



# Scottish Union Learning Annual Report 2019



# Learners' Quotes

“ Fascinating course, brilliant resources. ”

“ A well delivered, organised & thoroughly in-depth course. ”

“ Very inspiring and motivating day with lots of food for thought. ”

“ I feel I can apply this to my life, not just my job role. ”

“ Excellent content, delivery and tutor. ”

“ Great discussions and so much to take away. ”

“ A good balance of presentations, discussions and exercises. ”

“ Very informative and enjoyable. ”

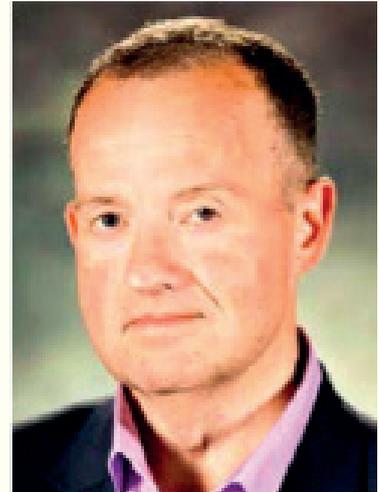
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# Introduction

Peter Hunter, Chair, Scottish Union Learning Board

The last year has been another successful, although challenging, year for Scottish Union Learning. I would like to take this opportunity to thank our funders, the Scottish Government, and our other key partners and sponsors, Skills Development Scotland, Scottish Qualifications Authority, and The Open University in Scotland, for their continued support.



Throughout the year, Scottish Union Learning has continued to engage in a range of opportunities designed to equip workers and union reps with the relevant skills and confidence they need to succeed in an ever-changing labour market. Despite many challenges, including the nature of funding, precarious employment, advancing technology and Brexit, SUL, in partnership with unions and other partners, has developed a programme of work-based learning that transforms workplaces throughout Scotland.

The SUL programme is aligned with Scottish Government priorities and supports workers in overcoming barriers that they often face when trying to access learning opportunities.

In addition, through our Fair Work: Leadership and Equality Programme, workers from under-represented groups are developing skills that will enable them to become union leaders of the future.

It is vital to the union movement as a whole that union learning is recognised, valued and supported. Union learning supports skills development in a range of industries through strong networks of Union Learning Reps; union learning enables workers to undertake courses that improve their Everyday Skills, employability skills, and vocational proficiency, and provides paths to qualifications and accreditation; union learning supports digital skills development and cyber resilience to those accessing online services; union learning supports unions in influencing employer behaviour in relation to skills, training and development; and union learning promotes Fair Work and equality by giving workers an effective voice and creating opportunities, which lead to fulfilment, security, and respect.

We are grateful to all our funders and partners for the opportunity to deliver learning and skills opportunities, and we look forward to overcoming the challenges together, in our ambition to provide access to learning for all workers across Scotland.

# Structure

**Scottish Union Learning supports trade unions in accessing skills and lifelong learning opportunities for their members that contribute to collective prosperity, fairness and equality, for workers across Scotland.**

## Structure

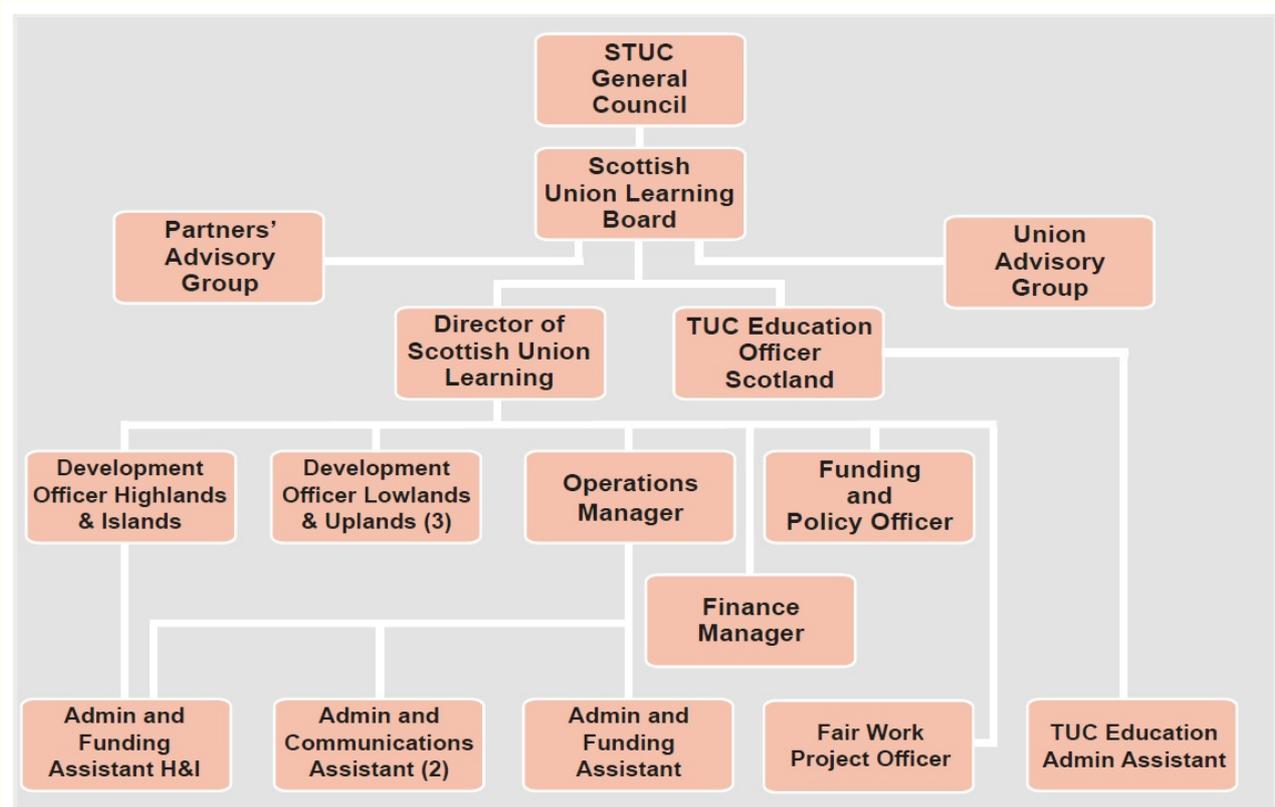
The STUC General Council established Scottish Union Learning to deliver, in partnership with unions, workplace learning opportunities in all sectors across Scotland, in line with STUC policy on learning and skills.

