Dear New Representative,

**Re: Online delivery of Union’s Reps 1 course (key Skills)**

Our online training has been running successfully for the past year. You should have already received some information regarding the expectation of the role and if you’re in a recognised workplace, permitted paid time off for this training.

We now have new dates to offer you as reps all waiting for the next available course. Places are limited so please only commit if you’re able to attend, have organised your time off to attend and your employer/branch secretary is aware.

To help inform you here is some key information:

**What is it?**

•             It is the Union’s Reps 1 “face to face” course that has been converted for online delivery via Zoom.

•             Each training session will involve a union tutor and up to 8 members maximum.

•             Each session is scheduled to last for 1 hour 15 minutes, with 60 minutes of active learning.

•             Prior to the course each student will receive, via email, a copy of the Reps 1 handbook to refer to during each session and details of who will be the tutor for the duration of your course.

**What will it involve?**

•             Participating in three, 1 hour 15-minute sessions, with a follow up action meeting (scheduled up to 2-4 weeks later).

•             Up to 30 mins “homework” between each session.

What do I need?

•             A pc or laptop (not a phone) from which to participate in each of the sessions. (Ideally with zoom downloaded for better connection)

•             Dedicated time and space to participate (1.15 hrs; plus, time in between to do the homework).

•             Pen and paper (to make notes).

**When?**

All 3 x 1 hour 15-minute sessions are on a Monday.

The timetable is: 9.00 -10.15 a.m.; 11.00 – 12.15 p.m. and 1.00 - 2.15 pm (please note these timings may extend dependant on questions and discussion)

Dates currently available;

**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 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.

**What happens if I start the course but cannot complete?**

Do not worry! We understand that life intervenes and your time may be needed elsewhere. All we ask is that, as soon as you are aware you can’t join a scheduled session, you let your organiser know on the email provided and we will look to reschedule you.

**What next?**

If you are interested in participating in this exciting new initiative for the union, please respond as soon as possible as places are limited.  Please contact…………………, indicating your preferred date, including in your email subject line:” Online Union Reps 1 training”.

***If you have any access requirements or anything that would help you contribute to the sessions and undertake the homework? If you do, please let me know.***

Best wishes & keep safe,