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## Overview

**This unit is appropriate for you if your role involves:**

1. Developing yourself in the role of a union representative.

**The activities you are likely to be involved in:**

2. Getting involved in appropriate networks.
3. Identifying your skills and learning needs.
4. Identifying priorities and managing your time.
5. Producing and monitoring your learning plan.
6. Reflecting on your practice in role as a union representative.

**What the unit covers:**

7. Building contact and information networks.
8. Choosing self-development programmes to support your role.
9. Deciding how to use the resources you have to do your job as a representative.
10. Developing, reviewing and evaluating your own development plan.

**Performance  
criteria**

**Build contact and information networks**

- You must be able to:*
- P1 Take opportunities to get involved with networks where these are compatible with union policy and have something to offer you and the members.
  - P2 Provide relevant information to contacts .
  - P3 Attend network meetings which offer you opportunities to learn and exchange information.
  - P4 Consult members of your network when you need help.
  - P5 Keep up to date records of contacts and their areas of expertise.

**Choose self-development programmes to support your own role**

- You must be able to:*
- P6 Identify the knowledge and skills you need to gain for your role.
  - P7 Work out what your priorities should be and produce and update a plan of what you need to learn.
  - P8 Include in your plan the skills you need to be an effective team member.
  - P9 Find out about learning opportunities which will help you meet your needs, and make a case for attending suitable courses.
  - P10 Allocate enough time to enable you to learn.
  - P11 Review any educational programme you attend with a colleague.
  - P12 Use the results of this review to update your learning plan.
  - P13 Use the feedback about your knowledge, skills and performance to help you plan how to improve your performance as a representative.

**Decide how to use the resources you have to do your job as a representative**

- You must be able to:*
- P14 List all your responsibilities in order of priority.
  - P15 Allocate sufficient time to each of your key responsibilities, and allow for time you may need to respond to matters as they come up.
  - P16 Be prepared to reallocate time in case of an emergency or other

unanticipated event.

P17 Agree with your colleagues to delegate appropriate parts of your work.

P18 Modify your time schedule to meet new and changing demands.

P19 Ask for help to improve your time management if necessary.

**Develop, review and evaluate your own development plan**

*You must be able to:*

P20 Develop a personal learning plan and regularly review it.

P21 Evaluate your own practice against set goals and targets.

P22 Select and use a range of valid and reliable evidence for assessing your work.

P23 Interpret the evidence with the support of others.

P24 Assess the impact of your behaviour and values on members.

P25 Use the evidence of your performance to reflect on your practice.

P26 Accept constructive criticism in a positive manner and assess it for its validity and importance.

P27 Revise your goals and targets as a result of reviewing all relevant evidence of performance.

**Knowledge and understanding**

**The nature and role of self-development within the role of health and safety representative**

*You need to know and understand:*

- K1 Appropriate methods of self-assessment.
- K2 Personal development plans.
- K3 The factors which impact on your ability to identify your learning needs.

**Principles and concepts**

*You need to know and understand:*

- K4 The use of Information and Communication Technology applications for personal development.
- K5 How to prioritise activities.
- K6 Use of time management techniques.

**External factors influencing self-development**

*You need to know and understand:*

- K7 Data protection legislation.
- K8 Current relevant debates relating to your area of responsibility, and the way in which they impact on your development needs.
- K9 Current government policy relating to your area of responsibility, and the way in which it impacts on your development needs.

## CFAUC7

### Enhance the role of the union representative

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**Developed by** CFA Business Skills @ Work

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**Relevant occupations** Trade Union Representatives and Professionals

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**Suite** TUC Core Trade Union role

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**Key words** representing union; promoting union; union campaigns; union equality or opportunity; union policies; union initiatives