**The Scottish Union Learning Board** is made up of members of the STUC General Council, representatives of affiliated trade unions, the STUC General Secretary and a TUC nominated member. The purpose of the Board is to direct and oversee the strategy, funding and work of Scottish Union Learning.

**The Union Advisory Group** is made up of nominated representatives of trade unions. It provides advice and information on strategic and operational matters, at the request of the Board, and advises on any changes in the strategic direction on learning and skills made by individual unions.

**The Partners' Advisory Group** includes a wide range of partner organisations who come together to find out about the strategic direction of Scottish Union Learning. It advises on future development and shares information on the strategic direction of partner organisations.

**The Scottish Union Learning Team** has members located in the STUC/Scottish Union Learning offices in Glasgow and in the UNISON office in Inverness. The Team delivers the work of Scottish Union Learning in line with the Business Plan and Workplan approved by the SUL Board.



# The Board

**Appointed by the STUC General Council, the Scottish Union Learning Board oversees and directs the work of Scottish Union Learning.**

The SUL Board has responsibility for agreeing the strategic objectives of SUL and setting and monitoring its business and operational plans and budgets, in line with STUC policy.

Chair: Peter Hunter (UNISON) Vice Chair: Susan Quinn (EIS)

Members: Craig Anderson (CWU); Jim Baxter (ASLEF); Karen Foster (PCS); Brian Linn (Aegis the Union); Satnam Ner (Prospect); Esther O'Hara (Unite the Union); Karen Foster (PCS); Brian Linn (Aegis the Union); Steven McGurk (Community); and Robert Mooney (Disabled Workers' Representative).

Rozanne Foyer, STUC General Secretary, replaced Grahame Smith as an ex officio member of the Board during the year. Ian Borkett, unionlearn Service Manager, is the TUC nominated member. A representative of the Scottish Government's Fair Work Directorate attends meetings of the Board as an observer.

The Board receives regular reports on the work of SUL including the Development Fund and Learning Fund, the Fair Work: Leadership and Equality programme, the Cyber Resilience Project, and the work of TUC Education in Scotland.

Staff in Attendance:

Wendy Burton, SUL Director; Ann Garscadden, SUL Operations Manager; Sarah Wiktorski, TUC Education Officer.

The aims and objectives of Scottish Union Learning are to:

- promote trade union-led learning and skills development in line with STUC Policy on learning and skills;
- support unions in identifying and meeting the skills and learning needs of their members and in organising workplace learning opportunities across Scotland, with specific resources dedicated to the Highlands and Islands;
- assist unions in identifying the needs of Union Learning Representatives and provide appropriate support;
- provide assistance to unions in accessing Everyday Skills opportunities for their members;
- work with unions to increase digital participation and awareness of Cyber Security issues in workplaces across Scotland;
- promote the development of leadership capacity within unions;
- promote learning or action which increases equality awareness and tackles inequality and under-representation at work;
- support workers facing redundancy or unemployment;
- encourage and support employer engagement in delivering learning and upgrading skills;
- establish relationships with partner organisations in the provision of learning and skills;
- continue to develop resources for unions, ULRs, and learners; and
- work with the TUC in ensuring the provision of a comprehensive trade union education service suitable to the needs of unions in Scotland.

# Advisory Groups

**The Union Advisory Group and the Partners' Advisory Group provide advice and information to the Board on strategic and operational matters.**

## Union Advisory Group

The Union Advisory Group supports the Board by:

- providing operational information that will inform the Board in making strategic decisions;
- identifying strategic or operational issues for the Board to consider;
- advising the Board of changes in the strategic direction of individual unions;
- providing the Board with examples of good practice in trade union learning.

## Membership

Membership is by nomination from all STUC affiliated organisations.

## Partners' Advisory Group

The Partners' Advisory Group supports the Board by:

- contributing to discussions about the strategic direction of Scottish Union Learning;
- advising Scottish Union Learning on ways in which it could develop in order to better achieve its objectives and further its role;
- sharing information on the strategic direction of partner organisations;
- championing the value of union learning in the wider world of learning and skills.

## Partner Organisations

Dyslexia Scotland, Education Scotland, Equate Scotland, Glasgow Kelvin College, Highlands and Islands Enterprise, Learning Link Scotland, Newbattle Abbey College, Scottish Book Trust, Scottish Enterprise, Scottish Government, Skills Development Scotland, SCQF Partnership, SCVO, SQA, The Open University in Scotland, WEA Scotland, Zero Waste Scotland.

The Board reviews membership of this Group on an ongoing basis.

# The Development Fund

**The Development Fund complements existing trade union learning strategies and supports developments in workplace transformation by increasing the capacity of unions to offer learning and development opportunities to workers across Scotland.**

Sixteen projects in the Lowlands and Uplands area of Scotland and five in the Highlands and Islands area were allocated funding for 2019/20 to support and increase workplace learning opportunities. This funding helped unions to develop capacity through building networks of Union Learning Reps (ULRs), create and develop strong working relationships with new and existing employers, and to identify and address skills needs of their members in a wide range of sectors and industries.

