

**FREE MEMBER LEARNING PROGRAMME 2019**

**AUTISM INTERVIEW SKILLS MINDFULNESS DIGNITY**

**DEMENTIA PALLIATIVE CARE MUSIC THERAPY FOOD HYGIENE**

**STRESS EPILEPSY DIABETES CARE OPEN UNI K101**

**PARKINSONS DRUGS COMMUNICATION BEREAVEMENT**

**BULLYING WOUND CARE LEARNING DISABILITY RESILIENCE**

**MANAGEMENT RECORD KEEPING POLITICS ALCOHOL**

**LGBT+ DELIRIUM NUTRITION SUICIDE AWARENESS**

**UNISON is committed to supporting our members to engage in learning for personal and professional benefit. We are passionate that all learning is valuable whether you take it back into your work, your community and your family. We believe we can all learn tools and techniques to better support ourselves and others.**

**Our members tell us that those in support roles, such as cleaning, catering, portering, transport, homecare, admin often don’t get access to workshops for ‘professionals’ such as dementia, palliative care, leadership, resilience, mental health or autism. With UNISON you do. Members who also have these caring responsibilities at home are also welcome. We are particularly committed to encouraging women members to become more active in UNISON and have a number of women only workshops.**

**The courses UNISON offer aim to give you the opportunity to develop your thinking on issues as diverse as women’s history, mental health, caring for older people, diversity, dementia, patient safety, politics and communication. We are keen for members to progress on the skills escalator and are very proud of our work with the Open University which has enabled members to progress to different careers including nursing, social work and management. The training in our partnership programme with Health Employers has also opened up new jobs and new opportunities. UNISON has a bursary programme with a limited number of learning grants which are available.**

**Course List**

**SUPPORTING YOURSELF AND OTHERS**

Addiction - Safeguarding Children Affected by Parental Substance Misuse

Addiction - Substance Misuse Awareness

Addiction - Understanding Alcohol

Addiction - Understanding Illicit Drugs

Addiction - Understanding Prescription/Over The Counter Drugs Misuse

Bullying – How To Deal With It As Someone Who Experiences It or As A Manager

Communicating from the Inside Out

Dementia for Carers

IELTS & OET Exam Preparation Class

Essential Skills English, Maths and Computers

First Aid (Basic & Non-Accredited)

Interview Skills for Health & Social Care

Interview Skills for the Open University Pre-Reg Nursing Programme

Interview Skills for School Based Staff

I’ve A Teenager – Get Me Out of Here

Managing Challenging Conversations

Managing Your Time: Getting Stuff Done

Mental Health First Aid

Mindfulness – An Introduction

Mindfulness – Advancing Practice

Mindfulness - Acceptance & Commitment Therapy (ACT)

Mindfulness – How To Sleep Well

Nobody’s Listening To Me

Palestine – A Local View

Planning for Retirement

Presentation and Public Speaking Skills

Resilience - Facing Everyday Situations and Tough Challenges

Stress – Supporting Yourself

Supporting Staff with Depression or Stress Related Conditions

Suicide Awareness & Prevention

Understanding Islam

Understanding The Assembly

What Character Do You Play?

What’s Stopping You?

**WOMEN’S DEVELOPMENT**

Building Confidence for Women

Pathways into UNISON

Women’s Health & History

**SUPPORTING YOU IN YOUR JOB ROLE**

Autism - Mental Health & Anxiety Management for Children & Young People

Autism - Positive Behaviour Support for Children & Young People

Autism – Sensory Processing

Autism – Multi Topic Day

Bereavement – Dealing with Grief and Loss

Caring for Older People

Care of the Patient with a Gastrostomy Tube

Clinical Effectiveness for Nurses & Midwives

Delirium

Dementia – An Introduction

Dementia – Understanding Stress and Distress

Dementia – Understanding Pain

Dementia and Music Therapy

Diabetes – An Introduction

Diabetes – A Psychological Perspective

Dignity – Putting It at the Heart of Health & Social Care

Dysphagia – Understanding Swallowing & Risks

Epilepsy Awareness & Management

Fatigue Management

Food Allergies

Food Safety & Hygiene Level 2 Certificate

Health & Safety Risk Assessments – An Introduction

Human Factors – Improving The Patient Journey

K101 – Introduction to Health & Social Care Open University Level 4 / Open University Pre-Reg Nursing

Learning Disability - Overcoming Barriers to engage with Health and Social Care services

Learning Disability - Understanding and supporting specific Health Conditions

Learning Disability and Music Therapy

Managing an Infection Outbreak in a Nursing Home for Nurses / Nurse Managers

Managing an Infection Outbreak in a Care Home for Care Assistants & Domestic/Cleaning Staff

Medications – The Importance of Accuracy in Administration

Medications for Home Care, Day Care & Support Workers

Motor Neuron Disease – An Introduction

Nurses Leading from the Bedside and Beyond

Nursing & Midwifery Council (NMC) Professional Accountability and Record Keeping

Palliative Care – An Introduction for Homecare, Care Assistants & Nursing Auxs

Palliative Care - Spirituality

Palliative Care – An Introduction for Nurses & AHPs

Palliative Care Emergencies

Palliative Care - Symptom Management

Palliative Care - Pain Assessment & Management

Palliative Care - Talking about Death

Palliative Care – The Importance of Nutrition

Palliative Care – Total Pain

Parkinson’s – Awareness and Management

Psychological Therapies – An Introduction

Recognising and Caring for the Acutely Unwell Adult

Schizophrenia Awareness / Living with Schizophrenia

Sepsis – An Introduction

Sepsis – Principles of Microbiology and Impact on Management

Stoma Care – Promoting Good Practice

Supporting LGBT+ People in Care Home & Home Care Settings

Transgender Awareness

Understanding the Foundation Principles of Human Biology in Health Care

Understanding Fluid and Electrolyte balance in Health Care

Understanding Pharmacotherapeutics in Health Care

Understanding Pathobiology in Respiratory Health Care

Understanding Pathobiology in Cardiovascular Health Care

Understanding Pathobiology in Renal Health Care

Understanding Pathobiology in Neurological Health Care

Wound Care – Assessment, Diagnosis and Management of Leg Ulcers

Wound Care – Pressure Ulcer Prevention and Management

Wound Care – Assessment and Management

**FAQ**

**Are the courses open to non UNISON members?**

The majority of courses are only for UNISON members. They are subsidised from the subs members pay each month and it is a benefit of your membership. There are a small number of workshops which are run in partnership with an external organisation or as part of a Festival such as LGBT Awareness Week which are open to all.

**Is there any charge for the courses?**

No, the workshops are all totally free. The Open University K101 programmes does have a cost and UNISON funds a limited number of places.

**Am I entitled to paid time off from work to attend?**

No, there is no automatic entitlement to paid time off work. Often managers will support their staff to attend because it helps develop relevant skills and knowledge in work. This also applies to courses such as stress, bullying, mindfulness, bereavement which can help people in their workplace.

Members who work in domiciliary/home care, day care or supported living in the private and community/voluntary sector can request time off from their employer who can then access funding towards backfill under the Training for the Domiciliary Care Workforce Project administered by NISCC.

**Will I get paid travel expenses to attend?**

Not for the workshops. We do offer travel expenses to Pathways and Women’s Health & History as a commitment to encouraging more women members to become UNISON reps.

**Does the course have to be relevant to my work to attend?**

No, you are welcome any workshop because of personal or professional interest. There are a small number of topics which are only of relevance to particular occupational group eg nurses.

**Will I get a certificate?**

We offer certificates of attendance for most workshops for those members who require verification of continuing professional development for NMC, NISCC, HCPC registration or your CV..

**Do I need to have any qualifications to attend?**

No.

**Can I just turn up on the day?**

No, you must book in advance, some courses have limited numbers due to the interactive nature of the workshop. We need to confirm numbers in advance with tutors and for catering.

**I am a retired member of UNISON, can I attend?**

If you have registered as a retired member, which costs £15 for a lifetime, you are welcome to come along to any of our workshops.

**How do I apply?**

Complete and return the form at the back of this course programme or you can apply online at

<https://www.unison-ni.org.uk/>

**SUPPORTING YOURSELF AND OTHERS**

**These workshops may be relevant to you in your work or life outside work**

\*\* eligible for the Training for the Domiciliary Care /Supported Living Workforce Project administered by NISCC

## Addiction - Safeguarding Children Affected by Parental Substance Misuse (open to all)

10am – 1pm Fri 8 March in Belfast; Fri 22 March in Dungannon; Mon 8 April in Lisburn; Fri 17 May in Derry; Mon 3 June in Belfast; 6-9pm Mon 16 Sept in Belfast

This course will assist practitioners to provide support for children and young people who are suffering from the effects of parental substance misuse. The workshop will ensure professionals know how to respond to both child protection issues and to situations where it is deemed the child is in need of support, as a result of parental substance misuse. It will also introduce participants to the Regional Joint Service Agreement - Hidden Harm and understand their role and responsibilities in respect of this protocol

This course is relevant to professionals that encounter clients affected by substance misuse and where there are children or young people in the family. It will be delivered by Ascert

## Addiction - Substance Misuse Awareness (open to all) \*\*

6-9pm Mon 11 & Tues 12 Feb in UNISON Belfast; Mon 11 & Tues 12 March in Broughshane; Tues 14 & Wed 15 May in Dungannon; Wed 25 & Thurs 26 Sept in UNISON Derry; Mon 14 & Tues 15 Oct in Enniskillen; Mon 18 & Tues 19 Nov in Newry

Whether you are interested in substance misuse as a parent/guardian or because of work (paid or unpaid) with young people and/or those dealing with addiction, this workshop will provide an overview of drugs – types, categories, effects, links to other issues, criminal implications, impact on users and family, risk taking and support services. It is run over two evenings. It will be delivered by Ascert.

