

# CFATURR4

## Establish and maintain union collective agreements with employers v2



---

### Overview

This unit is appropriate for you if your role involves:

1. negotiating collective agreements with employers
2. promoting collective agreements to employers and members
3. helping to deliver collective agreements

The activities you are likely to be involved in:

1. presenting preferred recognition agreements to employers
2. negotiating modifications to agreements
3. seeking opportunities to extend recognition and bargaining rights
4. keeping members informed and committed to agreements
5. setting up procedures and systems to deliver agreements

The elements are:

1. promoting the industrial relations benefits of collective agreements to employers and members
2. supporting and assisting the development of structures and procedures for collective agreements
3. contributing to the negotiation of collective agreements with employers

# CFATURR4

## Establish and maintain union collective agreements with employers v2

---

### Performance criteria

*You must be able to:*

#### **Promote the industrial relations benefits of collective agreements to employers and members**

- P1 monitor employer levels of commitment to continued recognition of bargaining rights
- P2 identify opportunities to extend rights to information, consultation and participation
- P3 provide employers with up-to-date and accurate information about the union's preferred procedure agreements for recognition
- P4 collect complete and accurate information about changes to agreements on bargaining rights proposed by employers and make it available to colleagues and officers of the union
- P5 make sure that approaches to employers which are intended to avoid negative changes contain complete and persuasive details of the benefits of continued recognition of bargaining rights
- P6 consult with appropriate authorities and agencies when additional information and advice on de-recognition is required
- P7 make sure that members are kept informed of any developments which may affect bargaining rights
- P8 encourage members to support and persuade others to support the local retention and extension of bargaining rights

*You must be able to:*

#### **Support and assist the development of structures and procedures for collective agreements**

- P9 encourage employers to establish joint machinery which is appropriate to the size and scope of the bargaining unit
- P10 prepare appropriate and relevant agendas and agree them with union decision makers and members involved in joint arrangements
- P11 make sure that appropriate co-ordinating arrangements are made with other unions who have legitimate interest in joint mechanisms
- P12 assess regularly and accurately the effectiveness of consultative arrangements against appropriate criteria, and provide assessments to interested parties
- P13 provide union members serving on consultative forums with relevant, accurate and realistic information and advice

*You must be able to:*

#### **Contribute to the negotiation of collective agreements with employers**

- P14 conduct formal presentations in a style, format and manner designed to promote goodwill
- P15 make sure that written communications are accurate and designed to promote respect and trust
- P16 explain fully and accurately the implications and normal operating

## CFATURR4

### Establish and maintain union collective agreements with employers v2

---

- practices contained in agreements on request
- P17 make sure that modifications to agreements requested by employers, which are outside your responsibilities and the policy of the union, are documented accurately and referred promptly to an appropriate authority for ratification
- P18 prepare complete and accurate documents which are checked for consistency of interpretation and forward them promptly for signing

# CFATURR4

## Establish and maintain union collective agreements with employers v2

---

### Knowledge and understanding

*You need to know and understand how to:*

#### **The nature and role of collective agreements**

- K1 establish the type of consultative machinery which would be suitable for your workplace and how to set it up
- K2 develop the most appropriate consultative agenda for your workplace and how to agree them
- K3 co-ordinate arrangements with other unions and how to establish them
- K4 identify and apply union policies on recognition agreements, bargaining rights and collective agreements
- K5 identify the reasons which justify extended bargaining rights and how to present them
- K6 establish the kinds of changes in bargaining rights which might affect your workplace
- K7 evaluate the changes or suggestions which your employer might make affecting bargaining rights

#### **Principles and concepts**

- K8 communicate key components of union policies
- K9 identify the sort of advice members may need and how to provide it
- K10 negotiate within agreed policies and procedures
- K11 apply the union's procedure agreement
- K12 identify who in the union is responsible for taking final decisions
- K13 identify the type and style of information which specialists might need in order to provide support and advice, and how to present this
- K14 keep members informed

#### **External factors influencing collective agreements**

- K15 identify relevant employment law and codes of practice which apply to union representation and activities in relation to collective agreements
- K16 identify and respond to external economic and social factors influencing union activities
- K17 engage with appropriate international employer and union bodies

# CFATURR4

## Establish and maintain union collective agreements with employers v2

---

<b>Developed by</b>	CFA Business Skills @ Work
<b>Version number</b>	1
<b>Date approved</b>	May 2007
<b>Indicative review date</b>	May 2009
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	ENTO
<b>Original URN</b>	UR4v2
<b>Relevant occupations</b>	Business, Administration and Law; Managers and Senior Officials; Education and training; Preparation for life and work; Protective Service Occupations; General; Skilled Trades Occupations; Elementary Occupations
<b>Suite</b>	Trades Union Representatives and Professionals
<b>Key words</b>	establish, maintain, union, collective, agreements, employers