## Highlands and Islands Projects

- NUJ: Broadening Horizons in the Media Industry
- RMT: All Aboard for Learning
- SAU: Artists Are Workers - Highlands & Islands
- UNISON: UNISON Member Learning Project
- Unite: Learn with Unite

## Lowlands and Uplands Projects

- Aegis: Developing Skills in Financial Services
- ASLEF: ASLEF Education, Scotland
- BFAWU: Developing Learning through Structures
- Community: Engaging with Employers to Drive Workforce Development
- EIS: EIS Professional Learning Programme
- FBU: Building Capacity in the Scottish Fire & Rescue Service
- NUJ: Scaling the Changing Face of Journalism
- PCS: Union Learning – Building, Growing, Winning
- POA: National Strategy – Local Organising
- Prospect: BECTU Vision
- RMT: Developing Skills in Rail Passenger, Rail Infrastructure, and Ferry Passenger
- SAU: Artists Are Workers - Lowlands & Uplands
- UNISON: UNISON Member Learning Project
- Unite: Learn With Unite - The Next Steps
- Usdaw: Bridging the Workplace Skills Divide
- Young Workers' Learning Project: Controlling the Future



# Case Study

The Development Fund



**Union:** UNISON

**Location:** Highlands & Islands

**Funding:** The Development Fund

Although qualifications are known to contribute to job security and fulfilment, workers are often reluctant to engage with formal learning, especially those who have been out of education for a long time. A key element of UNISON's strategy is to target disadvantaged workers, those who have been out of education for a long time, live in rural and remote areas, are low paid and low skilled. With an offer of short, bespoke courses, non-traditional learners can gain new skills and knowledge that also prepare them to take another step and start vocational training.

Given the geography of the Highlands and Islands, ensuring fairer access to learning and development is particularly challenging. The UNISON project relies on its ULR network spread across the region, acting as effective voice of co-workers, creating a sustainable trade union learning culture in the workplace.

The ULR network has made it possible to deliver courses in the most remote and rural locations of the Highlands and Islands, with the Western Isles and Orkney having well-established learning infrastructures.

The Shetland Islands lie 110 miles from the Scottish mainland and approximately 23,200 residents live there. The extreme remoteness of the islands, and the cost of travel to them, meant that until recently, there were no ULRs and organising learning in Shetland represented a substantial challenge for the project.

The learning project works very closely with UNISON organisers, Branch Committees and activists with the aim of tackling inequalities and workplace stress. UNISON Shetland Branch runs a very busy office in Lerwick serving 878 members across the Islands. With the support of Shetland Branch, a two-day Learning Roadshow was organised - a busy schedule filled with small events and meetings with workers in different workplaces, including the library, hospital and GP surgery. Learning needs questionnaires were completed, providing a clear picture of workers' learning needs in Shetland, which were then discussed with local learning providers during the visit. As a result, courses on British Sign Language and Wills and Power of Attorney were immediately organised, with some members expressing interest in becoming ULRs.

It is intended that the learning roadshow will be followed by first ever UNISON Northern Conference in Lerwick where members will have an opportunity to participate in various UNISON learning taster sessions e.g. Autism, Mental Health, Tackling Stress in the Workplace.

UNISON's strategy of working closely at a local level has proved successful in increasing opportunities for workers faced with geographical and other barriers, wherever they are located.

# The Learning Fund

Lowlands and Uplands Scotland



**The Learning Fund is accessed by unions to offer workplace learning opportunities to learners throughout Scotland.**

The Learning Fund supports unions to work with members, employers and training providers to identify and address skills needs across a wide range of industries and sectors. Unions receive vital support through the Learning Fund to offer collective learning opportunities at all levels to help learners improve their transferable workplace skills and knowledge.

Over 3,200 learners participated in accredited and non-accredited courses through the Learning Fund in 2019. The type of learning offered reflects the different learner, workplace, industry and sector needs and includes Everyday Skills, vocational and trade skills, management, leadership and meta skills, IT and cyber security skills, and social and health care skills including awareness sessions in mental health, suicide intervention, trauma, autism and dyslexia. The involvement of unions, learners, and employers in identifying skills gaps and specific workplace learning needs has led to delivery of courses that are tailored to suit particular groups of learners and scheduled to take account of shift patterns and operational requirements. Where possible, the learning is delivered in the workplace or at a nearby external venue. The time and location of the courses is important for learners living or working in remote or rural areas without good public transport links as it is often difficult for them to travel to colleges and learning centres, particularly after normal working hours and out-with peak travel times.

The improved skills, knowledge, qualifications, recognition and certification of existing skills gained by the learners taking part in these courses has increased their confidence to move into higher level roles and, for some at risk of redundancy, to retain current employment with their existing employer or to seek alternative employment. The Learning Fund has enabled unions to encourage thousands of workplace learners throughout Scotland to upskill and reskill to protect and enhance their employment prospects and improve the skills base for employers throughout Scotland.

# Case Study

The Learning Fund

**community**  
For a better working world

**Union:** Community

**Location:** Lowlands & Uplands

**Funding:** The Learning Fund

Community Reps took part in an Equality, Diversity and Inclusion Workshop, delivered by the Regional Secretary and an external HR Professional to over 20 Community Reps from a variety of sectors. These sectors included justice, steel, leather, RSBi Glasgow and NSPCC, and covered topics such as Workplace Culture, Conscious/Unconscious Bias, Trust and External Influences (Social Media).

Reps were encouraged to speak openly about issues that have affected them, and to be honest about their own behaviour in the workplace. Some of the discussions in the workshop were uncomfortable and eye-opening, particularly when people shared their own experiences of racism, sexism, homophobia and other offensive behaviours that take place every day. However, these discussions were necessary for the Reps to be able show good practice amongst their colleagues by appropriate responses. Union Reps know only too well the influence poor behaviour in the demonstrating acceptable behaviour and area of Equality and Diversity can have on a workplace – especially as Union Reps are the people expected to deal with the consequences of this behaviour through grievances, disciplinaries or even dismissals.

The workshop was interactive and engaging and had excellent feedback, with all Reps agreeing that this type of honest and hard-hitting workshop should be delivered in their own workplaces, from shop floor to management, in order to change the workplace culture for the benefit of everyone.

Regional Secretary Steve Farrell said: “A positive Equality, Diversity and Inclusion culture is critical within any successful business or organisation. Community is a credible Trade Union that aims to promote such a positive culture within all our Workplace Branch structures, hence this training workshop was made up of Branch Secretaries and Local Representatives from diverse industrial sectors across the region.”