## Addiction - Understanding Alcohol (open to all) \*\*

6-9pm Wed 13 March in UNISON Derry; Mon 25 March in UNISON Belfast; Mon 3 June in Dungannon; Thurs 19 Sept in Newry; Tues 5 Nov in Enniskillen; Tues 19 Nov in Broughshane

This short evening course will provide a more in-depth understanding of alcohol and its effects. It will provide participants with an understanding of how alcohol affects users and other around them. It will provide information on relevant guidance for addressing alcohol misuse, and how to signpost clients to supports. It is relevant to anyone who works/volunteers with those with addiction issues, with young people and also may be of interest to parents. It will be delivered by Ascert.

Addiction - Understanding Illicit Drugs **(**open to all) \*\*

6-9pm Wed 27 Feb in Newry; Thurs 4 April in Enniskillen; Mon 13 May in UNISON Belfast; 6-9pm Wed 22 May UNISON Derry; Mon 9 Sept in Broughshane; Tues 15 Oct in Dungannon

This course will provide a more in-depth understanding of illicit drugs including prevalence, types of drugs used and their effects as well as an awareness of the legal framework and treatment pathways. It will provide participants with information on relevant policy and practice guidance, harm reduction approaches and how to signpost clients to supports. It is relevant to anyone who works/volunteers with those with addiction issues, with young people and also may be of interest to parents. It will be delivered by Ascert.

## Addiction - Understanding Prescription/Over The Counter Drugs Misuse (open to all) \*\*

6-9pm Thurs 14 March in Newry; Mon 3 June in UNISON Belfast; Thurs 6 June in Enniskillen; Wed 12 June in UNISON Derry; Mon 30 Sept in Broughshane; Tues 5 Nov in Dungannon

This course will give participants with an understanding of how prescription and over the counter medicines are misused. It will provide an overview of the types of medicines as well as information on the prevalence, effects, risks to the user, harm reduction methods and services available. It is relevant to anyone who works/volunteers with those with addiction issues, with young people and also may be of interest to parents. It will be delivered by Ascert.

## Bullying – How To Deal With It As Someone Who Experiences It or As A Manager \*\*

***10am – 4pm Mon 1 April Enniskillen; Mon 2 Sept Armagh; Mon 4 Nov Belfast***

Bullying in a work environment can cause tremendous emotional distress as well as severely impact on people’s capacity to carry out their role. Employers have a duty of care to employees and there are a number of remedies you can pursue if you believe you are being bullied. For managers it is important to ensure that staff are enabled to work in a supportive environment which maximises their ability to contribute. Sometimes there is a blurred line between performance management and a belief by the staff member that they are being bullied. This course will explore the employer’s duty of care, what constitutes bullying, what remedies are available to someone who is experiencing it and how managers can respond pro-actively. It will be delivered by Barbara Martin, ICTU tutor.

## Communicating from the Inside Out \*\*

10am – 4pm Fri 29 March UNISON Belfast; Wed 28 Aug UNISON Belfast

This highly practical, interactive and engaging one day course will provide an insight into communication styles, behaviour and personality traits and develop an understanding of how and why people behave and communicate the way they do. You will learn how to connect with others on a one to one or group basis using a range of techniques around language, physiology and voice. This workshop can support you to engage more effectively with those you work with and those you support in your personal or professional life. The tutor is Gerry Kelly, trainer of NLP

## Dementia for Carers

6 – 8pm Mon 25 March & 1 April; Mon 14 & 21 Oct UNISON Belfast

This course runs over two evenings for members who are supporting someone in their family or a friend with dementia. It aims to give people a better understanding of dementia, what your loved one is experiencing and how best to support them. It will also cover topics such as legal and finance issues, personal care and wellbeing, communication, coping with stress and what services are available. The programme will be delivered by the Alzheimer’s Society

## IELTS & OET Exam Preparation Class

UNISON offers two weekly classes on a Wednesday to those who want to prepare for a IELTS exam (International English Test System) and a preparation class for the OET (Occupational English Test) every Thursday for doctor and nurses. The IELTS Level 2 class is for those who require a level 7 in IELTS typically for NMC or GMC registration. You need to score at least 5 at the assessment to attend.  Classes are also open to asylum seekers and refugees as part of UNISON’s commitment to supporting inclusion.  The class is delivered by Susan Good.  Contact Nathalie Donnelly directly to register [N.Donnelly@unison.co.uk](mailto:N.Donnelly@unison.co.uk) for the next assessment.

## Essential Skills English, Maths and Computers (open to all)

Many people missed out on getting an O Level or GSCE first time round. The five Colleges of Further Education offer free Essential Skills courses which provide qualifications which are comparable to GCSE C grade. Some people undertake them to get a qualification, others so they can help children or grandchildren with homework. The course runs once a week for 15-20 weeks starting in January and September. Contact the College directly to register. The Maths/Numeracy course at Level 2 meets one of the criteria for entry onto the Open University Nursing programme – it must be completed by January for February application deadline. Some of the Health Trusts are offering classes, contact your local Learning & Development team.

## First Aid (Basic & Non Accredited)

6 – 9pm Mon 20 May; Mon 21 Oct UNISON Belfast. Other dates and locations tbc

This is a short non accredited workshop which will introduce you to basic responses to issues such as choking, vomiting, burns and carrying out CPR on adults and children.. It is not suitable for those who are already First Aid trained. It will be delivered by St John’s Ambulance volunteers

## Interview Skills for Health & Social Care \*\*

10am – 4pm Mon 8 April UNISON Belfast

The Health & Social Care service uses both a competency based and values based interview process. This workshop will enable you to understand and convey your skill set within this framework. It will allow you to recognise the skills and knowledge you have, support you to reflect them in an application form and put them across using strong examples in the interview setting. It will cover common pitfalls of applicants and tips for improving your confidence at interviews. While the focus will be on the Health & Social Care service, the workshop will have wider application. It will be delivered by Eamon Doherty, HR in Belfast Trust.

## Interview Skills for the Open University Pre-Reg Nursing Programme

Please only book a place if you have been shortlisted for interview.

***Southern Trust Area Fri 29 March 10am – 12pm Craigavon Hospital; 1.30 – 3.30pm Daisy Hill Newry***

***SE Trust Area – Tues 2 April 10am – 12pm Ulster Hospital; 2 – 4pm Downe Hospital***

***Northern Trust Area – Mon 15 April 10am – 12pm Antrim Hospital; 2 – 4pm Causeway Hospital***

***Western Trust Area – Wed 17 April 10am – 12pm Omagh; 2 – 4pm Derry***

***Belfast Trust Area – Tues 30 April 10am – 12pm; 1.30 – 3.30pm UNISON Belfast***

Over the past number of years UNISON has been supporting members to access the Open University pre-reg nursing initiative through the provision of the K101 health and social care module and our workshop programme. This workshop will help members prepare for the OU pre-reg nursing interview which is very competitive. It will help applicants identify relevant skills and convey them in an interview setting. It will be delivered by Fidelma Carolan, UNISON.

## Interview Skills for School Based Staff

Increasingly schools and the Education Authority are using a competency based interview process. This short session will introduce you to writing your application form and translating your experience into positive examples of your skills at interview. It can be delivered to members in schools in advance of recruitment processes by arrangement. Please contact your UNISON rep to set it up.

## I’ve A Teenager – Get Me Out of Here

6 – 9pm Wed 27 Feb, 6 & 13 March UNISON Belfast

This course is run over three evenings and aims to support parents/guardians/carers to engage positively with the teenagers in their care. It will explore what is a teenager and the impact of puberty as well as communication skills, having a good row and talking to your teenager about issues such as sexual and mental health. It is suitable for those caring for children 8+yrs. Places are limited so early booking is advised. You must be able to attend all three evenings. It will be delivered by Linda Allen, ACET, accredited trainer for the Public Health Agency including delivery of Mental Health First Aid and Talking Teenagers.

## Managing Challenging Conversations \*\*

10am – 4pm Thurs 14 Feb UNISON Belfast; Mon 3 June UNISON Derry; Mon 7 Oct UNISON Belfast

Interaction with other people is a normal day to day activity but how can you most effectively manage more complex scenarios? Shauna Hughes, CEO at EyeChange Consultancy, will share her expertise, equipping delegates to feel more confident about how to conduct and manage difficult conversations. Best practice workplace advice will be explored using, in part, real life scenarios. As a master NLP practitioner, Shauna will explore the use of language and you will learn how to spot when a conversation is heading towards confrontation and how to diffuse the situation using language. Body language cues will also be discussed. It will be delivered by Shauna Hughes, CEO Eye Change Consultancy.

## Managing Your Time: Getting Stuff Done \*\*

10am – 12.30pm Tues 8 Oct UNISON Belfast

We have all been to workshops which promised to show us ways of working faster and more productively. But as we know all too well, these don’t really work, or at least not for long. This workshop will instead focus on the underlying principles behind good work habits and how these can enable you to prioritise your work and get things done. Drawing on the ideas of Franklin-Covey and David Allen, this workshop will also identify a number of practical actions that you can take which will support these principles and make you feel like you are in control of your work again. It will be delivered by Helen Evans, Open University.

## Mental Health First Aid \*\*

***9.30am – 4.30pm Tues 25 & Wed 26 June UNISON Belfast***

This is a two day course which supports participants to provide help to a person developing a mental health problem or who is in a mental health crisis. It will explore what is meant by mental health / mental ill health; Dealing with crisis situations such as suicidal behaviour, self-harm, panic attacks and acute psychotic behaviour; Recognising the signs and symptoms of common mental health problems including depression, anxiety disorders, psychosis and substance use disorders; Where and how to get help; Self-help strategies. It is targeted at any member working or volunteering in a school, youth organisation, mental health services, hospital or residential setting, but all members are welcome. It will be delivered by Aware NI.

