

Representing Members: Sickness Absence Reviews

Dates: 12th September Course Code: WM/19/040 Times: 9.30am – 4.30pm
 Venue: UNISON Regional Centre



This one day course will examine the principles and priorities to consider when representing a UNISON member at a sickness absence review meeting. It will explore the basics of preparing yourself and the member for a meeting and possible outcomes. No prior knowledge of representing a member at a review meeting is required. This is a follow on course from the Organising Steward course.

Please note all applicants will need to review their own workplace sickness absence management policy and bring a copy along with them to the course.

Please note that there will be a £15 branch fee per delegate charged for attendance on this UNISON course

<p>HOW TO APPLY</p> <ol style="list-style-type: none"> 1. Complete this form and get it signed by your Branch Secretary or Branch Education Co-Ordinator 2. Return it, by the closing date, to: UNISON West Midlands, 24 Livery Street, Birmingham, B3 2PA or email to learning@learninunisonwm.org.uk by 27th August 	<p>Course places are not allocated until the closing date and applicants should not make travel arrangements etc. until they receive confirmation of their place from Region. We can only accept email applications when they are sent by your branch secretary and convey all the information requested on the form.</p>
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We use this information to add your name to the training database for this event and to update your membership details

Gender is used to ensure equal access to all gender groups

Details of the course will be sent by email so please give the one most likely to get through

We use this information to ensure equal access to all branches

Membership No.

Last Name:

First Name:

Your home address:

Postcode

Phone number (day time):

Female **Male** **Other**

Email

Note – some employers have firewalls that block our emails so a personal email address would be preferable if you have one.

Your Branch:

Entered on AMT: _____

Course info sent: _____

Please note that we use your name and branch on the course register which is provided to all participants and the tutor in the course pack.

This information tells us if you have any specific requirements that will help you to fully participate in the course.

If you have access or learning support requirements, tell us here (For example: dietary requirements, Large print, hearing loop, mobility issues that would require help in a fire evacuation situation):

For more information on how UNISON uses your personal data, please go to: www.unison.org.uk/privacy-policy

Declaration and signature

The information supplied in this application form is accurate to the best of my knowledge.

Applicant's signature: _____ Date: _____

This section must be completed by the Branch Secretary or Education Co-Ordinator:

The course applicant should arrange this. (Applications cannot be accepted unless the branch has approved)

This application is supported by the branch

Signature: _____ Print Name _____

Branch Position: _____

Date: _____

Any information given will be treated in the strictest confidence and will only be used for the purposes stated on the form. This form and any attachments will be securely stored and destroyed after one year.

ACTIVIST EDUCATION TRAINING - EQUALITY MONITORING

Your co-operation in completing this questionnaire would be appreciated.

This information is gathered so that UNISON can monitor and evaluate participation. We appreciate the categories below are limited, but within these constraints, please answer the questions that apply to you. All questions are optional. Some may have multiple answers.

All information will be treated in absolute confidence.

How would you describe your ethnic origin?

- | | | | |
|--------------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> Asian UK | <input type="checkbox"/> Asian Other | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Black African | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Black UK |
| <input type="checkbox"/> Black Other | <input type="checkbox"/> Black mixed heritage | <input type="checkbox"/> Chinese | <input type="checkbox"/> Irish |
| <input type="checkbox"/> White UK | <input type="checkbox"/> White Other | <input type="checkbox"/> Other mixed heritage | |