# The Learning Fund

in the Highlands and Islands

**Union Learning Projects in the Highlands and Islands are meeting the needs of workers in different sectors through courses supported by the Learning Fund, which reflect the variety of workplace contexts and the challenges of organising learning in the remote and rural region.**

Workers from Oban, to Orkney and Lerwick, were provided with learning opportunities in 2019, through the innovative and inclusive organising models employed by the learning projects. From ECDL to Scots Law, courses also reflected the diversity of workers' learning needs for professional development or to gain basic employability skills, or qualifications, or to help them support colleagues and clients.

UNISON provided 17 courses for workers in health and social care, early years and education, from Autism Awareness to Introduction to Counselling. For workers in Skills Development Scotland, UNISON worked with a specialist provider to deliver Apply with Conviction, to support inclusive treatment of ex-offenders.

The RMT's programme of courses reflected its key strategic priorities in working with the employer CalMac, supporting the joint mental health programme through Scotland's Mental Health First Aid; facilitating the Modern Apprentice Programme with Mentoring Apprentices and tackling gender equality with Inclusive Practice in Recruitment.

The NUJ's strategy of providing traditional journalistic skills was reflected in a Scots Law course, while the provision of digital skills saw Filming and Editing for iDevices, as well as Podcasting for Journalists delivered in locations across the region including Kirkwall and Oban. The Collaborative Leadership (Stage 2) course continued to challenge workplace culture and practice in the creative sector, with sister unions participating in this innovative course.

Unite supported its member base in the construction trades with courses in 18th Edition Wiring Regulations, while also providing an Introduction to ECDL for local authority workers and a series of mental health awareness courses for production workers in Inverness which the employer is now funding.

The EIS Learning Fund project in the Highlands and Islands is now firmly established and this year provided 11 courses covering essential teacher development, such as Building Teacher Leadership, Conflict and Restorative Practice and Addressing Sexual Harassment in Schools. The courses, which were delivered across a wide range of locations including Thurso, Aviemore and Fort William, were also aimed at providing educators with the skills and knowledge to support pupils, with courses in Additional Support Needs; Young People's Mental Health and Supporting Trans and Non-Binary Young People.

The Scottish Artists' Union through its new project worker, delivered a finely targeted programme of courses supporting the skills and financial capability of freelance artists, including Finance and Contracts for Freelancers and Running Great Workshops.

Reflecting a continued demand for mental health courses, the Secondary Schools Teachers Association (SSTA) delivered its first course through the H&I Learning Fund, Understanding Mental Health.

Eight Cross-Union courses were delivered across the region, the majority being Planning for Retirement, delivering financial guidance to workers mainly from public sector workplaces. Dementia in the Workplace looked at the implications, particularly for women, of an ageing workforce, and how trade unions could support their colleagues.

# Case Study

The Learning Fund



**Union:** Scottish Artists Union

**Location:** Highlands & Islands

**Funding:** The Learning Fund

The Scottish Artists Union's annual members' survey highlights that artists are among the lowest paid workers within the creative sector, with 83% earning lower than the living wage and national average at just £10,000 per year or less. Overall, 53% of artists do not believe the sector is healthy and viable for their practice. The SAU's members' survey also found 88% do not get issued contracts for paid work, 61% receive less than the industry standard rates of pay and 75% do not receive a fee for exhibitions when they show their work in galleries.

The vast majority of artists (87% of SAU members) are freelancers working without the financial security of a regular salary, sick pay, maternity cover and other financial protections that are afforded to other workers. The biggest challenge to financial security as an independent professional is a lack of regular income and it's crucial that artists learn how to save for times of hardship when they are not working and how to juggle paying for necessities, living expenses, materials, studio rental, and other business expenditure.

To support their members, SAU organised a one-day course 'Finance & Artists' Contracts for Freelancers' for all freelance arts professionals, covering all aspects of managing the business and financial side of their career as well as guiding learners through different strategies to help them negotiate better contracts and rates of pay for their work.

Participants were guided through a range of practical exercises using spreadsheet software to record and price artists' work. This was followed up with frank information and tips on the HMRC self-assessment process. The session concluded with another practical exercise using the SAU's Fair Work artists contract template to guide learners through different strategies to help them negotiate better contracts and rates of pay.

The course attracted a range of experience from recent graduates to established practitioners wanting to improve their systems, as well as a mix of ability with some having no experience of using spreadsheets.

This kind of training is not offered as part of an art school education and artists find themselves having to navigate and negotiate this precarious territory without the proper training or knowledge causing much stress and inefficient working practices. The aim of the course was to help artists build their confidence to negotiate better contracts and fees, implement efficient self-management systems and realise their career as an independent professional. All learners have continued access to a range of spreadsheet templates, accounting resources as well as follow-up advice.

Overwhelmingly, participants expressed how the course had taken the fear out of dealing with their finances and HMRC:

"As a creative, numbers terrify me. Gordon et al created a space that allowed me to breathe throughout the day and left me feeling hopefully rather than hopeless."

"The workshop was amazing, I feel a lot more confident to progress with a career as an artist after my degree. Will definitely attend more SAU courses!"

# Improving Everyday Skills

**Scottish Union Learning promotes Everyday Skills activity through Development Fund projects, STUC Conferences, Learning Conferences, Everyday Skills Events and Union Rep Development Days.**

Scottish Union Learning works with Scottish Government, Education Scotland, Dyslexia Scotland, Learning Link Scotland, Scottish Book Trust, Scottish Qualifications Authority, Workers' Educational Association and other partners to raise awareness of Everyday Skills needs and suitable means of support.