## Mindfulness – An Introduction \*\*

10am – 3.30pm Fri 22 Feb UNISON Belfast; Mon 24 June Armagh;

The practice of mindfulness emphasises listening to, observing and acknowledging emotional experiences and enables people to develop a more finely tuned awareness of their inner experiences and to cultivate an improved regulation of their emotional responses.  There is a growing research base indicating its efficacy to promote physical, psychological and emotional wellbeing.  It has been used to treat a range of problems including the management of mood disorders, chronic pain, arthritis, sleep disturbance, stress, chronic fatigue and professional burnout.  It will be delivered by Monique Harte & Greg Kelly, School of Health Sciences, Ulster University

## Mindfulness – Advancing Practice

***10am – 4pm Tues 18 & 26 Nov UNISON Belfast***

This two day workshop explores the growing evidence base the use of Mindfulness-Based Stress Reduction (MBSR) and Mindfulness-Based Cognitive Therapy (MBCT) in relieving physical pain and emotional suffering.   Participants will be supported to begin their own mindfulness practice and to develop their own knowledge and skills of mindfulness based approaches in health care.   Participants will be facilitated to skill share and consider strategies for the application of mindfulness within their individual work place.   Participants must have completed an introductory mindfulness course to book on this workshop, as it will assume a working knowledge of mindfulness.  It will be delivered by Monique Harte and Greg Kelly, School of Health Sciences, Ulster University

## Mindfulness - Acceptance & Commitment Therapy (ACT)

***6 – 9pm Mon 23 Sept UNISON Belfast***

Acceptance and Commitment Therapy Training (ACT) helps you to accept what is out of your control and make a commitment to taking positive action to restore your health and vitality. This approach has been used effectively in treating depression, anxiety, chronic pain, substance use, eating disorder and a range of other conditions. It aims to help you combat the suffering caused by avoidance and develop the psychological flexibility to be open to what matters to you. The workshop will provide you with an introduction to ACT and to practice three mindfulness based skills: Defusion – letting go of unhelpful thoughts and beliefs. Acceptance – making room for painful feelings and becoming free from the struggle they cause. Contact – with the present moment experience to develop an attitude of openness. Whilst life will continue to present difficult challenges, we hope this session will equip you for them to have less impact and influence over you. It will be delivered by Monique Harte, School of Health Sciences, Ulster University

## Mindfulness – How To Sleep Well

6 – 9pm Mon 13 May UNISON Belfast

Sleep is essential for health and well-being. People who have difficulty sleeping are more likely to suffer from serious medical conditions, such as obesity, heart disease, high blood pressure, and diabetes. Lack of sleep can also aﬀect your cognitive performance, alertness, reaction time, memory, and learning and may affect your daily activities, work, social life, and overall well-being.  Most people who experience sleep disturbance treat themselves with over-the-counter medicines. However, there is increasing evidence that long-term use of such drugs may have negative side-effects including dependency, daytime drowsiness, nausea, fatigue, confusion, and memory problems. “Sleep hygiene” is a set of habits or routine that are believed to contribute to improved sleep. This workshop will explore a range of evidenced-based sleep intervention methods developed by occupational therapists to create and maintain daily life and sleep hygiene routines that promote optimal sleep. Participants will be able to practice some tried and tested techniques and be given some practices to try at home. It will be delivered by Monique Harte and Greg Kelly, School of Health Sciences, Ulster University

**Nobody’s Listening to Me!**

***10 – 4pm : Wed 1 May UNISON Derry***

Is anybody there to listen to me? What do I need to do to be heard? This one day workshop will examine that whilst we have two ears and one mouth do we really listen? This workshop which will be engaging, interactive and fun will explore why we don’t hear and what’s being said to us … so let’s open our ears and communicate effectively. It will be delivered by Mary Harrigan, Personal Development Coach.

Palestine – A Local View(open to all)

***6 – 8pm date tbc***

This evening is a unique opportunity to hear from two local UNISON activists who have recently returned from a trip to Palestine.  Margaret McKee from the Royal Victoria Hospital and Kevin Hillick from our Down Education branch will share their account of meeting people who are living in the West Bank, the challenges they are facing in their daily lives and a shared experience of conflict.  This is being run in partnership with UNISON Global Solidarity Group

## Planning for Retirement

***10am – 3.30pm Fri 12 April, Omagh; Fri 27 Sept UNISON Belfast***

This one day workshop offers those who are intending to retire the chance in the near future or through ill health to find out about a range of information such as financial planning, benefits advice, volunteering and educational opportunities. It will include input from a selection of Lighthouse Financial Services, Benefits Advisor, University of the 3rd Age, Commissioner for Older People, Volunteer Now, Age NI, Abbey Insurance and Thompsons Solicitors. Members are welcome to bring their partners.

## Presentation and Public Speaking Skills  \*\*

***10am – 4pm Tues 5 Nov UNISON Belfast***

This workshop is designed for people who would like to develop confidence and/or skills in speaking in public situations. It is entirely skills focused and participants will have the opportunity to make a brief presentation (putting what you have learned into practice) and receive feedback in a constructive and safe environment.  It is delivered by Helens Evan, Open University.

## Resilience - Facing Everyday Situations and Tough Challenges \*\*

10am – 4pm Mon 29 April; Tues 5 Nov UNISON Belfast

Do you want to face personal and work challenges, caring for yourself, others, and the task? This workshop helps you identify and use your unique strengths / resilience so you can grow through tough challenges. Understanding the brain, nervous system, emotions and identity is the key to unlocking who you really are by understanding your ‘window of tolerance’ – how you can manage, thrive and respond to demands while staying in your personal power. It is essential to recognize signs of being out of your zone, and how to get back into it. We will learn from what seem like impossible challenges, including working on live situations in a safe, challenging and fun way. It will be delivered by Dr Rosie Burrows who has worked with people in tough situations locally and internationally to release their unique strengths for over 30 years. She has also published award winning research in this area.

## Stress – Supporting Yourself \*\*

***10am – 4pm Mon 18 Feb Enniskillen; Mon 15 April Portadown; Mon 10 June Downpatrick; Mon 23 Sept UNISON Derry; Mon 9 Dec UNISON Belfast***

This one day workshop helps participants identify the triggers for stress and what you can do to recognise and address them. It looks at stress as a health and safety issue in the workplace and how you can have conversations with managers or colleagues about your feelings. It explores effective strategies for minimising the effect of stress and some relaxation techniques. It will be delivered by Deirdre Gunn.

## Supporting Staff with Depression or Stress Related Conditions \*\*

10am – 4pm Thurs 30 May UNISON Belfast

This workshop is aimed at supervisors and managers to support them to enable staff with depression or stress related conditions to stay engaged in work. It will give participants an understanding of the spectrum of depression and similarities and differences between it and other stress related conditions. It will explore the potential impact of medication on performance and behaviour. Participants will gain an understanding of their responsibility under DDA, duty of care policies and reasonable adjustment as well as learning strategies for compassionate conversations, developing resilience and implementing plans that work for both manager and employee. This day will be delivered by a mental health professional, trade union official, NLP practitioner and mental health peer educator.

## Suicide Awareness & Prevention \*\*

***10am – 4pm Thurs 25th April UNISON Belfast***

This is a one day workshop which aims to give participants an understanding of the issues around suicide, why people consider it, risk factors, why someone may not ask for help, how to communicate safely with someone at risk; and support networks.  This is open to any member who has an interest from a professional or personal perspective.  It is delivered by PIPS, Belfast

Understanding Islam (open to all)\*\*

***6 – 8pm Wed 6 March UNISON Belfast***

Members of the Muslim community make up 0.2% of the Northern Ireland population but experience a disproportionate amount of prejudice. Media portrayal of the Islamic faith is often set only in the context of global unrest. This workshop describes how Islam is both a religion and a peaceful way of life, to allow people from a diverse society to understand the meaning of Islam and Muslims and to dispel common myths and misconceptions. It will be delivered by Brenda Skillen, NI Muslim Family Association. This is being run in partnership with our Black & Migrant Workers group and is open to all.

## Understanding The Assembly

***10am – 12.30pm Fri 17 May in Parliament Buildings, Stormont***

Despite the current political stalemate, we are offering this opportunity to find out about our official seat of regional government. The Assembly is where decisions are taken on issues such as health, education, welfare reductions and transport, which affect all of our lives. This workshop provides participants with an understanding of the workings of the Assembly, its committees and structures. It will explore topics such as voting, petition of concern, the stages a Bill goes through before becoming law. Developing a better knowledge of this will enable people to engage in the democratic process and understand how to lobby to affect positive change. It will include a tour of Parliament Buildings and be delivered by the Assembly Education Team

**What Character Do You Play?**

***10 – 4pm : Wed 5 June UNISON Derry***

What sort of a character are you – are you organised in your home/work life and are you the life and soul of the party or the quiet observer?? We all act, communicate, think, feel and run our lives so differently. This one day workshop will be engaging, interactive and fun and will explore what type of characters you play and why people act/behave differently. The techniques which we will explore will help you to understand how you could reduce stress and conflict at home and in the workplace. It will be delivered by Mary Harrigan, Personal Development Coach.

**What’s Stopping Me?**

***6 – 9pm : Mon 4, 11, 25 March & 1 April UNISON Derry***

This highly practical workshop will provide an insight into the many excuses, excuses, excuses as well as habits we use and why we continually put things off until tomorrow. Let’s examine how you can begin to change these self-limiting habits and achieve what you want out of life. These workshops run over four evenings and will be engaging, interactive and fun exploring why you are waiting and what’s stopping you from changing old habits. It will be delivered by Mary Harrigan, Personal Development Coach.

**WOMEN’S DEVELOPMENT**

## Building Confidence for Women

***10am – 4pm Fri 22 Feb Enniskillen; Fri 5 April Portadown; Fri 14 June Downpatrick; Fri 6 Dec UNISON Belfast***

Women are the backbone of our trade union, standing up for colleagues in local workplaces as reps and managing complex busy lives. However, often women don’t feel they have confidence to stand up for themselves focusing on everyone else’s needs but don’t take the time or have the confidence work on our own needs. Too often we say yes when we really want to say no, don’t ask for what we really want and shy away from opportunities when they arise. The good news is that self-confidence can be learned and we can build a set of skills that will encourage you to respond differently. Come along to this one day course and find out how you can take the first steps to changing your life. It will be delivered by Deirdre Gunn.

