Dear Rep,

Thank you for your interest in our Bargaining for a Sustainable Workplace training sessions.

This course is a level 2 course for reps who have completed Reps part 1 and/or effective H&S rep.

Please find below the details of your place**.**

**When**

The sessions will run;

DAY DATE AND TIME

**Materials**

You’ll find all the materials for this course under the Reps part 1 section here; <https://prospect.org.uk/course-resources/> if you do have facility to print off the workbook, this may be easier for you.

**Homework**

There will be a few tasks set by your tutor during the breaks in the training day.

**Please confirm if you can attend or, if you are no longer able to attend, please let me know asap so your place can be re-allocated**.

**Course etiquette**

We would invite you to read through the equality and diversity section on page xxxxx in the workbooks and to remind you that all course attendees are entitled to respect in line with our trade union values. As this is a training course, we would also encourage active participation to ensure you get the most out of the sessions.

These training sessions work best when they are fully interactive and therefore, if you’re attending online, please access your online camera.

**Other information**

**Your access to the (if online) course is below;**

NAMD AND EMAIL your tutor, is inviting you to a scheduled Zoom meeting.

XXXXXXXXXX

Join Zoom/TEAMS Meeting

The link will take you through to the waiting room and the sessions will start at…….. prompt. XXXXXXXXX will be your tutor for this session.

I wish you well with your forthcoming online reps training.

*Do you have any access requirements, or anything that would help you contribute to the sessions and undertake the homework?*

The live captions function is available on Zoom/TEAMS to assist colleagues with accessibility. If you require any further support to access the training session, please contact us a few days in advance of the training.

Privacy disclaimer is:

•            These training sessions will not be recorded.

•            Closed caption may be used to enable accessibility for students and will only be used at the request of students. Transcripts of the sessions will not be recorded.

•            Students should note that any personal data revealed during the training session either in the chat or during discussions will be in the public domain.

•            Personal data revealed in the chat function should not be copied or shared unless consent has been given.

**Completion of this course is designated by:**

•       **Attending all 3 sessions,**

**•             Undertaking all relevant pieces of homework plus**

**•             Participating in your follow up action meeting with your organiser.**

Once you have completed the course, your details will be shared with your organiser, who will be in touch to organise the follow up session, after this you will be recognised by the union as a Rep who will be able to support your wider branch membership.  However, you are not trained to support member with personal cases. If you are interested in progressing your skills in this area, you are required to complete the Reps 2 course.