## Everyday Skills Group

Through the Scottish Union Learning Everyday Skills Group, unions are encouraged to engage with Scottish Government strategies, such as Adult Literacies in Scotland (ALiS) 2020, Science Technology Engineering and Maths (STEM) Education and Training Strategy for Scotland 2017, and Safe, Secure and Prosperous: A Cyber Resilience Strategy for Scotland Public Sector Action Plan. Unions are also supported in participating in national initiatives such as Book Week Scotland, Dyslexia Awareness Week and Maths Week Scotland. The Group is comprised of members from affiliated unions, Scottish Union Learning, Dyslexia Scotland and Workers' Educational Association. The Group meets quarterly to discuss all aspects relating to workplace literacies, digital participation, cyber security and dyslexia; it is also responsible for contributing to the planning of the annual Everyday Skills Event.



## Everyday Skills

Scottish Union Learning defines Everyday Skills as the language, literacy, numeracy and basic IT and digital skills required both in the workplace and at home. Everyday Skills activity also includes English language learning for those who do not have English as their first language and support for learners who may have dyslexia and/or other learning differences and abilities.

# Everyday Skills Spotlight

Book Week Scotland

**Scottish Union Learning and Scottish Book Trust worked in partnership with unions to celebrate Book Week Scotland, which took place in November 2019.**

**Unions and members participated in a series of book-related events to read more during Book Week Scotland. Activities were based on Scottish Book Trust's 'Blether' theme and people were encouraged to share their stories where a good blether helped and supported them in their everyday lives.**

ASLEF ULRs held three events at Edinburgh Waverley, Dumfries, and Glasgow Central railway stations. Members were invited to contribute to a book swap and participate in activities based on famous novels and fiction genre. In addition, stalls were set up to donate books and distribute resources. Members had the opportunity to enter a free prize draw and set up a virtual book group with ULRs.

CWU organised stalls, reading activities, spot competitions and prizes at BT in Dundee, EE in Greenock and two BT venues in Glasgow. Members participated in short story activities based on the free Scottish Book Trust 'Blether' themed book and were given the opportunity to win book-related prizes.

EIS organised a lunchtime 'Books and Banter' event for staff at Cumnock Academy. The event was organised by the EIS Learning Rep and provided staff with the opportunity to 'blether' about their favourite books. The Home



Economics Department staff and pupils provided lunch, and classroom assistants, class teachers, heads of department and members of the senior leadership team attended the event.

RMT ran Book Week Scotland activities in Dundee, Edinburgh, Glasgow and Perth. Over 300 books were distributed to members and a book review was held at each location. The winners of the best book reviews received book tokens as prizes.

Usdaw delivered a Book Week Scotland campaign to support the distribution of the Scottish Book Trust's 'Blether' collection of stories and start conversations about adult literacy across Scotland. The reps set up stalls in 15 workplaces where members and workers had the opportunity to 'blether' about writing, reading and digital skills. Over 500 free Scottish Book Trust 'Blether' books were distributed, and members and workers had the opportunity to take part in free prize draws to win book tokens.

Unite distributed over 300 Scottish Book Trust 'Blether' books to promote and encourage their members to read more during Book Week Scotland. Reps at Newhouse Co-operative, SSE Dundee and Perth, Tayside NHS, and Unite HQ in Glasgow distributed the books at reception areas and in their workplaces.

## **Quotes from Book Week Scotland 2019**

"The event was a timely reminder to everyone that reading books for pleasure and having friendly conversations with colleagues instead of doing 'just a bit more marking or preparation' in your own time can improve work quality when you get back to it and increase staff well-being and morale. The link was made with the EIS campaign 'To Take Weekends Back' with posters at each table."

Eleanor Ness, EIS Learning Rep

"Our ULRs had a very busy Book Week Scotland blethering about all sorts of learning topics! At Morrisons Lindsayfield, we blethered about digital skills – combining our stall giving out the books with an opportunity for staff to look at the new digital HR offer. At the Co-op Depot in Newhouse we had a blether about writing skills – delivering a stall talking about new classes we hope to support in the New Year. This week is always very busy for us and always very popular with our ULRs and members."

Jill Little-Woodhouse,  
Usdaw Lifelong Learning  
Project Worker

# Digital Unions: Cyber Resilience



**Building on the success of the Digital Unions and Cyber Resilience projects, Scottish Union Learning successfully obtained further funding from Scottish Government's Cyber Resilience Unit during 2019-2020.**

The project continued to build the capacity of organisations, unions, reps and workers by embedding cyber resilience into their learning offer in workplaces. In partnership with Digital Skills Education Limited, the project provided reps, members and workers with the opportunity to continue to improve their cyber security and data protection skills, and provide reps with Cyber 'Train the Trainer' skills.

The project delivered cyber security and data protection workshops with ASLEF, BDA, Community, CWU, FBU, FDA, GMB, Prospect, PCS, RMT, UNISON, Usdaw and Unite, reaching 580 workers.

Cyber 'Train the Trainer' workshops were delivered with 145 reps from ASLEF, Community, CWU, EIS, FDA, FBU, POA, Prospect, PCS, RMT, UNISON and Usdaw. In addition, basic cyber security sessions were delivered by reps with 300 workers across Scotland.

The cyber security 'Train the Trainer' online and downloadable free resource was accessed by 400 reps and workers and was used to support cyber training sessions and help learners to improve their cyber security skills.

# Fair Work: Leadership and Equality Programme

**The STUC obtained funding from the Scottish Government's Fair Work Directorate in 2018/19 to help develop leadership capacity within the trade union movement in Scotland. This programme is managed by SUL. Building leadership capacity within unions is considered to be essential in taking forward the Fair Work agenda.**

This programme is aimed at developing leadership capacity at all levels within the trade union movement in Scotland, with a focus on under-represented groups. This year, funding was awarded to: Aegis, EIS, FDA, PCS, SAU H&I, SAU LUPS, UNISON, Unite, and a cross union course held in the Highlands and Islands.

On completion of the activities funded through the programme, a final dissemination event took place in Glasgow in January 2020, allowing participating unions to share experience and good practice in relation to the development and delivery of leadership and equality training.

As part of the Fair Work: Leadership and Equality Programme, further efforts are being made to develop the Equality Rep Network, including the establishment of quarterly networking forums and increased learning and development opportunities.