## Pathways into UNISON

***Fri 1 & Sat 2 March; Fri 20 & Sat 21Sept; 16 & 17 Nov Newcastle***

UNISON relies on hundreds of local reps in workplaces across Northern Ireland. These are people who want to play a role in standing up for colleagues and the service they work for. 85% of UNISON members are women, many of whom work part time or in more than one job. However as in society, that proportion of women are not reflected in the activist base or decision making structures within branches. For women members who are interested in stepping forward and becoming a workplace rep we run an overnight residential workshop to find out how the union works and how you can become more active.

## Women’s Health & History

***Sat 18 & Sun 19 May Newcastle; Sat 23 & Sun 24 Nov Bushmills***

This is an overnight residential which brings women members together to look at how issues affecting women’s health have changed over the past 100 years. It will introduce you to some of the women in the past who led the way challenging conditions for women in the mills and factories, who campaigned for the vote and who were at the forefront of the development of the NHS. It will chart the more recent history of the impact of the Troubles on women’s health as well as the changes in local health provision. Travel and accommodation expenses are available for this course.

**SUPPORTING YOU IN YOUR JOB ROLE**

**You are also welcome to attend if these are relevant to you personally or as a volunteer**

\*\* eligible for the Training for the Domiciliary Care /Supported Living Workforce Project administered by NISCC

## Autism - Mental Health & Anxiety Mgt for Children & Young People

***10am – 3pm Fri 24 May UNISON Belfast;***

Anxiety is one of the biggest challenges facing young people with autism, their families and their school. Many young people can experience anxiety in all areas of their lives, school, family, and social life, and it may compound the difficulties they experience when communicating, interacting socially, and controlling their emotions. Managing Anxiety explains a range of different types of strategies that can help manage anxiety in school and home, and takes into consideration the different roles people play in a child's or young person’s life: parent, sibling, professionals. This training session will provide participants with information on common mental health challenges that people with autism can experience. There will be a particular emphasis on the experience of anxiety, this will include depression, anxiety disorders and cognitive strategies to help manage anxiety. It will be delivered by Fiona McCaffrey, Middletown Centre for Autism.

## Autism - Positive Behaviour Support for Children & Young People

***10am – 3pm Fri 22Feb UNISON Derry; Fri 8 Nov Omagh; Mon 2 Dec in UNISON Belfast***

Children and young people with autism can experience high levels of anxiety and stress and this often results in distressed behaviours. Responding effectively to behaviour remains a concern for professionals working within education. Early intervention and planning is important to ensure that children have an array of proactive strategies to defuse rather than escalate a difficult situation. This workshop will explore how core features can influence behaviour and the benefits of Behaviour Support Plans. It will be delivered by Majella Nugent / Edel Quinn, Middletown Centre for Autism.

**Autism – Sensory Processing**

***10am – 3pm Wed 28 Aug Enniskillen***

This training session will examine the sensory processing difficulties frequently associated with ASD and will demonstrate how these deficits impact upon learning, play, social interactions and behaviour in the school environment. The training will be divided into the following areas: Sensory processing difficulties associated with ASD; The impact of sensory processing on learning, play, social interactions and behaviour; Strategies to address sensory processing issues in the school environment and other contexts. The training session will consist of a combination of presentations, practical activities and case study discussions and will be delivered by Jill McCanney, Middletown Centre for Autism

## Autism – Multi Topic Day

10am – 4.30pm Fri 8 March in UNISON Belfast

### This is an extended multi topic workshop which presents short sessions on Relationships and Sexuality Education and Life Skills; Behaviour and Sensory Issues; Anxiety Management. It will be delivered by Edel Quinn & Paula Hasson, Middletown Centre for Autism.

## Bereavement – Dealing with Grief and Loss \*\*

***10am – 12.30pm Wed 13 March UNSON Belfast***

Many of our members, particularly in home care, daycare, residential settings and special needs schools, develop a relationship with clients and pupils.  The aim of this half day session is to provide participants with an awareness of grief and its impact on ourselves and others; an understanding of the theories of loss grief and bereavement;  an increased awareness of how they could apply theories of loss grief and bereavement to practice when working with those facing loss, grief and bereavement; an awareness of the range of  human responses to loss grief and bereavement and an overview of strategies they could employ to support those living with loss grief and bereavement.  It is also be useful for managers to support staff returning to work after a bereavement.  It will be delivered by Loretta Gribben, Public Health Agency

## Caring for Older People \*\*

10am – 4pm Thurs 20June UNISON Derry; Tues 19 Nov UNISON Belfast

Carers in both hospital and community settings need to be knowledgeable, flexible and positive in their interventions when caring for older people. It is essential to underpin this holistic approach with an insight into the relationships between the client's individual needs, the attitudes, the resources available and the ongoing contributions the elderly population continue to make to Northern Ireland society as a whole. The workshop objectives are based on the idea that care of older people needs to be holistic with more insight into the concept of the ageing as defined within the 21st Century. This course is suitable for any healthcare professional who is involved in the care of older people in a variety of care settings. It will be delivered by Shirley Johnston Nurse Educator.

## Care of the Patient with a Gastrostomy Tube \*\*

***2 – 4pm Wed 20 March UNISON Derry***

In order to manage effective nutrition in patients they may require the placement of a gastrostomy tube. This workshop is aimed at health care workers / home care workers who care for patients who have a gastrostomy tube. It will cover the basic nursing care required to care for an individual with a gastrostomy tube. The prevention and management of common complications associated with gastrostomy tubes will also be discussed. It will be delivered by Caroline O’Loughlin, Practice Educator and Learning Disability Nurse.

## Clinical Effectiveness for Nurses & Midwives

***10am – 4pm Mon 8 April UNISON Belfast***

This workshop will invite participants to explore how to keep personal practice safe and be clinically effective. It will address what clinical effectiveness means to nurses in a very busy clinical environment versus its meaning to managers/organisations. Participants will discuss the enablers and barriers to clinical effectiveness, why it’s important, identify the structures and processes available to nurses to ensure safe practice and discuss the impact on our patients. It will be delivered by Shirley Johnston Nurse Educator.

## Delirium \*\*

***6 – 9pm Mon 1 April UNISON Belfast***

This half day introductory course is for all staff working in Health and Social Care including nurses, AHP, Health Care Assistants. Delirium is a deterioration in mental functioning, which is triggered by an acute illness of the body or the brain, intoxication or drug abuse. Delirium creates problems for health care professionals because it is complex to diagnose and care for. Good management of delirium requires knowledge of mental status assessment and awareness of the medical and environmental factors that may be involved. This course will look at what is and what is not delirium, impact of delirium, risk factors associated with delirium, prevention and assessment. It will be delivered by Nichola Cullen, Public Health Agency



## Dementia – An Introduction \*\*

10am – 12.30pm  Mon 11 March, UNISON Belfast; Mon 13th May Coleraine; Mon 16 Sept UNISON Derry

A reflection of the growing numbers of older people in the population is an increase in the number of people living with dementia. In Northern Ireland it is estimated there are currently 21,000 people living with dementia it is predicted that his figure will increase to 60,000 by 2052.  Learning about dementia and how to best respond to someone with dementia is essential for all health & social care staff and family carers.  Improved understanding of dementia should improve the quality of the health and social care interaction as well as care received by a person living with dementia.  This short course will highlight what is meant by the term dementia, understanding conditions that cause dementia, know why receiving a diagnosis is important, recognise that each individual is unique, as well as touching on issues such as communication, behaviour, stress and distress.  The workshop supports the outcomes of the Dementia Learning & Development Framework.   It will be delivered by Dr Una Lynch from Sonrisa Solutions Ltd., qualified nurse, midwife and health visitor for over thirty years who has worked in academia, policy and practice and is a senior associate with the University of Stirling’s Dementia Services Development Centre.

## Dementia – Understanding Stress and Distress \*\*

***1***0am – 4pm Wed 29th May UNISON Belfast; Mon 17th June Coleraine; Mon 21st Oct UNISON Derry

This training will help you to understand what we mean by stress and distress, identify the factors which can contribute to people with dementia feeling stressed or/and distressed and improve your skills in working with people who experience this.   It will cover understanding behaviour as a means of communication of needs & identifying those needs; the impact of changes in the brain and the environment on behaviour; recognise the social and emotional needs of people with dementia; Identify the triggers for distressed behaviour; developing strategies and interventions for distressed clients. The workshop supports the outcomes of the Dementia Learning & Development Framework.   It will be delivered by Dr Una Lynch from Sonrisa Solutions Ltd., qualified nurse, midwife and health visitor for over thirty years who has worked in academia, policy and practice and is a senior associate with the University of Stirling’s Dementia Services Development Centre.

## Dementia – Understanding Pain \*\*

***10am- 4pm Tues 4 June; Mon 9 Sept UNISON Belfast***

Research has highlighted that people with dementia are at higher risk of experiencing unmanaged pain. This course provides participants with the evidence and understanding as well as practical tools to enable them to assess pain in people with dementia and overcome barriers to pain management. This workshop will equip participants to: Understand how pain is experienced by people in different ways; Describe how damage to the brain caused by dementia may affect a person’s experience of pain; Understand why people with dementia are at risk of experiencing unmanaged pain; Understand the principles and practice of pain management; Be able to apply methods of assessing pain in people with dementia; Be aware of barriers to pain management and plan to overcome these. Places are limited to 16 participants. It will be delivered by Alzheimers Society NI.

