, Status</b>						
	<b>Total Tutor Number</b>		<b>ULF Only</b>		<b>Tutors in Training</b>	
	Male	Female	Male	Female	Male	Female
East Midlands	4	2	-	-	2	1
London & Eastern	4	2	-	-	-	-
Ireland	6	2	-	-	-	-
North west	13	4	3	2	3	2
North East, Yorks & Humber	17	8	3	2	8	3
Scotland	10	10	-	-	2	1
South East	6	1	1	1	5	3
South West	10	4	-	-	-	-
Wales	5	5	-	-	-	-
West Midlands	3	2	-	-	2	1
	78	40	7	5	22	11
<b>TOTAL</b>	<b>118</b>		<b>12</b>		<b>33</b>	

### **Tutor Training Report by Michael T Bond, Education Organiser**

We held a Tutor Training Course from 22<sup>nd</sup> to 26<sup>th</sup> March 2010 at Eastbourne and I am delighted to report that we originally received 47 nominations from the Education & Development Organisers, as detailed below:

<b>REGION</b>	<b>No</b>	<b>REGION</b>	<b>No</b>
London & Eastern	5	West Midlands	0
South West	7	Wales	10
South East	1	North West	4
Ireland	0	North East, Yorkshire & Humber	15
East Midlands	0	Scotland	5

Of the 47 nominees enrolled on to the pre-course programme, 19 completed the pre-course assignments and went on to attend the residential training at Eastbourne. This clearly highlights that the systems we have put in place work effectively and efficiently.

May I take this opportunity to remind you how the system works. We have a process to go through for anyone wishing to become a Unite

tutor, which ensures that Unite has a thorough quality system of determining that any investment spent on the Tutor Training programme is well spent.

There is a pre-selection interview, at which nominees give a short presentation. The next step is the on-line pre-assessment, followed by intensive residential training. There are then seven assignments for the students to complete back in the Regions, with on-line support from the Tutor. Successful completion of these assignments will lead to the students being awarded three credits in Preparing to Teach in the Lifelong Learning Sector (PTLL). These can be used as Advance Prior Learning (APL), which is a means of crediting people for achievements, skills and knowledge that they have already gained. Credit is awarded for learning that can be demonstrated through providing evidence with local colleges in the respective Regions.

At the end of the course each Education Organiser is provided with a report of how well the students from their Region performed on the residential course, enabling them to determine how a new Tutor can be utilised back in their Region.

As previously advised, there were nineteen on the residential course, one of whom had to leave due to a family crisis. However, the remaining eighteen students completed their microteach sessions and are now back in the Regions working on their compulsory seven assignments.

The report from the on-line Tutors is that all eighteen are currently progressing very well with their assignments.

## **7. LIFELONG LEARNING (LLL)**

As part of the “Senior Management Team” – alongside Mike McCartney who heads up for the Union in Health & Safety, Tom has a black-line report to the Director of Education, Jim Mowatt.

In addition to heading up our Union Learning Programme, Tom has been asked to co-ordinate the “Workers Uniting Training” as reported below. He also has day to day responsibility for full-time officers’ training and development – both reported below.

A full copy of our Unite Round 13 Bid was distributed to all members of the Education Sub-Committee and is available to Executive Council members from Tom by request (as it is 23 pages long in wee writing!!).

## **Lifelong Learning Report by Tom Beattie, Head of Lifelong Learning and Officer Development**

### **Worker Uniting Training - Report to Education Sub-Committee**

A two day fully accredited pilot course for Unite reps was run at Wortley Hall in March of this year. The course booklet was distributed to Ed Sub members previously. The pilot was targeted on the North East, Yorkshire and the Humber region and was attended by 20 delegates. The feedback from the course was extremely positive and it is anticipated that the course will be run out to other regions and will form part of our core programme of workplace reps training in 2011. As an integral part of the Unite Education Department's Programme of courses.

The WU Leadership Programme, "Building Power Internationally" is taking place at Esher this week. It runs from July 11<sup>th</sup> until July 16<sup>th</sup>. A copy of the course programme is attached. It will be attended by 20 delegates. 10 each from the USW and Unite. We have attempted to achieve a balance between regions, sectors, gender and ethnicity, with an equal number from each of the former sections of Unite.