Further funding has now been secured to allow work to continue through the Fair Work: Leadership and Equality Programme in 2020/2021.

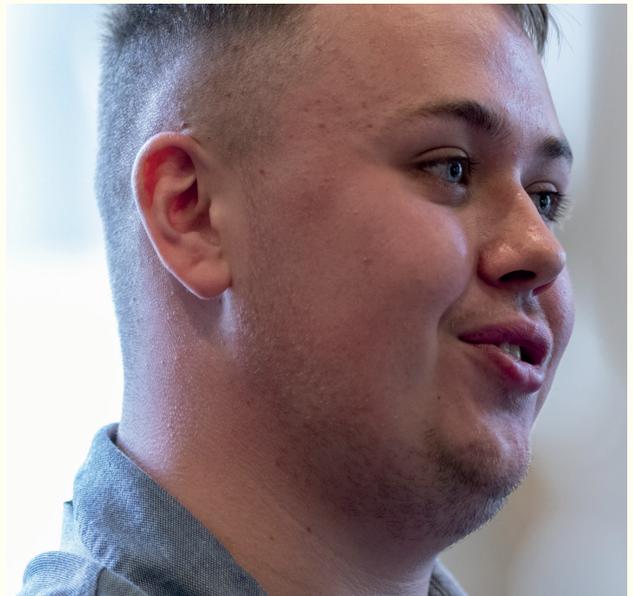


# Apprenticeships

**Scottish Union Learning has continued work with Skills Development Scotland on the growing 'Apprenticeship Family' programme through representation on the Modern Apprenticeship Group, Scottish Apprenticeship Advisory Board and Future Standards Architecture.**

Trade unions have continued to consult with Sector Skills Councils in the development of Modern Apprenticeship Frameworks. Work was initiated to develop union capacity for the transition to the incoming Technical Expert Group model of Apprenticeships Standards and Frameworks development. Workshops on Apprenticeships were delivered at the Scottish Union Learning and STUC Highlands & Islands Conferences.

The Apprenticeship Approval Group was established in November with the aim of taking over the responsibilities of the Modern Apprenticeship Group in April 2020. STUC continued to be represented on both groups.



# Apprenticeship Case Study



## Union: RMT

The expansion and diversification of the Modern Apprenticeship programme within Caledonian MacBrayne, an organisation of 1,500 employees, is one of the main aims of the RMT Learning Project. Over the last few years, the project has played a major role in the development of the Modern Apprenticeship programme at CalMac, through work with numerous stakeholders that have brought about good long-term employment opportunities in the maritime industry. The recruitment of the 100th Modern Apprentice in 2019 was a moment for the RMT to celebrate and reflect on the success of the partnership work with CalMac over many years, which has resulted in Deck, Engine and Retail apprentices being trained in first class facilities at the City of Glasgow College, supported by the project and trained mentors in the workplace.

From the early days since the identification by the RMT of the need for apprentices in an ageing workforce, to initiating work with CalMac and the wider maritime industry, the MA programme is now well-established. However, work is continuing with relevant stakeholders in SDS, SUL, Sector Skills Councils and MNTB to develop appropriate MA Frameworks to expand roles to all areas of the business and to introduce Graduate MAs and other higher-level MAs to appropriate work areas. The joint Modern Apprentice Engagement Group now oversees all aspects of the programme including reviewing and supporting the mentoring scheme established through the project, to ensure that apprentices are given the appropriate support that is needed coming into the maritime industry and that the scheme is supported at all levels of the business.

Building on the joint work with Equate Scotland, the MA Engagement Group is committed to tackle the challenge of gender inequality by developing a gender action plan, including a review of recruitment practices and procedures. The aim is to positively impact on the recruitment of under-represented groups, and young women in particular, into MA roles and areas that are currently male-dominated in the organisation.



# Awards

## Learner of the Year Award 2019

**The Learner of the Year Award was established by Scottish Union Learning to recognise the range of journeys currently undertaken by learners in the workplace, supported by trade unions.**

**The recipient of the 2019 Learner of the Year Award was Jena Hunter, a member of the BECTU Sector of Prospect.**



Jena was chosen as 2019 Learner of the Year because of her commitment to her continuing learning journey through union learning.

To expand her skillset and grow her professional experience, Jena has undertaken a range of BECTU Vision short training courses, including Scottish Mental Health First Aid and the accredited Managing Safety in Film and Television Productions.

The Collaborative Leadership and HR for Production People courses equipped Jena with skills and best practice to use in her work to promote fairer workplaces. Jena has also developed her freelance skills with courses such as Key Communication Skills for Film and TV and Finance for Freelancers.

Following her learning journey, Jena has now made the move from factual into drama production. She is now working on the largest high-end television production in Scotland, the internationally renowned series Outlander. Jena has put on record her gratitude to BECTU for the continuing support provided to her and her peers which has given them increased confidence to fulfil their jobs to a very high standard.

# STUC Union Rep Awards

The STUC Union Rep Awards consists of four awards, two of which are administered by Scottish Union Learning: The Helen Dowie Award for Lifelong Learning and the STUC Equality Award.

## Helen Dowie Award for Lifelong Learning

Established in 2006 to commemorate Helen Dowie's lifetime achievements in lifelong learning, and to recognise other trade unionists' commitment to union values and promoting the learning agenda in Scotland, this award is sponsored by the Open University in Scotland.

The recipient of the 2019 Award for Lifelong Learning was Chris McGill, a BFAWU Union Learning Rep at Warburtons in Bellshill.



Chris was a long-standing Health and Safety Representative within the Warburtons site before taking on the role of Union Learning Representative at a time when there were virtually no learning or development opportunities available to the workforce. He was instrumental in establishing a forum within Warburtons that allowed the employer and the union to meet formally to discuss workforce development. This Steering Group was attended by both the HR Manager and the Production Manager as Chris had recognised that, without the input of the Production Manager, the commitment to support learning could not be put into practice. The union has now rolled out this model of engagement on other sites.

