

CFATURO3

Plan, implement and co-ordinate local union participative structures and processes v2



Overview

This unit is appropriate for you if your role involves:

1. setting up structures and processes to encourage participation

The activities you are likely to be involved in:

1. agreeing facilities and resources to perform duties with employers
2. identifying potential representatives and encouraging them to stand for election
3. developing appropriate methods of participation and consultation with members

The elements are:

1. contributing to the development of the local representative strategy
2. contributing to participative structures and processes

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Performance criteria

You must be able to:

Contribute to the development of the local representative strategy

- P1 identify and agree sufficient facilities and resources with employers to enable representatives to perform their duties in the workplace
- P2 identify potential representatives and provide them with information, support and advice
- P3 encourage potential representatives to stand for election
- P4 monitor local representative strategy and practice on a regular basis and correct any variances from union policy and procedure
- P5 review likely future developments in relevant occupational sectors and identify significant implications for future employment opportunities and conditions
- P6 identify and make use of specialist information on relevant future trends
- P7 agree appropriate and realistic strategies with colleagues and officers of the union which take account of known and anticipated changes in social and economic conditions
- P8 implement, monitor and modify strategies to meet new and emerging information and trends

You must be able to:

Contribute to participative structures and processes

- P9 identify information sources and examples of participative structures which are relevant to local needs and circumstances
- P10 identify and adopt valid democratic consultative processes to identify members' views and the needs of particular interest groups
- P11 Identify and adopt appropriate methods of participation which meet membership needs and union guidelines, and which are realistic in terms of local circumstances
- P12 monitor and evaluate participation methods selected
- P13 set and evaluate participative systems and evaluate them against appropriate criteria and feedback from members
- P14 make clear and justifiable recommendations and requests to officers of the union for resourcing to support and establish participative structures
- P15 identify potential branch officers and provide them with support and advice
- P16 encourage potential branch officers to stand for election
- P17 maintain regular contact with branches and provide branch officers with clear and accurate advice on branch organisation, administration and finance

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Knowledge and understanding

You need to know and understand how to:

The nature and role of local representative structures

- K1 identify and access appropriate sources of information and advice on your industry, employment opportunities and conditions and emerging trends in social and economic matters
- K2 establish the resources and facilities needed for participative structures and processes
- K3 identify and respond to the local needs and characteristics which affect the choice of participative methods
- K4 identify and accommodate relevant interest groups and their impact on participative structures and processes
- K5 evaluate alternative participative structures and select appropriate ones
- K6 make use of specialist information and advice services
- K7 identify the role of a representative

Principles and concepts

- K8 identify effective communication and consultation structures
- K9 identify and evaluate alternative methods of participation
- K10 make sure that local procedures conform to union policy
- K11 make sure information is up-to-date
- K12 establish agreements on ways of monitoring and evaluating local participative structures and processes
- K13 collect the views of members
- K14 assess your systems against appropriate criteria

External factors influencing participative structures

- K15 identify and apply relevant employment law and codes of practice and negotiation in relation to participative structures

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