The second part of this programme will take place in the USA next year, with the same delegates in attendance. Dates and venues have yet to be confirmed with the USA.

### **RCO Training**

Feed back from the first two modules has been very positive. The training is being well received by the RCOs. A number of issues not specifically related to training have been raised with the course tutor and these have been passed on to myself and the Director of Education. We have met with Jimmy Kelly, AGS, to discuss this and the Director will attend another training day with RCOs on July 22<sup>nd</sup> to respond to the issues raised. Module 3 of the training took place last week.

### **Officer CPD**

A recent meeting with the ONC to present proposals for a CPD had to be postponed as the committee had other important business to resolve. It is hoped to reconvene a similar meeting soon.

## **Lifelong Learning Report by Tom Beattie. Head of Lifelong Learning and Officer Development.**

As reported at previous Ed Sub meetings Unite successfully bid for funding under Round 13 of the Union Learning Fund (ULF) A full copy of the final agreed bid document is attached to this report. A total of £5.6m was secured for a two year project commencing in April 2010. Only the first year funding is guaranteed, with the second year being subject to approval by the new Parliament. The bid was put together by a team, overseen by myself, that consisted of two former Amicus and two former T@G employees.

This is a single Unite national project that sought to bring together the previous Amicus national project and a number of disparate T@G regional projects. A total of 52 people are employed in the project. This is a reduction in numbers from over 70 in the previous projects. Of those 52 there is a Project Manager, a Learning Support Manager, 5 Senior Learning Organisers and 4 Learning Development Co-ordinators. There is one full-time admin post, leaving a total of 40 Learning Organisers performing either a field organising role or a learning support role.

The Organisers are grouped in regional teams under the direction of a Senior Learning Organiser. The size of regional teams is dependent on the demographics of the region concerned. Factors taken into consideration are geographic size, numbers and density of members, numbers of workplaces, sectors covered and potential to meet project outcomes.

All positions in the new project were filled from within the existing project staff. The senior positions and the Learning Development Co-ordinators were advertised internally and a process involving application, short-listing and interview took place. This was agreed and overseen by our Personnel Department. The interview panels were made up from the bid writing team with input from Personnel and the involvement of a trained interviewer.

The other positions were filled by a process of assessment of the skills, qualifications and experience required against those available to us. Everyone was, in the first instance, asked to express an interest in working in the new project. They were then asked to complete a Qualifications and Skills Matrix, prior to being invited to a series of regionally based Assessment Workshops. In some regions we were able to accurately match the number of people applying to the number of jobs available, providing they met the necessary skills and qualifications requirements. However, this wasn't the case in all regions and following the assessment process some people were not kept on. The Assessment Workshops were again run by the balanced bid writing team with input from Personnel and in two instances, an external consultant.

Before getting to the selection process a number of people left the project through either voluntary redundancy, ending of secondments or short-term temporary contracts or securing alternative employment. This made the job of reducing numbers somewhat easier but, as noted earlier, it still meant a number of people not being kept on.

The project team is now in place and we are beginning to deliver on our agreed outcomes. Unionlearn made it very clear that they intended to work closely with us on this project, given the level of funding involved and the scrutiny we will be under from the new Coalition Government. A meeting with a Unionlearn project worker has taken place very recently and they have expressed satisfaction with what we are doing. We remain on target to submit our first outcomes at the end of the month and senior team meetings are now underway.

This has been a very difficult and at times painful process. Anything involving people's jobs was always going to be. However, our overriding priority has always been to construct a learning project that meets the needs of Unite and our members.

## **8. UNITE EDUCATION BURSARY PROPOSAL**

### **Report by Mike McCartney, Head of Health & Safety Unit**

#### **Introduction**

This proposal is for Unite to keep an education bursary system to help further activist and representative ambitions so they may work more effectively in Unite.

