

CFATURO2

Develop and support union organisation in the workplace v2



Overview

This unit is appropriate for you if your role involves:

1. setting up local union structures
2. supporting local union organisation in the workplace
3. supporting representatives
4. advising on participative processes

The activities you are likely to be involved in:

1. encouraging members to seek election as representatives
2. identifying and providing information and support to local representatives and members
3. consulting with members and representatives to promote key issues and get their feedback
4. helping representatives develop appropriate local procedures and strategies which fit in with union policy
5. monitoring local arrangements to make sure they conform to union policies and procedures
6. giving advice and support on collective bargaining procedures
7. assisting local representatives to use ballots, meetings and publications as part of the consultation process
8. developing arguments and comparisons to support collective bargaining locally

The elements are:

1. planning and monitoring the development of workplace organisation
2. providing resources and advising representatives on systems and strategies
3. promoting, supporting and advising on participative structures and processes
4. promoting and enlisting support for priority collective bargaining issues
5. developing and promoting a workplace collective bargaining agenda

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Performance criteria

You must be able to:

Plan and monitor the development of workplace organisation

- P1 identify potential representatives and provide them with information and support
- P2 make sure that representatives are consulted and advised regularly on union benefits, matters of policy, reporting, local interpretation and implementation
- P3 monitor the structure and processes of local organisation on a regular basis, evaluate against union aims and objectives and communicate proposed improvements to representatives
- P4 make clear recommendations to representatives on actions required to maintain conformity with procedures and policies
- P5 initiate and develop appropriate strategies to improve workplace organisation
- P6 make sure that likely future developments in relevant occupational sectors are regularly reviewed with representatives and evaluated for the impact on the workplace
- P7 provide clear advice on specialist services which give information on relevant future trends
- P8 agree strategies with representatives which take into account known and anticipated changes impacting on the workplace
- P9 provide support for the implementation, monitoring and modification of strategies to meet new challenges
- P10 provide union committees with information on the strength of workplace organisation

You must be able to:

Provide resources and advise representatives on systems and strategies

- P11 circulate information and resources which have potential relevance to local representatives
- P12 maintain an information system for union policies, procedures and agreements
- P13 make sure that requests for information and advice from representatives are answered promptly and that advice is clear, appropriate to the circumstances, and conforms to union policy and procedure
- P14 make sure that where enquiries exceed your knowledge and responsibility requests are made to specialist services
- P15 provide representatives with accurate information on recognised procedure agreements and structures, and make modifications to meet local circumstances
- P16 make sure that the implications and normal operating practices contained in agreements are explained fully to representatives

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You must be able to:

Promote, support and advise on participative structures and processes

- P17 provide representatives with support and advice on how to develop processes for gathering members' views and needs
- P18 assist representatives to develop participative structures which are relevant to local circumstances
- P19 make sure that methods of participation are monitored and evaluated for compliance with union rules, the needs of the membership and local circumstances, and are adapted in line with feedback from members
- P20 make recommendations for resources to establish and support participative structures
- P21 identify potential branch officers and provide them with support and advice
- P22 encourage potential branch officers to stand for election
- P23 provide senior officers of the union with feedback on the effectiveness of participative structures

You must be able to:

Promote and enlist support for priority collective bargaining issues

- P24 regularly consult sources of information and identify key factors likely to contribute to future policy formation and priority collective bargaining issues
- P25 recommend sources of information to support collective bargaining to representatives
- P26 encourage and assist representatives to consult with members to identify opportunities for implementation
- P27 make sure that coherent arguments and comparisons, which explain the relevance and benefits, are provided to encourage support for and to promote collective bargaining issues

You must be able to:

Develop and promote a workplace collective bargaining agenda

- P28 identify opportunities which will facilitate the promotion of key priorities
- P29 consult representatives on the specific demands and priorities of local members
- P30 consult and advise representatives on methods of assessing employer and member attitudes, membership strength and resolve
- P31 review the collective bargaining agenda against emerging priorities and issues and agree amendments with representatives
- P32 provide persuasive arguments about the rationale, purpose and impact of specific policies for dissemination to members
- P33 advise representatives on appropriate processes of consultation and persuasion which will maximise membership acceptance and support for the collective bargaining agenda
- P34 where the overall agenda contains potential difficulties and contradictions, summarise key issues and refer to specialists and senior officers of the union for advice

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Knowledge and understanding

You need to know and understand how to:

The nature and role of workplace organisation

- K1 relate union policy and benefits to local needs
- K2 monitor and evaluate local organisation
- K3 review and evaluate future developments
- K4 identify the types of participative structures and processes which are relevant to local structures
- K5 monitor and evaluate methods of participation
- K6 identify the types of strategies for improving workplace organisation and how to select and implement them
- K7 select and use methods for reviewing emerging priorities and issues and identifying necessary changes

Principles and concepts

- K8 offer advice and make recommendations to representatives
- K9 access information on union policies, priorities and support for workplace organisation
- K10 select and set up relevant procedural agreements
- K11 access and use specialist services

External factors influencing workplace organisation

- K12 identify relevant employment law and codes of practice which apply to union representation and activities
- K13 respond to external economic and social factors influencing union activities

The nature and role of collective bargaining

- K14 apply the union's policy on collective bargaining
- K15 access sources of information for identifying key factors affecting collective bargaining
- K16 identify relevant employment law and codes of practice which apply to collective bargaining

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