

## Taking Your Career Higher

**There is still time to apply for a place on the Certificate in Higher Education Open (CHEO), the new fully-funded HNC-level qualification being offered by Scottish Union Learning.**

The two-year part-time course in Business Management will see workers from across the Highlands and Islands come together for the first higher education full qualification offered by Scottish Union Learning in partnership with The Open University in Scotland. To be considered for a place on the course, you should live or work in the Highlands and Islands, be able to demonstrate your commitment and capability to undertake the two-year programme and have no formal qualifications beyond SCQF Level 6 (Scottish Higher). If you earn £22,000 per year or less, you will be expected to apply for the Part Time Fee Grant to maximise the funding available for the CHEO course. (Scottish Union Learning will cover all fees where applicants are not eligible for the Part Time Fee Grant). If you meet these requirements, contact your local ULR or Eleanor Adam at [eadam@stuc.org.uk](mailto:eadam@stuc.org.uk) for an application form. **All applications must be received by 5pm on Friday, 3<sup>rd</sup> August** in electronic format to [eadam@stuc.org.uk](mailto:eadam@stuc.org.uk) and in a signed hard copy to CHEO, Eleanor Adam, Scottish Union Learning, UNISON Building, 53 Shore Street, Inverness, IV1 1NF.

### What subject areas are included in the certificate?

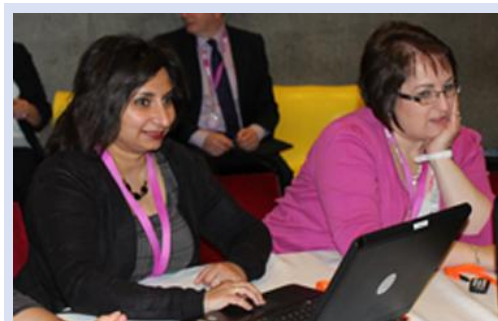
Students on the Certificate of Higher Education Open course will complete four modules at SCQF Level 7 over two years.

**Module 1: Oct 12 - March 13:** An Introduction to Business Studies explores the common aims and characteristics of business – investigating what makes them different. (30 credits)

**Module 2: Apr 13 - Sept 13:** Managing in The Workplace shows how management ideas and activities are built into your existing knowledge and skills. (30 credits)

**Module 3: Oct 13 - March 14:** Working and Learning: Developing Effective Performance at Work is an introduction to the skills of work-based learning. (30 credits)

**Module 4: Apr 14 - Sep 14:** Professional Communication Skills for Business Studies explores how to succeed in business studies, and business in general, through effective communication. (30 credits)



(Pictured Left) Khadija Patel, OU Project Officer (Work Based Learning), will co-ordinate the CHEO programme.

## CHEO Key Dates

**The important dates and activities in the run-up to the new CHEO course include:**

**From 23<sup>rd</sup> July:** Applicants to complete Part Time Fee Grant applications (for registration day on 27<sup>th</sup> August)

**3<sup>rd</sup> August:** Closing date for CHEO applications

**w/c 6<sup>th</sup> August:** Candidates advised if their application is being taken forward

**w/c 13<sup>th</sup> August:** Candidates interviewed by telephone to establish suitability

**27<sup>th</sup> August:** Enrolment of successful applicants and induction activities

**28<sup>th</sup> August:** Induction and orientation

**6<sup>th</sup> October:** The first CHEO module begins

## ULRs Come from Near and Far for Highlands and Islands Conference

A big "thank you" goes to all the ULRs who attended the 2012 Highlands & Islands Conference in Eden Court in Inverness on 15<sup>th</sup> June 2012. The theme of this year's Conference was **"Union Learning: A Better Way for Workers and Our Planet"**, which considered how green measures can positively contribute to workplace learning. There was a good geographical spread of delegates, and most areas of the Highlands and Islands were represented. Particular thanks are due to the ULRs who travelled from the Outer Hebrides, Orkney and Shetland, as this was the first time that all the islands were represented. Another first for this year's Conference was that it was paper-free! Feedback from the delegates was very positive overall, and the majority rated the Conference good or excellent. If you would like any photos from the day, please contact Ann Irvine by email at [ea Irvine@stuc.org.uk](mailto:ea Irvine@stuc.org.uk).



A total of 55 delegates participated in the Conference, with representation from ASLEF, BECTU, GMB, NUJ, Prospect, PCS, RCM, RMT, UCATT, UNISON and Unite.

## Contact

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[www.scottishunionlearning.com](http://www.scottishunionlearning.com)

## CHEO Learner Quotes

Speaking on the first CHEO module, *An Introduction to Business Studies*, Natalie Rees said: *"If this is your first ever course, then you could do a lot worse than picking this one."*

## CHEO: Want to find out more?

For any queries about the **application process** for the Certificate of Higher Education Open, please contact Eleanor Adam at [eadam@stuc.org.uk](mailto:eadam@stuc.org.uk).

For questions about **the course content or studying with the Open University**, contact Khadija Patel at [khadija.patel@open.ac.uk](mailto:khadija.patel@open.ac.uk) or go to <http://www3.open.ac.uk/study/undergraduate/course/business-and-management/index.htm>.

To find out more about the **Part Time Fee Grant**, go to [www.saas.gov.uk](http://www.saas.gov.uk).

To see **student reviews** of the first module of the CHEO course, visit <http://www3.open.ac.uk/coursereviews/course.aspx?course=b120>.

## Dates set for the next Cross Union ULR Forums

Have you requested time off, if required, to attend your Cross Union ULR Forum? It's happening soon and your forum needs you!

If there is no Forum in your area, please feel free to come along to the one nearest to you. If you would like to suggest a speaker or an item for the agenda, please contact Pam or Eleanor. Please note: You must have approval from your own union to attend STUC events.

**Western Isles** - Wed 5<sup>th</sup> Sept 12-3pm, An Lanntair, Stornoway  
- Wed 21<sup>st</sup> Nov 12-3pm, Stornoway

**Inverness** - Fri 7<sup>th</sup> Sept 11-2pm, UNISON Resource Centre, Inverness  
- Thurs 29<sup>th</sup> Nov 11-2pm, time and venue to be advised

**Caithness** - Wed 12<sup>th</sup> Sept 11-2pm, Pentland Hotel, Princes St, Thurso  
- Fri 30<sup>th</sup> Nov 11-2pm, time and venue to be advised

**Orkney** - Thurs 13<sup>th</sup> Sept - time and venue to be advised  
- Fri 23<sup>rd</sup> Nov 12-2pm (Skype or VC)



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