
Overview

This unit is appropriate for you if your role involves:

1. Encouraging full participation in the union's policy-making processes.
2. Interpreting and following policy decisions.
3. Collecting and providing feedback on policy implementation.

The activities you are likely to be involved in:

4. Providing members and representatives with relevant and up-to-date policy information.
5. Briefing members and representatives on formal processes and procedures.
6. Consulting with members and representatives on union policy and gaining their commitment.
7. Preparing guidance materials on union policy.
8. Responding to requests for information from officers of the union.
9. Identifying problems with policy implementation and recommending action.

What the unit covers:

10. Encouraging members and representatives to formulate, interpret and follow policy decisions.
11. Collecting, analysing and providing feedback on policy implementation.

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Support and contribute to the policy-making processes of the union

Performance criteria

Encourage members and representatives to formulate, interpret and follow policy decisions

- You must be able to:*
- P1 Make sure that relevant and up-to-date policy information is made available to members.
 - P2 Provide members and representatives with information about democratic decision-making processes and encourage them to participate.
 - P3 Brief and advise members on formal processes and procedures for the drafting and submission of motions.
 - P4 Communicate changes to policy to other people.
 - P5 Prepare clear guidance to support policy decisions which are likely to cause difficulties in local interpretation.
 - P6 Make sure that, where policy does not cover particular circumstances, alternative guidelines are consulted and presented.
 - P7 Where policy is not being followed, provide members with clear and accurate advice on the action necessary to conform.
 - P8 Consult specialists when cases require expert interpretation and judgement and provide them with clear information.

Collect, analyse and provide feedback on policy implementation

- You must be able to:*
- P9 Collect examples of implementation of policy and provide accurate summaries to appropriate people.
 - P10 Investigate persistent and repeated problems which require policy clarification, and produce accurate summaries of the issues.
 - P11 Discuss potential problems over the practicality of policy with colleagues and senior officers of the union and provide accurate summaries of conclusions reached.
 - P12 Answer requests for information from officers of the union about policy requirements and amendments promptly, following appropriate consultation with colleagues and members.
 - P13 Prepare reports of difficulties in implementing policies which contain relevant examples, case studies and analyses, together with realistic recommendations on how to clarify or amend policy guidelines.

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Knowledge and understanding

The nature and role of policy making

You need to know and understand:

- K1 The procedures for policy-making and how to inform members and representatives about them.
- K2 Appropriate policy statement alternatives for your workplace.
- K3 Future policy requirements.
- K4 Analysis of policy issues.
- K5 Union policies and practices.
- K6 Methods of policy implementation.
- K7 Evaluation of feedback from members and representatives on the local implementation of union policies.

Principles and concepts

You need to know and understand:

- K8 Information sources.
- K9 The validity of information.
- K10 Appropriate sources of specialist advice.
- K11 The range of skills needed to communicate with members and representatives.
- K12 The types of difficulty which may arise and how to deal with them.
- K13 Consultation methods.
- K14 Methods to review policy.
- K15 Problems in implementing policy.

External factors influencing policy-making

You need to know and understand:

- K16 Codes of practice, agreements, procedures and legal requirements which affect workplace activities.
- K17 External economic and social factors influencing union activities.

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