As a result of a survey of over 250 workers, Chris identified a need for mental health awareness training and persuaded the employer of the potential benefits of this training, and as a result the BFAWU delivered mental health awareness training for 100 workers. He also reached agreement with the employer that line managers and union reps would be trained as mental health first aiders.

Chris organised events around Book Week Scotland and is in the process of establishing a workplace library and reading group. He also initiated a distance learning programme, plans to become a digital trainer, and has persuaded his employer that each department and shift will have a ULR.

Chris has displayed passion, energy and commitment in his role as a ULR. He has had a very positive influence on his employer's approach to learning and has succeeded in engaging a workforce that was, in the main, skeptical about learning opportunities in the workplace.

# STUC Equality Award



**The recipient of the 2019 STUC Equality Award was Khadija Mohammed, EIS, a Lecturer in Education at the University of the West of Scotland.**

Khadija has been a driving force behind a wide range of work to tackle race discrimination and promote race equality. She is the Founder and Chair of SAMEE, the Scottish Association of Minority Ethnic Educators, which plays a critical role in ensuring a genuinely inclusive education system in Scotland.

Khadija is a member of the EIS National Council and Chair of the EIS Anti-Racist Sub-Group. She is also currently the Vice-Chair of the STUC Black Workers' Committee. Through her experiences of education, EIS membership and postgraduate study, Khadija is committed to promoting and providing opportunities for coaching, mentoring, leadership and teacher activism for BME teachers wherever possible.

Khadija has developed a coaching and mentoring programme for minority ethnic teachers with SAMEE colleagues. This programme has now been delivered to over 50 participants. She has spoken publicly about being challenged about her faith, for example, and specifically about wearing the hijab, with some colleagues making assumptions about what that represented. She has experienced being 'othered' in the workplace, and spoken of how frequently she is the only BME person in teacher-educator settings.

Women from BME backgrounds and Muslim women are extremely underrepresented in trade union structures in Scotland. Khadija has been a trail blazer in this regard, and has not only been unstinting in her support to EIS members who frequently benefit from her expertise and insight, but has genuinely impacted upon EIS policy and practice over several years.

Khadija is a highly accomplished person who is held in very high regard by colleagues both within the EIS and beyond. She is always willing to assist, to challenge conventional thinking, to support others and to take part in collegiate activities to advance equality in Scotland.

# Conferences and Events

**Scottish Union Learning organises conferences and development events throughout the year to support Union Learning Reps and trade unions in promoting and accessing learning opportunities.**

## **Everyday Skills Event**

The Everyday Skills Event was held on 28 February 2019 at the Hallmark Hotel in Glasgow. The theme of the Event was Everyday Skills: Making A Difference. Speakers at the event included Jackie Howie (Learning Link Scotland) and Anne Mathie (Mental Wealth Training). The event provided delegates with the opportunity learn about phonics, improve their personal cyber security skills and explore mental health in the workplace. The event was attended by 83 delegates from 13 different unions.

## **Leadership Dissemination Event**

The Leadership Dissemination Event was held in Glasgow on 16 January 2019. Unions which had received funding through the Leadership Development Programme attend this event to deliver presentations on the activities which they had undertaken, sharing experience and good practice.

## **STUC Congress**

SUL held a fringe meeting at the STUC Congress on 15 April 2018 to discuss the role of trade unionists in the formation of The Open University and how The Open University in Scotland is working with Scottish Union Learning to deliver learning for workers.

## **SUL Highlands and Islands Conference**

The SUL Highlands and Islands Conference was held on 14 June 2019 in the Kingsmills Hotel, Inverness. Speakers included Grahame Smith, STUC General Secretary; Marie Hendry, Deputy Director, The Open University in Scotland; and Terry Anderson, STUC Unions into Schools.

## **Scottish Union Learning Conference**

Around 100 delegates attended the annual Scottish Union Learning Conference held on 12 November 2019 at the Stirling Court Hotel, Stirling. The theme of the Conference was 'Creating A Fair Workplace: The Role of Union Learning'.

The Conference was chaired by Wendy Burton, SUL Director. Speakers at this event included Dominic Munro, Director for Fair Work, Employability and Skills; Grahame Smith, STUC General Secretary; Paul McGuinness, Performance & Operations Manager, Skills Development Scotland; Ewart Keep, Director of SKOPE (Centre for Skills Knowledge & Organisational Performance), University of Oxford; and Maureen Beattie, actor and President of Equity. Workshops were held on Learning in Remote and Rural Areas; Meeting the Needs of Union Learners; ULR Development - Skills and Training; and Learning and Organising. Seven partner organisations had exhibition stands at the conference.



## **ULR Development Days**

ULRs have regular opportunities to further develop their skills, network and share good practice through attendance and participation at Union Rep Development Days across Scotland.

### **Lowlands and Uplands Scotland**

In the Lowlands and Uplands, ULRs had the opportunity to attend Development Days in Aberdeen, Dumfries, Edinburgh and Fife. The agenda for the ULR Development Days is proposed and agreed by attendees. At the June meeting of the Fife ULR Development Day, SeeMe facilitated a discussion on Mental Health learning within workplaces. The ULRs also have the opportunity to suggest areas of work for inclusion at the Scottish Union Learning Conference and Everyday Skills Event. Fife Trades Union Council and Dumfries Trades Council regularly attend and have input.

### **Highlands and Islands**

Union Rep Development Days are held in Inverness, Caithness, Orkney and the Western Isles quarterly (with the H&I Learning Conference replacing one meeting). Depending on the availability of ULRs, a virtual meeting may be held via Skype or video conference.

# Working With Partners

**Scottish Union Learning has developed strong working relationships with many learning and skills partnerships throughout Scotland. The following are some of the partners SUL has worked with during the last year.**

## **Skills Development Scotland (SDS)**

Scottish Union Learning has a strong focus on working with SDS around the apprenticeship programme through membership of the Scottish Apprenticeship Advisory Board Employer Engagement Group, Standards and Frameworks Group, Modern Apprenticeship Group, Future Standards Architecture Advisory Forum and the Engineering Skills Leadership Group. This work ensures that unions are aware of the changes to the programme and have the opportunity to influence the development of Apprenticeship Frameworks and the development of wider apprenticeships programme.