**Dementia and Music Therapy** \*\*

***9.30am – 12.30pm Mon 19 Aug UNISON Belfast***

Music therapy is widely recognised as a highly effective health intervention. Songs can evoke powerful memories. You don’t need to have any musical skills to benefit from music therapy. It’s not about being able to play an instrument or learning new musical skills. It’s about making a connection and enabling people to communicate. In dementia care, music therapy can bring benefits in the following areas: Psychological and physical support: alleviating pain, anxiety, discomfort, agitation, depression, apathy, and loss of self-confidence; Psychological and physical support: facilitating self-expression, improving self-esteem and identity, providing emotional supporting, enhancing mood and quality of life; Increasing responsiveness, interest, focus and concentration; Reducing isolation, promoting social inclusion and interactions, strengthening bonds, facilitating communication with others. The workshop will be delivered by Everyday Harmony Music Therapy.

## Diabetes – An Introduction \*\*

10am – 12.30pm Thurs 4 April UNISON Belfast

This session will introduce participants to the types of diabetes as well as prevalence and risk factors.  It will explore monitoring, treatment and the impact on those living with diabetes.   Participants will gain an understanding of how it can affect other conditions, how to identify when someone is becoming unwell and what you can do about it.    It will be delivered by Florence Findlay White, Independent Diabetes Nurse and Professional Trainer

## Diabetes – A Psychological Perspective \*\*

1.30 – 4pm Thurs 4 April UNISON Belfast

This informal workshop will focus on the often hidden or unnoticed psychological challenges of adjusting to diabetes. There will be a discussion on the main sources of diabetes distress and how these might be identified in health practice or at home, which will involve some interactive work to get people thinking about their own experiences of diabetes. We will also discuss diabetes burnout and how diabetes affects family members. The final part of the workshop will focus on what can help to support individuals with the challenges they face and some useful tips for health practice or day to day life. It will be delivered by Emma Berry, Lecturer in Health Psychology, QUB

## Dignity – Putting It at the Heart of Health & Social Care \*\*

10am – 4pm Fri 22 Feb UNISON Belfast; Thurs 29 Aug UNISON Belfast; Tues 12 March Dungannon; Thurs 28 March UNISON Derry; Tues 24th Sept Newry; Tues 5th Nov Coleraine

“Treat people as individuals and uphold their dignity” (NMC & NISCC Code).  Improve your practice by developing your ability to articulate how what you do contributes to and upholds dignity.   Dignity is at the heart of effective health and social care. But what does dignity mean?   How does dignity relate to human rights obligations? People can identify with the notion of dignity and can tell when their dignity has been violated. Dignity is however notoriously difficult to articulate. And when health systems fail – an inability to uphold to dignity is usually at the centre.  If a practitioner can’t describe or explain what dignity means it is difficult if not impossible to ‘uphold dignity’.  This training programme provides participants with a deep understanding of dignity and is aimed at contributing to RQIA goals. It begins with an historical overview of philosophical approaches to dignity and examines the reasons why it is accepted that all people, including their dead bodies should be treated with dignity.  The training is very participative and draws on real life scenarios.  It will be delivered by Dr Una Lynch from Sonrisa Solutions Ltd., a qualified nurse, midwife and health visitor she has worked in academia, policy and practice for over thirty years and holds a doctorate is in governance.

## Dysphagia – Understanding Swallowing & Risks \*\*

10am – 12.30pm Wed 27 Feb UNISON Belfast

Dysphagia is the medical term for swallowing difficulties. Some people with dysphagia have problems swallowing certain foods or liquids, while others can't swallow at all. This workshop is for relevant for health and social care workers in care home, day care, acute or home care setting. It will look at the causes of dysphagia and common swallowing problems, the anatomy of swallowing and how to recognise when someone is having difficulty swallowing. Participants will also gain an understanding of different diet options, the foods which could pose a risk to patients, and the practical skills required to assist someone with their eating. It will be delivered by Jenny Keane, AHP Consultant Public Health Agency.

## Epilepsy Awareness & Management \*\*

10am – 12.30pm Thurs 11 April UNISON Derry; Tues 11 June Dungannon; Wed 28 Aug UNISON Belfast

1.30 – 4pm Thurs 11 April UNISON Derry; Tues 11 June Dungannon; Wed 28 Aug UNISON Belfast

This workshop will introduce provide an oversight into epilepsy, its presentation and management. It will explore what it is, incidence in the UK, causes, how to respond particularly to older people, children and those with a learning disability, seizures and their management, trigger factors, treatment, status epileptius, SUDEP, care plans and the role of a carer or health/education professional. It will be delivered by Sarah McCann, Epilepsy Nurse Specialist.

## Fatigue Management \*\*

10am – 12.30pm Wed 12 June UNISON Belfast

The aim of this half day session is to provide participants with an understanding of fatigue and how to manage this distressing symptom which significantly impacts on patients with conditions such as cancer, neurological conditions eg MND and other chronic conditions eg COPD. This practical session will equip participants with strategies and resources in the management of fatigue, promoting a patient centred, holistic approach and improved quality of life for patients. The session is targeted at nurses, care staff and AHPs. It will be delivered by Gillian Walker NI Hospice.

## Food Allergies \*\*

6-9pm Mon 23 Sept UNISON Belfast

This evening workshop will introduce you to food allergies, their prevalence in the population and help you identify the fourteen specific food allergens which must be recognised by law.  In group work you will be facilitated to understand how best to manage food allergies in practice. This workshop is relevant to members working in catering, to those in health/schools who are interested in learning how to keep those in your care safe/well or if you are dealing with allergies in your family. It will be delivered by Claire McGuigan, Open University

**Food Safety & Hygiene Level 2 Certificate**

UNISON intends to offer the Level 2 Certificate in Food Safety and Hygiene in a range of locations in 2019. This qualification is required to work in any catering environment eg, school/hospital/care home kitchen . The course will run over 3- 4 evenings and cover the principles of food safety including ; the importance of food hygiene, associated food safety hazards, good hygiene practice and controls based upon an awareness of food safety management systems. No previous qualifications are required. To express your interest in this course please complete a course application. Preference will be give to members who are working in catering environments on a temporary basis and require this certificate to apply for permanent posts. We will aim to offer the course in towns where we get a sufficient number of learners.

## Human Factors – Improving The Patient Journey \*\*

10am – 4pm  Tues 12 March  UNISON Belfast

This half day workshop will introduce you to the concept of systems thinking and allow you to explore what you think of the systems in which you work to allow you recognise how factors can be identified to either prevent negative patient experiences or promote positive ones. It’s an interactive workshop facilitating learning through real life scenarios. This is aimed at healthcare sector workers but the concepts of systems thinking are transferable to all systems of work.

**Health & Safety Risk Assessment – An Introduction**

***10am – 4pm Tues. 5 March 2019 UNISON Belfast***

This is a one day introduction to carrying out Risk Assessments. The session will highlight different types of risks which people can face in their work or volunteering role. It will enable participants to understand risk assessment tools they can use and the obligations of organisations to mitigate risks. It is open to members and union reps. .

## K101 – Introduction to Health & Social Care Open University Level 4 / Open University Pre-Reg Nursing

K101 is an 8 month course which UNISON offers in partnership with HSC Trusts (Oct – June). Participants get paid release (at line manager’s discretion) and access to a bespoke study skills programme with additional face to face tutorials. It awards 60 credits at Level 4. Previous participants have included health care assistants, home care, admin, cleaners, labs, catering and support workers. The module covers four areas – it paints a broad picture of care in the UK, ranging from the caring within families, to primary health care, acute care in hospitals and social care in the community; it explores the impact of care needs and care services on people’s sense of identity and self-worth; it considers the settings in which care takes place and is managed; it examines how care can go wrong and what individuals can do to try to prevent this. Assignments must be submitted online and access to a computer is required. It is a compulsory module on the Open University pre-reg nursing programme, BSc Health & Social Care, BSc Health Sciences and BSc Social Work. Recruitment for this course takes place in April/May. Places are limited and subject to funding.

***The Open University Pre-Reg Nursing programme*** is advertised in January and you **must** have a post in a Trust with a substantive contract of at least 26 hours. You **must** have a Level 2 English (GCSE/OLevel A-C, Essential Skills, Access course, HNC/HND or higher) and a Level 2 Maths (GCSE/OLevel A-C, Access course or Essential Skills) qualification and produce certificates at interview. Essential Skills English and Maths courses are available free at your local College of Further Education. To receive notification when the K101 and/or nursing applications are available email your name and Trust to Fidelma at [F.Carolan@unison.co.uk](mailto:F.Carolan@unison.co.uk)

## Learning Disability - Overcoming Barriers for people with a learning disability to engage with Health and Social Care Services \*\*

10am – 12.30pm Tues 9 April UNISON Belfast; Wed 23 Oct UNISON Derry

People with a learning disability are twice as likely to access general hospitals as the general population. The reason for this contact is similar to that of the general population and can be for investigations, medical and surgical interventions and access to emergency services. In accessing these services people may face many challenges. This workshop will highlight the difficulties which are often faced by people with a learning disability when accessing main stream services. It will suggest practical ways in which these can be overcome. The importance of effective communication to engage with an individual with a learning disability will also be discussed. This workshop is suitable for any healthcare professional who is involved in delivering care to people with a learning disability. This course will be delivered by Caroline O'Loughlin, Practice Educator and Learning Disability Nurse.

## Learning Disability - Understanding and supporting specific Health Conditions of people with a learning disability \*\*

1.30 – 4pm Tues 9 April UNISON Belfast; Wed 23 Oct UNISON Derry

Individuals with a learning disability are more vulnerable to certain health conditions. Individuals can also have a complex range of health needs. This workshop will focus on the associated health needs of an individual with a learning disability. It will cover assessment of pain. Within the workshop the term 'diagnostic overshadowing' will be explored and issues in regard to consent. It will also highlight the 'hospital passport' document. This course is suitable for any health care professional who cares for an individual with a learning disability. The course will be delivered by Caroline O'Loughlin, Practice Educator and Learning Disability Nurse.

