

Our ref:
Your ref:
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TO:
ALL BRANCH SECRETARIES/ BRANCH EDUCATION CO-
ORDINATORS/ BRANCH WOMEN'S OFFICERS/ BRANCH
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8 January 2014

Dear Colleagues

Women's History Course – (Women only)

RESIDENTIAL COURSE INVITATION

DATES: Friday 21 March – Sunday 23 March 2014

VENUE: T&G Centre, Eastbourne

**CLOSING DATE FOR
APPLICATIONS:** Monday 24 February 2014

What will the course cover?

A broad range of topics will be included in the course content, some of which covers

- Women's suffrage
- Women and politics
- Feminist theories
- Women and the trade union movement
- Women in to public life

Is there a right to time-off with pay to attend the course?

If you are a UNISON Representative you may be able to secure paid release to attend the course, alternatively you might have to arrange annual leave or lieu.

Are there any child/ dependant care facilities?

If you need help with child/ dependent care, please give details on the course application form. Once we have received your request we will contact you to discuss your needs and make arrangements.

Are there any facilities for disabled members?

For all courses we seek venues which are accessible to all course applicants. Every effort will be made to make suitable arrangements for disabled members. Please give details on the course application form and we will contact you to make arrangements.

What accommodation and meals are provided?

All accommodation, refreshments and meals are provided and any specific dietary needs are catered for on request e.g. vegetarian, etc. If you have a specific requirement, please complete the appropriate section on the form.

What does it cost?

The course costs you nothing and all accommodation and meals are paid for by UNISON. Your branch will have to pay a course fee of £190.00 per person plus any travelling and out-of-pocket expenses. Please do not send cheques with applications, as your branch will be invoiced.

Travel

You will need to make your own travel arrangements and claim your travel expenses (and any other expenses) from your branch, in advance if necessary.

How do I apply?

Complete the attached application form. Ensure that all questions are answered as fully as possible. Please ensure that your form is countersigned by your **Branch Secretary or other authorised branch officer who countersigns the form** as forms cannot be accepted without this signature and will be returned to the branch.

Please give your home address for the joining instructions (to avoid them going astray at work). Return the completed form to UNISON Regional Office at Guildford (address at top of this letter).

Is there a deadline for applications?

Applications need to have been received at this office by **Monday 24 February 2014** at the latest. I look forward to hearing from you.

Yours sincerely,

Fiona Roberts

Fiona Roberts
Regional Women's Officer
ENC: Flyer and Application form