

**Did you know that as a UNISON member working for Derbyshire County Council / Derbyshire Local Education Authority you can attend some courses for free? Read on!**

## Women's Lives

Participants must be UNISON women members

*The course includes a weekend residential.* Participants can receive assistance with travel and child care.

Duration: 16 hours delivered as 8 x 2 hour sessions, evenings

Level of qualification: OCN Level 1-3 with most learners achieving Level 2-3

Information sessions prior to the start

Units:

Studying Women's Experiences  
Images of Women  
Investigating Project

This is a literacy course that focuses on women. It includes a research project about women and how they are portrayed in the media. Course develops confidence and self-esteem.



## Return to Learn

Participants must be UNISON members

*The course includes a weekend residential.* Participants can receive assistance with travel and child care.

Duration: 35 hours delivered as 14 x 2.5 hour sessions, evenings

Topics include:

Writing  
Investigating/Research  
Analysing/Problem Solving  
Working with numbers

Level of qualification: OCN Level 1-3 with most learners achieving Level 2-3

Information sessions prior to the start.

## Communication at work

The focus of this course is work based and uses a range of forms and paperwork that staff may come across in their daily work. It helps to develop literacy skills at levels 1 and 2. This course would be particularly useful for staff whose work requires form filling and record keeping.

This course is very good for confidence building.

Topics include:

Communication  
Note Taking  
Letter Writing  
Filling in Forms  
Report Writing  
Saying what you mean  
Spelling  
Punctuation

Duration: 40 hours delivered as 13 x 3 hour sessions

Level of qualification: Literacy 1/2

Information sessions prior to the start. Participants take the National Literacy Test. The course is delivered by WEA on behalf of UNISON. Similar courses are offered by DACE.



## English for You

Participants must be UNISON members

*The course includes a weekend residential.* Participants can receive assistance with travel and child care.

Duration: 16 hours delivered as 8 x 2 hour sessions, evenings

Level of qualification: Entry level 3 ESOL

Information sessions prior to the start.

Content of the course relates to work ie contract of employment, health and safety notices etc. Similar courses offered by DACE.



## Learning for You

Funded by Derbyshire County Council

Duration: 30 hours delivered as 10 x 3 hour sessions

Start Date: 3rd March 2010

Venue: Parkwood Training Rooms

No of Participants: 12 – 15

Information sessions prior to the start of the course

Level of qualification: 1 – 3

Expected achievement level: 2 – 3

Participants choose 3 units out of 5 options

Personal development and progression

Descriptive writing and note taking

Research through interview

Using your computer

Using number skills in a project

Must successfully complete 3 units to receive an OCN qualification

One tutor supports participants throughout the course. Course delivered by WEA on behalf of UNISON.

## Openings courses through UNISON/Open University – Understanding Management or Understanding Children

Funded by Derbyshire County Council if approved

Time off for tutorial groups and study leave to be negotiated

Duration: 16-20 week course depending on group. 2 x 3 hours of workplace tutorials with OU tutor

Start Date: Various

Venue: Tutorials held at local venues, programme is home/work study

No of Participants: 16

Information sessions prior to the start of the course

Level of qualification: 4

Courses most useful to DCC staff: Understanding Management, Understanding Children.

Registration is through UNISON. Participants then receive their information pack and instructions.

The participants are supported by a tutor who delivers 3 x 2 hour tutorial sessions. The course is similar to a foundation degree and it prepares participants for higher education.

## Skills for Life DACE/UNISON Partnership

**Would you like a free skills check in maths and English?**

Log on to [www.move-on.org.uk](http://www.move-on.org.uk) or contact Pat McLoughlin at ROWA 01629 585603 [pat.mcloughlin@derbyshire.gov.uk](mailto:pat.mcloughlin@derbyshire.gov.uk) for a confidential interview. You can take part in a FREE refresher course through Derbyshire County Council Adult Community Education and gain a national qualification.

## Union Learner Reps

- Give you information about learning opportunities through UNISON
- Give you advice on Skills for Life, Literacy and Numeracy courses to help you to work towards level two qualifications
- Give you information about time off for learning activities
- Tell you what the EPDR is about
- Go through the format of the EPDR
- Help you to structure your questions and requests for your line manager
- Help you identify appropriate courses and training opportunities to enable you to further your career before the EPDR session

*Why not train to be a ULR yourself?*

For more information contact **Pauline Hubble** UNISON Lifelong Learning Officer 07921 474707 [pauline.hubble@unisondc.plus.com](mailto:pauline.hubble@unisondc.plus.com) or your local ULR via the branch office 01629 582266.



## GLOSSARY

- DACE** Derbyshire Adult Community Education
- WEA** Workers' Educational Association
- OCN** Open College Network
- OU** Open University
- TUC** Trades Union Congress
- DCC** Derbyshire County Council
- EPDR** Employees' Performance Development and Review
- ROWA** Read on - Write Away!
- ESOL** English for Speakers of Other Languages
- ULR** Union Learning Rep