**Learning Disability and Music Therapy** \*\*

***9.30am – 12.30pm Mon 17 June UNISON Belfast***

Music therapy is widely recognised as a highly effective health intervention. You don’t need to have any musical skills to benefit from music therapy. It’s not about being able to play an instrument or learning new musical skills. It’s about making a connection and enabling people to communicate. The main outcomes of music therapy for adults with Learning, Developmental and Physical Disabilities are: Communication Skills: improving verbal and non-verbal communication through singing, vocalising and instrumental play; Social skills: developing eye contact, turn-taking and interaction through shared music-making; Cognitive skills: improving focus, shared attention and processing; Emotional needs: providing a supported and accessible outlet for feelings, developing self-expression and self-esteem; Physical skills: developing movement and motor skills. The workshop will be delivered by Everyday Harmony Music Therapy.

## Managing an Infection Outbreak in a Nursing Home for Nurses / Managers

10am – 4pm Friday 18 October UNISON Belfast

The occurrence of outbreaks of infection in community settings varies greatly. In many outbreak situations or where there is increased potential for spread, it is necessary for further action to be taken. This workshop will explore the general principles used in managing effectively outbreaks in community nursing and residential homes. This workshop is targeted at managers and nursing staff. It will be delivered by Shirley Johnston Nurse Educator.

## Managing an Infection Outbreak in a Care Home for Care & Domestic/Catering Staff

10am – 4pm Thurs 21 November UNISON Belfast

The occurrence of outbreaks of infection in community settings varies greatly. In many outbreak situations or where there is increased potential for spread, it is necessary for further action to be taken. This workshop will explore the general principles Care Assistants and Domestic/Cleaning staff should use in assisting with the effective management of infection outbreaks in community nursing and residential homes. It will be delivered by Shirley Johnston Nurse Educator.

## Medications – The Importance of Accuracy in Administration \*\*

***5 – 7.30pm Wed 27 March UNISON Belfast; 6 – 9pm Mon 13 May UNISON Derry***

This workshop is for those who have responsibility for administering medication in acute, residential or home settings. It will explore the over arching policies and supporting legal documents which safeguard the patient and professional. Participants will have the opportunity to discuss case studies and learn from situations where there was poor medicine management. The workshop will highlight the five rights of medicine management and basic drug calculations. It will be delivered by Shirley Johnston, Nurse educator.

## Medications for Home Care, Day Care & Support Workers \*\*

10am – 12.30pm Tues 11 June; Tues 10 Oct; UNISON Belfast

1.30pm – 4pm Tues 11 June; Tues 10 Oct UNISON Belfast

Medicines management training for support staff is a half day training which will focus on supporting people to take oral and topical medicines in their own homes. The course will cover; legislation and guidance, the safe administration process, storage and disposal, side effects, incident reporting and how to assist a service user with a cognitive impairment. There will be an opportunity for hands on experiential learning. It will be delivered by Elizabeth Smyth, Medicines Management Specialist Nurse

## Motor Neuron Disease – An Introduction \*\*

Date tbc

## Nurses Leading from the Bedside and Beyond

10am – 3.30pm Friday 31 May UNISON Belfast

Patients and families expect  registered nurses at the bedside to be the leader in providing patient care. With diminishing resources, increasing pressures and deficiencies in quality of care, effective leadership has become an essential component of nursing. The objective of this workshop is to recognise the leadership role nurses at the bedside have and what that role entails inclusive of being accountable for and overseeing completion of patient care as well as directly leading and managing the provision of safe patient care. It will be delivered by Shirley Johnston, Nurse Educator.

## Nursing & Midwifery Council (NMC) Professional Accountability and Record Keeping

***1.30 – 4pm Thurs 28 Feb UNISON Belfast; Thurs 19 Sept UNISON Belfast***

Although accountability is often perceived as being something to do with blame it is better defined as being able to account for one’s actions.  However, a practitioner may also be responsible for the actions of another if care was delegated inappropriately. This study day will examine the ways in which health care staff may be asked to justify their decisions.  It will include discussion on maintaining good electronic and hard copy records, understanding Data Protection, Freedom of Information and policy.  The day will also orientate participants to NMC regulation and explain Fitness to Practice proceedings.  It is targeted at nurses and midwives. It will be delivered by Dr Jane Wright who has a background in Nurse Education and currently advises and represents professionals who come to the attention of their professional regulator

## Palliative Care – An Introduction for Homecare, Care Assistants & Nursing Auxs \*\*

***10am – 12.30pm Thurs 16 May UNISON Belfast; Thurs 21 Nov UNISON Derry***

This half day workshop will be of particular relevance to members working in homecare, care homes and hospital settings.   It seeks to develop the knowledge, understanding and application of palliative care principles across the various care settings. Focusing on the physical, psychological, social and spiritual nature of palliative care, it will explore the issues associated with caring for this group of patients and their families. The workshop will provide an opportunity for participants to reflect on current practice, discuss and share learning in order to enhance future palliative care practice.   It will be delivered by NI Hospice

## Palliative Care – Spirituality \*\*

***1.30 – 4pm Thurs 16 May UNISON Belfast; Thurs 21 Nov UNISON Derry***

This half day workshop will explore the meaning of spirituality and its relevance in the context of palliative and end of life care. It will focus on the assessment of spiritual wellbeing and spiritual distress whilst considering appropriate interventions and coping mechanisms. It will be delivered by the NI Hospice

## Palliative Care – An Introduction for Nurses & AHPs

***10am – 12.30pm Fri 14 June UNISON Belfast; 1.30 – 4pm Wed 18 Sept UNISON Derry***

This half day session is open to nurses and Allied Health Professionals working in a variety of care settings across secondary and primary care. It seeks to increase knowledge understanding and application of the key principles of palliative care. It will focus on the holistic needs of patients and their families and provide an opportunity for participants to reflect on current practice and suggest ways in which future palliative care practice may be enhanced.

## Palliative Care Emergencies

***1.30 – 4pm Fri 14 June UNISON Belfast; Wed 18 Sept UNISON Derry***

This half day session will have particular relevance to nurse and student nurse members.  The workshop focuses not only situations that are imminently life threatening, but also on those that could result in impaired quality of life for the remainder of the person’s life.    The assessment and management of malignant spinal cord compression, superior vena cava obstruction, hypercalcaemia, neutropaenic sepsis, haemorrhage, seizures and pathological fractures will be included. A person centred approach will be adopted.  It will be delivered by the NI Hospice.

## Palliative Care - Symptom Management

***10am – 12.30pm Wed 9 Oct UNISON Belfast; Wed 20 Nov UNISON Derry***

This half day session aims to provide participants with an increased awareness of the holistic nature of palliative and end of life care needs of patients and their families. It will focus on the assessment and management of common symptoms to enable best quality of life.. The session will be delivered by the NI Hospice.

## Palliative Care - Pain Assessment & Management

***1.30pm – 4pm Wed 9 Oct UNISON Belfast; Wed 20 Nov UNISON Derry***

This half day session is predominantly for nurses and aims to increase the participant’s understanding of pain assessment and management for patients with palliative and end of life care needs. It focuses on the importance of a holistic approach to the assessment of pain and discusses the main pharmacological and non pharmacological interventions used in the management of pain. It will be delivered by the NI Hospice.

## Palliative Care - Talking about Death \*\*

***1.30pm – 4pm Thurs 2 May UNISON Belfast***

“People who are dying do not take on the persona of someone else, but die as themselves” (*Death and Dying,* OU). Quality of communication can define the experience of death, yet it appears to present many challenges. Taboos, language, traditions and expectations are a few of the issues which may shape an individual’s experience at the end of life. This session will explore how we communicate with people who are approaching the end of their life, and provide an opportunity to share our understanding and perspectives on this normal, but extraordinary, experience. It will be delivered by Aine MacNamara, Open University.

## Palliative Care – The Importance of Nutrition \*\*

***1.30 – 4.40pm Wed 27 Feb UNISON Belfast***

Good nutrition is important in caring for patients with life-limiting illness, not only for meeting the body’s physical requirements but also because of its associated social, cultural and psychological benefits. Appropriate nutrition and hydration is very important for those in receipt of palliative care.   Needs can change as disease progresses and can impact on symptoms.   This workshop will cover best practice in relation to nutrition and hydration and also explore how the relationship with food for those at end of life and their families changes. This is particularly relevant to catering staff working in hospital and residential settings, home care workers as well as care staff, nurses and AHPs. It will be delivered by Corrina Grimes, Dietician, Public Health Agency.

## Palliative Care – Total Pain \*\*

***10am – 12.30pm Thurs 19 Sept UNISON Belfast***

This workshop will explore the impact of psychological and physical pain on those who are at end of life.  The session will give participants an understanding of the concept of Total Pain; an increased awareness of the need to adopt a systematic whole person approach to total pain assessment and management and using a case study - the application of the  knowledge of total pain by MDT in managing patient symptoms.  It will be delivered by Loretta Gribben, Public Health Agency

## Parkinson’s – Awareness and Management \*\*

***10am – 4pm Thurs 11 April UNISON Belfast; Thurs 16 May Newry; Thurs 20 June Omagh***

The workshop will give health and social care professionals a greater understanding of Parkinson's and its impact, and provide strategies to help you support people with the condition.  It will outline what Parkinson's is and how is it diagnosed; non-motor symptoms; management of the condition and palliative care. It is suitable for all staff working in health or care organisations with people with Parkinson's.  The session will emphasise the importance of medication regimes which is particularly relevant to home care staff. It will be delivered by Nuala Campbell, Parkinson’s UK.

## Psychological Therapies – An Introduction (open to all) \*\*

10am – 1pm Thurs 21 Feb Upper Springfield Dev Trust, 689 Springfield Rd, Belfast BT12 7FP

10am – 1pm Thurs 11 April Belfast Central Mission, Grosvenor Hall Belfast

Different styles of therapy can suit different individuals, situations and times, so further information may help to make the best choice. Staff who attend may want a better understanding of psychological therapies for themselves, or to help when considering a referral to psychological therapies for someone they are working with. This course is delivered by the Belfast Recovery College, which is part of Belfast Trust and open to all.

