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Are you a School Support worker?

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Do you want to learn something new?

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Or are you keen develop your career?

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Would a UNISON Personal Learning  
Development Grant help?

# **UNISON Personal Learning Development Grants**

## **for School Support Staff Members**

We know how difficult it is to afford training to improve your job prospects due to huge increases in course fees and the withdrawal by many employers of financial support for career development.

Our Schools Support Staff members make up an increasing proportion of our union's membership. To help you get on at work and develop your career, UNISON is piloting Personal Learning Development Grants for Schools Support Staff. **A limited number of awards of up to £300 each** are offered for course fees.

These grants can be used for a wide range of courses. They can help pay for fees on any general non-vocational course (e.g. IT courses, skills training, languages etc.) or any vocational course relevant to working in public services (e.g. counselling, accountancy and management courses would be supported but not beautician training or electronic engineering!).

You do need to be paying the full course fee yourself to be eligible for this grant. We will give preference to members with few or no qualifications when allocating these awards. We are also keen to hear from members who are active in their branch. However applications are welcomed from all Schools Support Staff members.

### **To Apply**

Complete and return the application form overleaf to reach us by **25<sup>th</sup> August 2017**. We will consider all applications on that date so that grant criteria can be applied fairly, and let all applicants know the outcome very shortly after that date.

**In addition to the conditions mentioned above, the following also apply for receipt of a learning grant:**

- 1) You must be a member of UNISON for at least 4 weeks prior to applying for an award, have no arrears of subscriptions, and continue to pay membership subscriptions during the time you are supported by an award.
- 2) Each member can receive one UNISON learning grant only in each calendar year, up to a maximum of four grants.
- 3) Grants will be made at the discretion of the NEC Development & Organising Committee.
- 4) The course you wish to study must start in 2017.

# UNISON Personal Learning Grants 2017 – Application Form

## for School Support Staff members

### SECTION ONE – applicant to complete

#### YOUR DETAILS

Your Name: \_\_\_\_\_ UNISON Membership Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime telephone (work or home): \_\_\_\_\_

Occupation: \_\_\_\_\_

Working hours per week (Please tick) :

☐ Less than 10 hours

☐ 10 – 20 hours

☐ 20 – 30 hours

☐ 30 + hours

Please tick to tell us of any previous qualifications you have, i.e. from school, college, etc.

There is no need to provide any more details

☐ Entry and Level 1 (e.g. NVQ Level 1)

☐ Level 2 ( e.g. GCSEs A-C)

☐ Level 3 (e.g. A/AS levels)

☐ Level 4 and above (e.g. first level degree)

☐ None

Length of UNISON membership: \_\_\_\_\_ years \_\_\_\_\_ months

UNISON Branch Name: \_\_\_\_\_

If you hold any positions in your UNISON branch tell us which branch positions(s) you hold?

#### THE COURSE YOU WANT TO STUDY

Course title : \_\_\_\_\_

Course Level (if applicable) : \_\_\_\_\_

Name of college: \_\_\_\_\_

Duration of the course : \_\_\_\_\_ years \_\_\_\_\_ months

For courses of more than one year, which year is this (e.g. 2<sup>nd</sup> of 3 years): \_\_\_\_\_

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Course start date:     /     /

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Course fees this year: £

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Are you meeting the full cost of course fees yourself?     ☐ Yes     ☐ No

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If not, what amount of your fees are you paying?     £

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Member's signature ..... Date.....

**Member: Now send your completed form to your branch to authorise:**

- Email a copy of your completed form to your branch asking them to complete Section 2, or pass them a paper copy to sign.
  - Or, if you don't have contact details for your branch, send your completed form to the Bursaries Administrator (address below) and we will contact your branch for you.
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## SECTION TWO

**to be completed by the Branch Secretary or the Branch Education Officer**

Branch Name .....

Address .....

.....

.....

..... Postcode .....

Branch Stamp

I confirm that .....(name of applicant)

- is at present a member of this branch of UNISON
- is not in arrears with subscriptions
- has completed the above details correctly to the best of my knowledge

Branch Signature: ..... Date: .....

**Branch:** Once you have completed Section 2 , you can either email a copy of the form to [LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk) from the branch email address or sign a paper copy and return it to the address below.

**THIS FORM MUST BE RECEIVED BY LAOS NO LATER THAN 25<sup>th</sup> AUGUST 2017**

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Return the form to:

**Bursaries Administrator,**

**UNISON Learning & Organising Services,**

**130 Euston Road,**

**London NW1 2AY**

**Tel: 020 7121 5116**

**email:**

[LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk)

**NB MEMBERS:** To keep your bank details secure, print and complete this page by hand. **DO NOT INCLUDE** this when passing your bursary application to your branch for approval/signature. Send it to **UNISON Learning and Organising, 130 Euston Road, London NW1 2AY.**

## **UNISON SCHOOL SUPPORT STAFF GRANT**

### **FORM FOR PAYMENT TO MEMBERS BY BACS**

The Union's preferred method for paying bursaries is to transfer money direct to members' bank accounts by BACS. This avoids the risk of cheques being lost or delayed.

Payments are processed on a weekly basis and members will be sent a remittance advice showing details of payments. This will be sent by email where possible to keep costs down.

So that we can process any payment due to you via the BACS system, please complete the form below and return it to **UNISON Learning and Organising Services, UNISON Centre, 130 Euston Road, London NW1 2AY.**

#### **Your details**

Your name (please print): .....

e-mail address: .....

Address: .....

.....

..... Postcode: .....

#### **Please credit UNISON payments to my bank/building society:**

##### **Your bank details**

Bank/building society name: .....

Sort Code: .....

Account number: .....

Bank/building society reference (if applicable): .....

Signed: .....

Date: .....

**THIS FORM MUST BE RECEIVED BY LAOS NO LATER THAN 25<sup>th</sup> AUGUST 2017**

## LEARNING IN UNISON

**FREE One-day workshops:** Try our free one-day 'taster' workshops as an introduction to UNISON learning. Explore the skills you have, how to make the most of them and how to develop new skills. Workshops include:

- Your skills, your future
- Facing change together
- Making the most of the internet
- Mental health awareness

### Return to Learn

These FREE award-winning, short, introduction to study courses are for UNISON members only. They are designed for adults to build self-confidence, widen horizons and help progress at work. No exams are involved and many find it a helpful route into future and higher education. Courses on offer are:

- Return to Learn
- Women' Lives

**To find out more about our one-day workshops or our Return to Learn programme, email [LearningAndOrganising@unison.co.uk](mailto:LearningAndOrganising@unison.co.uk)**

### UNISON's Education Partnerships

UNISON works with a range of educational providers including the National Extension College (NEC). The NEC offers second-chance learning to people for whom attending regular classes at a school or college would not be possible. UNISON members can claim 10% discount on all NEC courses.

The NEC delivers its courses by distance learning. These include GCSEs and 'A' Levels, and qualifications in childcare and early years. From 2015, CACHE accredited courses in Supporting Teaching and Learning are also available.

**FREE Taster:** To help you find out whether distance learning courses are for you, the NEC is offering UNISON members a free taster course, 'Children's Growth and Development'.

**To find out more, go to: <https://www.nec.ac.uk/content/nec-working-partnership-unison>**