## **Citizen Literacy Project**

Scottish Union Learning worked in partnership the City of Glasgow College to develop a phonics mobile application for adults. The application will be used to help adults to improve their basic reading and writing skills, and will be supported by a website, and online resources.

## **The Open University in Scotland**

The Open University in Scotland celebrated its 50th Anniversary in 2018. As part of these celebrations, Scottish Union Learning and OU held a joint fringe event at STUC Congress. Scottish Union Learning worked in partnership with OU to ensure trade union involvement in the development of Graduate Apprenticeships and an Open Learn resource on the Red Clydeside. The OU delivered sessions on the BBC educational series, 'The Secret History of Our Streets', at CWU workplaces and with Project Workers.

## **Scottish Book Trust**

Scottish Union Learning, in partnership with Scottish Book Trust and unions, celebrated Book Week Scotland in November 2019. The aim of Book Week is to encourage people to read more by participating in book-reading related events and activities. The theme for Book Week Scotland 2019 was 'Blether' and over 600 copies of Scottish Book Trust's blether themed books were distributed by unions to reps and workers across Scotland.

## **Zero Waste Scotland**

Scottish Union Learning worked in partnership with Zero Waste Scotland and the Scottish Waste Industry Training, Competency and Health & Safety Forum (SWITCH) to promote the Safety Health Environmental Awareness (SHEA) Passport Scheme and Competence Framework for the waste and resources sector to employers and unions.

# TUC Education Scotland

**TUC Education provides training for more than 40,000 union representatives, Health & Safety representatives and Union Learning Reps throughout the UK each year.**

There are three trade union education centres across Scotland, based within City of Glasgow College, Edinburgh College, and Fife College. TUC tutors deliver education for trade unionists in union learning, equalities, health and safety, and more. TUC centres are part of a network of TUC -approved providers across the UK through which learners achieve nationally recognised education credits and awards up to Diploma level. TUC Education also offers specialist short courses on a range of topics including mental health, accident & investigation, employment law, and several fully online courses, either self-directed or with tutor support, for reps who are unable to attend classroom-based courses. Union staff and officers can also access development opportunities via TUC Education.

## **eLearning**

TUC Education has developed an extensive range of short, topic-based eLearning resources to help reps and activists keep their skills and knowledge up-to-date. They can be accessed at any time on a PC, tablet or phone.

eNotes are short modules which contain a mixture of real-life case studies, videos, and quizzes and take between 20 and 45 minutes to complete. There are over 30 eNotes available with topics covering equalities, employment law & rights at work, building the union, health, safety & well-being, and union learning.

Webinars are live discussions with experienced reps and officers about different issues relevant to trade unionists today. They are broadcast live online and are then available via YouTube. Recent topics have included Third Party Harassment, Menopause Support, and Pensions.

## **Course Directory**

Union reps can view the current course directory, book a place, and access the eLearning resources at [www.tuceducation.org.uk](http://www.tuceducation.org.uk)



# Resources and Communications

Scottish Union Learning has continued to raise its profile in 2019 through social media, publications and the website, as well as through trade union and partner websites.

**Scottish Union Learning website**  
[scottishunionlearning.com](http://scottishunionlearning.com)

The Scottish Union Learning website provides access to resources, publications, events and information and is a valuable resource for unions, ULRs, learners and partner organisations.

## Social Media

Scottish Union Learning can be found on Facebook and Twitter at the addresses listed. There is also a Facebook Group for ULRs in the Highlands and Islands, accessible via the main Scottish Union Learning Facebook page.

**Scottish Union Learning News Flash**  
[scottishunionlearning.com/content/newsletter](http://scottishunionlearning.com/content/newsletter)

Scottish Union Learning distributes an electronic newsletter on a regular basis. This news flash highlights union learning information and photographs, and is sent to unions, ULRs, partners and others who have an interest in learning.



**Find us on Facebook**

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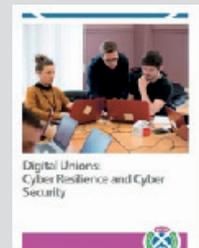


## Scottish Union Learning General Information

The Scottish Union Learning General Information Leaflet provides a brief overview of the different areas of work covered, such as the Learning and Development Funds, Leadership Development Fund, Equalities, and Digital Unions.

## Scottish Union Learning Cyber Security & Cyber Resilience

This leaflet from Scottish Union Learning describes the resources available through the Embedding Cyber Resilience into Workplace Learning through Unions Project, including common terminology and definitions.



## Scottish Union Learning Fair Work: Leadership and Equality

This leaflet provides details about the Fair Work: Leadership and Equality Programme, which increases awareness around the Equality Rep network, and highlights the various leadership and equalities opportunities that are available through Scottish Union Learning.

# Learners' Quotes

“ Such a worthwhile course that I would love to have as many people be able to attend as possible. ”

“ The content was relevant and pitched at the right level. ”

“ I feel more able to talk to colleagues. ”

“ The day was well laid out and not too heavy in content, but I learned a lot. ”

“ Thank you so much for organising this, it has definitely been worthwhile and will truly add value. ”

“ The training was excellent. ”

“ Content was easy to understand and felt relevant. ”

“ I really feel more equipped to start conversations about mental health. ”

“ It's not only changed the way they deal with mental health, but it's changed the way they think about looking after their people. ”

“ I wish I had had this years ago, it was really useful. ”



Scottish Union Learning supports trade unions in accessing skills and lifelong learning opportunities for their members that contribute to collective prosperity, fairness and equality, for workers across Scotland.



Scottish Union Learning, in partnership with the Scottish Government's Fair Work Directorate, is currently providing support to unions in developing leadership capacity within unions and increasing the number of Equality Reps in workplaces in Scotland.



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**TUC Education website:** [www.unionlearn.org.uk/tuc-education](http://www.unionlearn.org.uk/tuc-education)

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