

CFATURL4

Enable union members to access learning opportunities and resources v2



Overview

This unit is appropriate for you if your role involves:

1. assisting members to access learning opportunities
2. representing members' learning interests

The activities you are likely to be involved in:

1. gathering and collating learning information
2. encouraging members to make use of learning opportunities
3. representing learner interests with authorities and agencies
4. maintaining a learning information base
5. negotiating access to learning for members

The elements are:

1. obtaining and providing information on learning opportunities
2. supporting and encouraging current and potential learners to access learning opportunities
3. setting up and maintaining a stock of learning resources
4. representing the interests of members by negotiating access to learning opportunities
5. developing and improving local learning opportunities

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Performance criteria

You must be able to:

Obtain and provide information about learning opportunities

- P1 find out what information is available and where it can be obtained
- P2 identify people who can provide information on a regular basis and request details which are useful for the workplace
- P3 identify the features and details of learning opportunities which are available locally
- P4 explain the information clearly and simply to people who do not understand it
- P5 summarise complicated information and pass useful information on to members who have expressed an interest in learning
- P6 set up a system to store and classify the information and keep it up to date
- P7 regularly update union notices and posters and remove any information which is no longer relevant
- P8 make sure that any information given is accurate and current
- P9 pass on requests and queries to people who can provide advice if you are unsure of the answer

You must be able to:

Support and encourage current and potential learners to access learning opportunities

- P10 identify barriers in access to learning opportunities and find ways to overcome them
- P11 encourage members who have not recently been involved in active learning to identify the benefits of gaining access to learning opportunities
- P12 give accurate and up-to-date information so that learners can make informed decisions about learning opportunities and possible qualification routes
- P13 provide learners with unbiased information which is based on the opportunities available, any constraints, and the learner's preferences
- P14 promote equality of opportunity in access to learning opportunities
- P15 suggest learning opportunities which take account of previous learning and experience and advise on a suitable learning route
- P16 act on behalf of the learner by representing their interests with people who have the authority to resolve problems of access

You must be able to:

Set up and maintain a stock of learning resources

- P17 obtain learning resources which are suitable for local learning needs
- P18 check that the language, style and format of the learning resources are

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appropriate to the needs of learners and are designed to promote equality of opportunity

- P19 use learning resources, particularly those which have been produced by external organisations, according to the requirements of copyright law
- P20 store learning resources in a suitable manner and in a way which helps learners to use them
- P21 provide learners with clear and accurate information on how to find and use the resources
- P22 make resources available at times which suit the needs and circumstances of learners
- P23 get feedback from users on the suitability of the learning resources and the way in which the resources were made available
- P24 record members' usage of learning resources

Represent the interests of members by negotiating access to learning opportunities and resources

You must be able to:

- P25 identify and prioritise cases where action is needed to improve members' access to learning opportunities and resources
- P26 prepare background materials for negotiators which clearly summarise the issues
- P27 prepare cases on behalf of members for presentation to decision makers
- P28 present clear arguments during negotiations and meetings and emphasise the benefits of improving members' access to learning opportunities and resources
- P29 note down what is agreed and check with everyone concerned that you have an accurate record
- P30 note down and check disagreements and differences in the interpretation of the information presented
- P31 decide what action could be taken within legislation, agreed procedures and union policy if the result is not acceptable
- P32 take time to review and assess what has been gained and what has been learned after presenting a case, and note these points down for future use and to help others

You must be able to:

Develop and improve local learning opportunities

- P33 identify the range of learning opportunities and resources available locally
- P34 assess the level and quality of learning opportunities and resources available locally
- P35 identify areas where existing learning opportunities and resources could be used or adapted to meet local needs
- P36 identify areas where there are no learning opportunities and new opportunities are needed
- P37 estimate the likely costs of adapting existing learning opportunities and

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- provide new opportunities
- P38 identify key areas for negotiation with decision makers about learning opportunities, resources and access
- P39 make contact with decision makers and suggest changes to existing opportunities, and propose new opportunities and resources to meet identified local needs
- P40 suggest ways in which access to learning opportunities could be improved
- P41 monitor the usage of learning opportunities by learners and obtain feedback on the quality of their learning experience

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Knowledge and understanding

You need to know and understand how to:

The nature and role of learning needs and opportunities

- K1 identify and access appropriate sources of information on learning opportunities
- K2 research and keep up to date on learning opportunities
- K3 identify appropriate sources of funding for learning
- K4 identify appropriate web sites
- K5 establish the features and details of different learning opportunities
- K6 identify learning and development opportunities available locally
- K7 identify learning and development opportunities available through the employer
- K8 identify and evaluate workplace trends which may affect the projections of skills needed locally
- K9 negotiate workplace agreements on access to learning opportunities
- K10 identify the types of situation which give rise to difficulties in accessing learning opportunities and resources
- K11 identify the benefits of improved access to learning opportunities and resources

Principles and concepts

- K12 recognise and make use of the terminology, acronyms and concepts associated with lifelong learning
- K13 identify barriers to learning, their impact on current and potential learners, and ways of overcoming the barriers
- K14 identify possible options for learning programmes, qualifications and progression routes
- K15 avoid bias in information and advice
- K16 identify types of information and advice learners are likely to need
- K17 identify and work with issues of equality of opportunity and non-discriminatory practice in relation to promoting learning and achievement
- K18 assess whether materials will suit learners' needs and identify the potential barriers to use
- K19 conform to copyright requirements relating to the use of learning resources

External factors influencing learning opportunities

- K20 identify and access sources of funding to meet the costs of learning
- K21 ways of conforming to copyright requirements relating to the use of learning resources
- K22 apply the requirements of data protection legislation

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