## Recognising and Caring for the Acutely Unwell Adult

***2 – 4pm Wed 15 May UNISON Belfast***

In this tutorial, the participants will, (i) review the clinical skills employed within the context of the ABCDE protocol to assess and recognise the adult who is acutely unwell, (ii) explain the role of the NEWS tool to record the clinical assessment and determine a management strategy, (iii) review the communication strategies that can be employed to help escalate concerns for a person’s Health status. Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Schizophrenia Awareness/Living with Schizophrenia (open to all) \*\*

1 – 4pm Wed 15 May North City Business Centre, Belfast

This course is delivered by the Belfast Recovery College, which is part of Belfast Trust and open to all.

Despite an estimated 1 in 100 experiencing the disorder called schizophrenia it is still misunderstood and surrounded by stigma. Through this course we will explore the definitions; the different impacts it may have and challenge the stigma around it. This course will address the experience of living with Schizophrenia, causes, treatments and how to prevent relapse. It will be discussed from lived and educational perspectives. It is suitable for those who are interested in this topic in a personal or professional capacity

## Sepsis – An Introduction \*\*

***1.30pm – 4.30pm Tues 5 March in UNISON Belfast***

Sepsis is a common and potentially life-threatening condition triggered by an infection.  If not treated quickly, sepsis can eventually lead to multiple organ failure and death.  This workshop will focus on identifying early signs and symptoms and current management strategies for sepsis.  It is targeted at nurses, AHPs and health care assistants but open to any member. It will be delivered by Aine MacNamara, staff tutor with the Open University

## Sepsis – Principles of Microbiology and Impact on Management \*\*

***2 – 4pm Wed 19 June UNISON Belfast***

One of the major challenges threatening Patient Safety today in both primary and secondary care, is Infection. In this tutorial, the participants will have the opportunity to review their understanding of the principles of microbiology within the context of human infection and to discuss the role of the HCP in recognising infection and optimising safe, appropriate and effective care management strategies with regard to its prevention and treatment. The tutorial will also provide an update with regard to Sepsis. Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Stoma Care – Promoting Good Practice \*\*

***6 – 8pm Wed 27 Feb; Mon 14 Oct UNISON Belfast***

An increasing number of people in residential, home and acute settings are managing stomas. This workshop aims to give those who work with patients/clients with stomas a firm base on which to develop practice required for managing the complex needs of these patients. The workshop will look at different types of stomas, understanding the needs for different appliances, reasons for stoma formation, good skin management as well as problem solving and the impact of diet and lifestyle. We welcome care staff, support workers, nurses, AHPs, home care and classroom assistants. It will be delivered by Maggie Ferguson, Stoma Nurse, Sangers

## Supporting LGBT+ People in Care Home & Home Care Settings (open to all) \*\*

10am – 12.30pm Thurs 16 May UNISON Belfast; Tues 17 Sept UNISON Derry

Research indicates that older LGBT+ are often afraid to be out in care homes or in situations where home care workers and other health professionals come into their homes. This can impact on their sense of identity and mental health. This workshop will introduce participants to guidelines produced in partnership with RQIA to support care homes and home care staff to be fully inclusive in their person centred care of LGBT+ people. It will be delivered by Fidelma Carolan, UNISON

**Transgender Awareness** (open to all) **\*\***

10am – 12.30pm Wed 22 May UNISON Belfast

This workshop is being run as part of LGBT Awareness Week and is open to all. It will give participants an understanding of definitions, gender identity v sexual orientation, societal attitudes, pronouns, legal obligations for employers and service providers as well as look at how to support someone transitioning in school or in a workplace. It will also outline current pathways and services to signpost appropriately. It will be delivered by Alexa Moore, Transgender NI

## Understanding the Foundation Principles of Human Biology in Health Care

***2 – 4pm Wed 20 Feb UNISON Belfast***

This tutorial will provide the participants with the opportunity to review and develop their knowledge and understanding of the key foundation principles of Human Biology within the specific context of Health Care. It is targeted at nurses, student nurses/midwives, health care assistants and paramedics but open to any member.  Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Understanding Fluid and Electrolyte balance in Health Care

***2 – 4pm Wed 13 March UNISON Belfast***

In this tutorial, the participants will have the opportunity to, (i) review the concept of fluid and electrolytes in the human body, (ii) understand how fluid and electrolyte homeostasis is maintained and (iii) recognise and effectively care for the person in whom fluid and electrolyte homeostasis is compromised. It is targeted at nurses, student nurses/midwives, health care assistants and paramedics but open to any member.  Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Understanding Pharmacotherapeutics in Health Care

***2 – 4pm Wed 17 April UNISON Belfast***

The NMC Code clearly sets out the need for the Nurse to understand care interventions undertaken. It’s not enough therefore just to administer medicines that have been prescribed but to understand their relevance, actions and efficacy. In this tutorial, the participants will have the opportunity to gain a knowledge and understanding of principles of pharmacokinetics and pharmacodynamics which can be applied to the practice of medicines administration. It is targeted at nurses, student nurses/midwives paramedics and pharmacy techs but open to any member.  Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Understanding Pathobiology in Respiratory Health Care

***2 – 4pm Wed 21 August UNISON Belfast***

This tutorial will focus on the impact of the more common Pathologies on the structure and function of the respiratory system, which in turn helps provide a rationale for the presenting signs and symptoms. Participants will also consider the key points in care management for specific disease entities such as Asthma, COPD, Infections and Malignancies. It is targeted at nurses, student nurses/midwives, health care assistants and paramedics but open to any member.  Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Understanding Pathobiology in Cardiovascular Health Care

***2 – 4pm Wed 18 Sept UNISON Belfast***

This tutorial will focus on the impact of the more common Pathologies on the structure and function of the Cardiovascular system, which in turn helps provide a rationale for the presenting signs and symptoms. Participants will also consider the key points in care management for specific disease entities such as Dysrhythmias, Coronary Artery Disease, Heart Failure and Aortic Aneurysm. It is targeted at nurses, student nurses/midwives, health care assistants and paramedics but open to any member.

Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Understanding Pathobiology in Renal Health Care

***2 – 4pm Tues 15 Oct UNISON Belfast***

This tutorial will focus on the impact of the more common Pathologies on the structure and function of the Renal system, which in turn helps provide a rationale for the presenting signs and symptoms. Participants will also consider the key points in care management for specific disease entities such as Acute and Chronic Kidney Disease, Renal Calculi, Prostate and Bladder disease. It is targeted at nurses, student nurses/midwives, health care assistants and paramedics but open to any member.  Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Understanding Pathobiology in Neurological Health Care

***2 – 4pm Wed 14 Nov UNISON Belfast***

This tutorial will focus on the impact of the more common Pathologies on the structure and function of the Nervous system, which in turns helps provide a rationale for the presenting signs and symptoms. Participants will also consider the key points in care management for specific disease entities such as, Stroke, Seizures, Tumours etc. It is targeted at nurses, student nurses/midwives, health care assistants and paramedics but open to any member.  Delivered by Wesley Sterling, Tutor to Schools of Medicine, Nursing and Pharmacy, Queens University Belfast. NMC Practice Educator

## Wound Care – Assessment, Diagnosis and Management of Leg Ulcers \*\*

***10am – 4pm Mon 1 April UNISON Belfast***

This one day workshop will cover a range of topics including epidemiology, impact and costs of leg ulcers, underlying aetiology of leg ulcers, principles of assessing a patient with a leg ulcer, compression therapy and bandaging. It is part of the Tissue Viability Leading Change Competency Based Learning Programme which has been developed with the Huddersfield University. It will be delivered by Tissue Viability Nurse, Urgo Medical.

## Wound Care – Pressure Ulcer Prevention and Management \*\*

***10am – 4pm Mon 3 June UNISON Belfast***

This one day workshop will cover a range of topics including how pressure ulcers develop, identifying patients/clients at risk, assessing a patient’s skin, formulating a management plan, categorising pressure damage, documenting, reporting and root cause analysis. It is part of the Tissue Viability Leading Change Competency Based Learning Programme which has been developed with the Huddersfield University. It will be delivered by Tissue Viability Nurse, Urgo Medical.

## Wound Care – Assessment and Management

***10am – 4pm Mon 23 Sept UNISON Belfast***

This is a one day workshop which will cover a range of topics around wound care including wound aetiology and healing, factors affecting wound healing, wound infection, wound pain, assessment and management principles. It is part of the Tissue Viability Leading Change Competency Based Learning Programme which has been developed with the Huddersfield University. It will be delivered by Tissue Viability Nurse Urgo Medical.