- A maximum bursary of £500 per year.
- The funding to come partially from the region (approx £150.00) and the main funding approximately (350.00) from the national education department.
- In each region the Regional Education Organiser should sift through applications which may require the applicant being asked to attend a local interview. The Regional Education Officer will then make recommendations to the Education Sub Committee. The application will be endorsed nationally by the Education Senior Management Team.
- The criteria for the applicant is that they must be compliance and have one year's continuous membership and the course be relevant to Unite's activities including the 3 pillars:

- \* Organising
- \* Political
- \* International

As well as further and higher education in:

- \* Industrial relations
  - \* Health and Safety
  - \* Pensions
  - \* Equalities
  - \* Lifelong Learning
- To secure further funding in future years, the Region needs to see results before any further bursaries are given.

### **Trade Union Studies at Degree Level**

There are some current arrangements with Ruskin College for Unite students who are going through the ILTUS (International labour and Trade Union Studies) programme. The proposal is that Unite continue with this arrangement with a maximum cohort of 8 students in any one year.

The current costs are £350 sponsorship per student, per year plus travel and meals for approx 10 study weekends per year equating to £70 per student, per weekend.

### **Discretionary Book Grant**

The proposal is that Unite also offer a discretionary book grant to back up any bursary.

- The book grant should be worth £100. £50 from the Region and £50 from the National Education Department.
- An application form is sent to the Region for the REO to review or sift through applications.
- Then forwarded to the Education Sub-Committee for approval and National Endorsement.

Finally, the proposals put forward as long as financially viable are a credible source to enable our activists and representatives to be able to take part in securing academic qualifications to enhance themselves and Unite the Union.

## 9. HEALTH AND SAFETY EDUCATION

Mike McCartney submitted a first-class report put together by Susan Murray for the Education Sub-Committee members to consider. Having received it they wanted to digest it, so it was AGREED that this report be the first business item at our next meeting.

A brief update on the Unite Safety Reps Handbook was given as was the proposal NOT to offer NEBOSH courses as part of our Education Programme as this was NOT a course designed for union reps but a personal development learning product – albeit very prestigious. Although only on offer in one Unite Region, it was anticipated that there was to be some disappointment with our decision; a not uncommon response by highly motivated individuals to unpopular (with them) decisions. Of some solace was that this is a course which COULD attract a Unite bursary, although as it was designed for “Safety Officers” we would be adamant that this is a cost which the employers should bear.

Our work in the E.U Fire-fighting Safety Programme continues and a report to the next Education Sub-Committee will be submitted

## 10. SECTOR COURSES

Success breeds confidence and further demands. And the Finance and Legal Sector has worked with the Education Department to develop a whole range of bespoke courses. The real achievements with Royal Sun Alliance (RSA) has spring-boarded other companies in this Sector. Barclays, HSBC, LBG and the National Committee have all benefited from our symbiotic relationship.

Within the RTC National Sector, excellent initiatives have been undertaken – and now need developed and universalised through Unite in every Region and country. The Driver CPC and ADR course with the under-pinning National Vocational Qualifications should prove a winner educationally and organising – wise, too.

So too for BOC, MOD, BAeSystems, Go North, Inbev, Rolls Royce, Taxis, NHS Reps, Manpower etc, etc.,

My fear as Director is that we do meet these requests and demand increases – but we have to get out our comfort zone to penetrate other Sectors in Unite NOT availing themselves fully of our education service.

## 11. DEVELOPMENTS AND CONCLUSION

Unite education has yet to reach its full potential in exploiting our combination of traditions and modernity. My challenge as Director is to raise Unite's profile on the educational and industrial stages and to achieve wider recognition for Unite as an outstanding organisation in which to work and study. That success relies on the contributions of our reps, staff, officers and activists. The vital support for them has to come from our Unite Education Department.

Immediate developments will be prioritised on

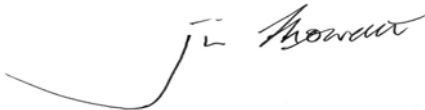
“Bargaining and the Law”  
“Dealing with Redundancy”  
“Dignity at Work”  
“Equality Reps” and  
“Leadership Courses”.

In the meantime, our Workplace Reps, Safety Reps, ULRs and Equality Reps courses will be continuously updated, refreshed and rewritten.

My ambition to bridge that gap between rhetoric, resources and reach.

Thank all of you who are making such a wonderful contribution to Unite Education and by doing so, to our Union.

In solidarity



**JIM MOWATT**  
**Director of Education**