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### Overview

This unit is appropriate for you if your role involves:

1. developing yourself in the role of a union representative

The activities you are likely to be involved in:

1. getting involved in appropriate networks
2. identifying your skills and learning needs
3. identifying priorities and managing your time
4. producing and monitoring your learning plan
5. reflecting on your practice in role as a union representative

The elements are:

1. building contact and information networks
2. choosing self-development programmes to support your role
3. deciding how to use the resources you have to do your job as a representative
4. developing, reviewing and evaluating your own development plan

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### Performance criteria

*You must be able to:*

#### **Build contact and information networks**

- P1 take opportunities to get involved with networks where these are compatible with union policy and have something to offer you and the members
- P2 provide relevant information to contacts who might find it useful
- P3 attend network meetings which offer you opportunities to learn and exchange useful information
- P4 consult with experienced members of your network when you need help
- P5 keep up to date records of contacts and their areas of expertise

*You must be able to:*

#### **Choose self-development programmes to support your own role**

- P6 identify what you already know and can do, and match this to what you are expected to do as representative in order to list the knowledge and skills you need to gain
- P7 work out what your priorities should be and produce a realistic plan of what you need to learn, updating your plan regularly
- P8 make sure that your learning plan includes the skills you need to be a more effective team member
- P9 find out about educational programmes and learning opportunities which will help you meet your needs, and make a case for attending any course which will help you
- P10 allocate enough time in your schedule to enable you to learn properly
- P11 review the success of any educational programme you attend with a person who can help you assess whether the programme has been worthwhile
- P12 use the results of this review to update your learning plan
- P13 use the feedback about your knowledge, skills and performance to help you plan how to improve your performance as a representative

*You must be able to:*

#### **Decide how to use the resources you have to do your job as a representative**

- P14 list all your responsibilities and the activities associated with each one, and rank these in order of priority and importance
- P15 work out the time you have available to meet your responsibilities and work out how much time to allocate to each of your key responsibilities
- P16 make sure that you have a reasonable balance between fixed amounts of time which must be allocated in advance, and time which you may need to respond to matters as they come up
- P17 identify activities and responsibilities which you can quickly reallocate or postpone if you have to respond to an emergency or other unanticipated event

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- P18 agree with your colleagues to delegate some of your work if you find that you do not have enough time to meet your responsibilities
- P19 refuse requests to take on other activities which are outside your normal responsibilities and which could be done by other people
- P20 monitor the way in which you are using your time, and modify your time schedule to meet new and changing demands
- P21 ask for help to improve your time management, if you find that you are not meeting your responsibilities because of this

*You must be able to:*

#### **Develop, review and evaluate your own development plan**

- P22 develop a personal learning plan and regularly review it
- P23 evaluate your own practice against set goals and targets
- P24 Select and use a range of valid and reliable evidence for assessing your work
- P25 interpret the evidence with the support of others
- P26 assess the impact of your behaviour and values on members
- P27 use the evidence of your performance to reflect on your practice
- P28 accept constructive criticism in a positive manner and assess it for its validity and importance
- P29 revise your goals and targets as a result of reviewing all relevant evidence of performance

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### Knowledge and understanding

*You need to know and understand how to:*

#### **The nature and role of self-development within the role of health and safety representative**

- K1 identify and use appropriate methods of self-assessment
- K2 produce, use and monitor personal development plans
- K3 identify and evaluate the factors which impact on your ability to identify your learning needs

#### **Principles and concepts**

- K4 make effective use of Information and Communication Technology (ICT) applications
- K5 prioritise activities
- K6 make use of time management techniques

#### **External factors influencing self-development**

- K7 comply with data protection legislation
- K8 identify and take into account current relevant debates relating to your area of responsibility, and the way in which they impact on your development needs
- K9 identify and take into account current government policy relating to your area of responsibility, and the way in which it impacts on your development needs

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