**RECOVERY COLLEGE COURSES**

Each Health Trust has a Recovery College which delivers a range of free training open to anyone within the Trust area. The courses are co-designed and jointly delivered by staff and peer educators with lived experience. The workshops focus on mental health and wellbeing, both your own and supporting others. Course topics vary between Trust areas but include

Getting the best out of appointments Understanding trauma

Understanding advocacy Living well with bi-polar

A good night’s sleep Food and mood

Mindfulness Wellness Recovery Action Plan (WRAP)

Stress Personality disorders – A diagnosis for inclusion

Living with and understanding fibromyalgia Maternal mental health and wellbeing

Building self esteem Living with schizophrenia

Coaching skills for health and wellbeing Finding your voice

To find out what is available in your area

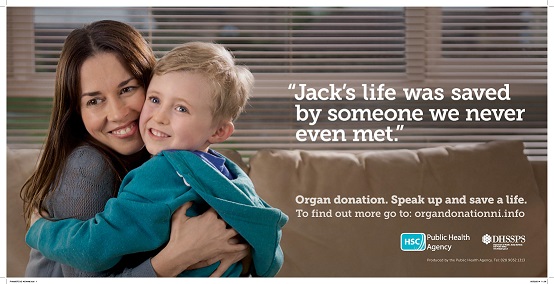
Belfast Trust <http://www.belfasttrust.hscni.net/BelfastRecoveryCollege.htm> 02895048279

Southern Trust <http://www.thementalhealthforum.co.uk/recovery-and-wellness/recovery-college/> 028 3834 7537

Northern Trust <http://www.mentalhealthrecoverystories.hscni.net/recovery-college/> 02894413449

South Eastern Trust <http://www.setrust.hscni.net/services/2960.htm> 028 9041 3872 Ext. 89872

Western Trust <http://www.westerntrust.hscni.net/3363.htm> 028 8225 2202 Ext 237337



**EDUCATIONAL GRANTS & LEARNING BURSARIES**

UNISON wants to help members realise their potential. We offer financial support to members taking part in various educational and learning opportunities, as well as learning discounts from a number of providers. The number of grants is limited and they are awarded on a first come, first served, basis. You can download the relevant application form at <https://learning.unison.org.uk/financial-support>

**Open University awards**

Open University awards are available to UNISON members undertaking 30 and 60 point [Open University](http://www.open.ac.uk/choose/unison/) courses up to and including undergraduate level at their own expense. Awards are made as follows:

60 point courses: £200 30 point courses: £100. You may also qualify for a full or partial grant from Student Finance NI if your household income is below approx £22,000. Open University courses are also now eligible for student loan applications.

**Trade Union and Labour Movement or Women’s Studies grants**

Members studying these subjects can apply for the following:

Certificate or Diploma grants of up to £300 towards fees for members on Trade Union and Labour Movement or Women’s Studies courses Bachelor or Masters Degree study: substantial grants for union reps studying Trade Union and Labour Movement or Women’s Studies degrees

**Learning grants**

These grants of up to £100 are intended to help members studying at levels up to and including undergraduate at their own expense on the following types of courses:

* Trade Union and Labour Studies (where an applicant has not received a bursary)
* non-vocational education up to and including undergraduate level (e.g. GCSE maths or English)
* vocational education relevant to public service work up to and including undergraduate level

**Grants for School Support Staff**

To help you get on at work and develop your career, UNISON is offering personal learning development grants for members who are school support staff. A limited number of awards of up to £300 each are being offered to help towards course fees.

**Grants for Personal Care Assistants**

To help you get on at work and develop your career, UNISON is offering personal learning development grants for

* members who provide personal care in private or charity run/voluntary aided homes or individuals’ own homes
* A limited number of awards of up to £300 each are being offered to help towards course fees.

**Learning discounts for UNISON members**

Members can get fee discounts for distance learning from:

[The Open University](http://www.open.ac.uk/) – 10% discount on a range of modules

[National Extension College](http://www.nec.ac.uk/) – 10% discount on all NEC courses, including GCSEs, A-levels, and vocational courses

[CILEx Law School](http://www.cilexlawschool.ac.uk/) – 5% discount on law courses (excluding legal practice course or postgraduate Diploma in Law

[The Open College of the Arts](http://www.oca-uk.com/) – £50 off OCA tutored arts and craft courses for UNISON members and their families

**Some Other UNISON Member Benefits**

[**https://benefits.unison.org.uk**](https://benefits.unison.org.uk)

You will need to quote your membership number – which you can get from our

Belfast office 028 90270190

* Advice and representation on all workplace issues
* Legal services including employment, personal injury and non work related
* Free legal will – ring 0800 0857857 and they will send you a form
* 10% discount on some Open University modules [www.open.ac.uk](http://www.open.ac.uk)
* Discount on insurance with UIA and LV via website
* Discount with Abbey Insurance (car, home, holiday) 08000 665544
* Discounts on travel, eyecare, mortgages
* A charitable welfare fund and debt advice line 0800 389 3302 (Mon - Fri 8am-8pm, Sat 9am-3pm)
* Book and educational study grants <https://learning.unison.org.uk/financial-support>
* Independent financial advice from Lighthouse Financial Services
* Grants for members on low income for school uniforms (June) and winter fuel scheme (Jan)
* Monthly face to face immigration legal advice clinics Contact

[N.Donnelly@unison.co.uk](mailto:N.Donnelly@unison.co.uk) for an appointment

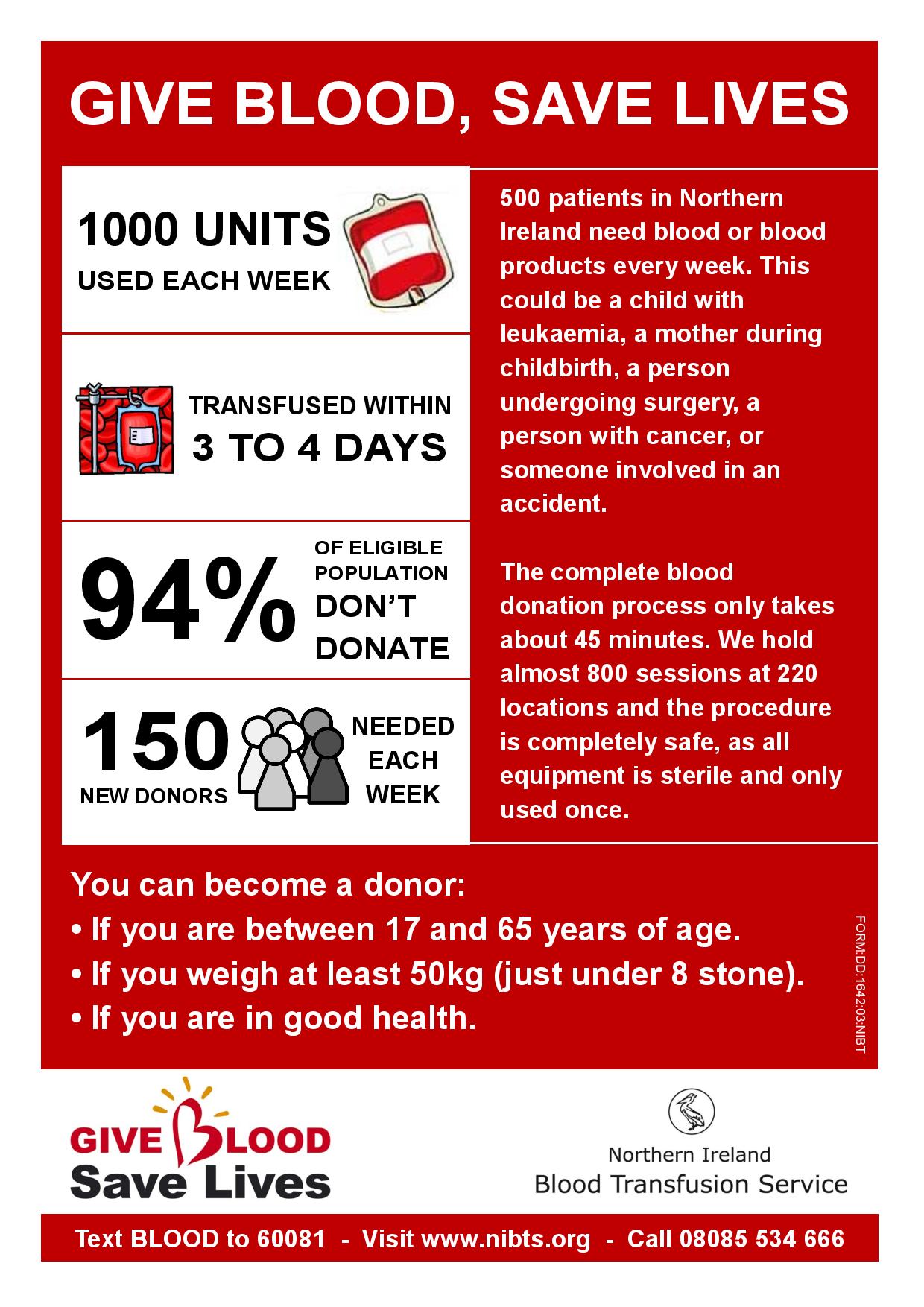
* Self organised groups – to get regular information and updates
  + Lesbian, gay, bi & trans\* members – contact Fidelma

[F.Carolan@unison.co.uk](mailto:F.Carolan@unison.co.uk)

* + Black & migrant worker members - contact Nathalie
  + [N.Donnelly@unison.co.uk](mailto:N.Donnelly@unison.co.uk)

UNISON in Northern Ireland has 40,000 members across health and social care, education and the community/voluntary sector and 1.3 million members across the UK

**Not yet in UNISON? Ring 028 90270190 for a form or join online** [**www.unison.org.uk/join**](http://www.unison.org.uk/join)



**UNISON College Application Form**

**All courses are free and refreshments are generally provided**

**Due to the numbers of people booking and not turning up without prior notice, we have incurred significant additional costs and people on waiting lists missed out on a place. Those who book and do not turn up for two courses without notice may not be accommodated for future courses.**

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| --- | --- |
| **NAME** |  |
| **HOME ADDRESS** |  |
| **POST CODE** |  |
| **EMAIL** |  |
| **MEMBERSHIP NUMBER OR NATIONAL INSURANCE NUMBER** | **Membership:** |
| **National Insurance:** |
| **TELEPHONE NUMBER (S)** |  |
| **WORKPLACE /EMPLOYER** |  |
| **JOB ROLE** |  |
| **SPECIAL DIETARY REQUIREMENTS** |  |

**I am interested in booking a place on the following courses:**

|  |  |
| --- | --- |
| **COURSE NAME** | **DATE** |
|  |  |
|  |  |
|  |  |
|  |  |

**Please return to Education team, UNISON, Galway House, 165 York St, Belfast BT15 1AL**

**or email to** [**educationni@unison.co.uk**](mailto:educationni@unison.co.uk).

**You can apply online at** [**www.unison-ni.org.uk/education-and-training**](http://www.unison-ni.org.uk/education-and-training)