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## Overview

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

1. Identifying learning issues.
2. Developing the learning agenda.
3. Developing a strategy for promoting learning.

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

4. Consulting with members to identify their individual learning needs.
5. Identifying local learning needs and circumstances.
6. Quantifying the resources needed to meet local learning needs.
7. Consulting with employers about learning and skills strategies.
8. Assisting in local negotiations to obtain learning opportunities for members.
9. Reviewing progress and achievement of learning strategies.

### **What the unit covers:**

10. Consulting members on learning needs and provision of learning opportunities.
11. Obtaining and summarising information to support the development of a strategy for learning.
12. Leading and assisting in negotiations in the workplace.
13. Monitoring and reviewing the implementation of strategies and policies designed to promote learning.

## CFAUL2

### Develop a learning agenda and strategy for the promotion of union learning

#### Performance criteria

##### **Consult with members on learning needs and the provision of learning opportunities**

*You must be able to:*

- P1 Choose methods to consult with members which are democratic and relevant to the workplace, industry and the needs of particular interest groups.
- P2 Set up methods of consultation and participation which meet local needs and circumstances and conform to union's guidelines, policies and procedures.
- P3 Check that the systems set up for consultation are working by assessing the success of the systems, collecting the views of members and using this information to adapt and improve them.
- P4 Work out what resources (including time, funding, equipment and administrative costs) are needed to maintain the process of consultation, listing your requirements clearly, and pass the request on to the union.
- P5 Find out who might be willing to be involved in the learning representative function and encourage and support them to participate.
- P6 Keep in regular contact with local branch officers to keep them up to date with information about the workplace.

##### **Obtain and summarise information to support the development of a strategy for learning**

*You must be able to:*

- P7 Find out where to obtain relevant information which will be useful in supporting discussions and negotiations with employers.
- P8 Consult information sources regularly and note down any important details and references for future use.
- P9 Consult with employers about learning and skills strategies that meet their business needs.
- P10 Consult regularly with members, other learning representatives and officers of the union to find out what agreements about learning access and resources are being made locally, and in similar industries nationally.

## CFAUL2

### Develop a learning agenda and strategy for the promotion of union learning

- P11 Consult with specialists by making an accurate and clear request.
- P12 Note information which might be helpful in national negotiations for learning, and pass it on to officers of the union.

#### **Assist in negotiations in the workplace**

- You must be able to:*
- P13 Agree a negotiating strategy which is suitable for the type and subject of negotiation.
  - P14 Prepare a written submission of the union position, justified by supporting information and statistics.
  - P15 Accept an employer response if it meets the acceptable best result you have agreed with the negotiating team.
  - P16 Reject unacceptable employer responses in a manner which leaves the door open for continued discussions and negotiations.
  - P17 Make sure that you understand the reasons for a negative employer response and use persuasive arguments and any additional information that is available to pursue the argument.
  - P18 Ask questions to test the employer's position, the consistency and resilience of the arguments, and probe for possible movement.
  - P19 Follow the normal procedures and conventions for negotiations, which may be broken – but only where you believe that this may further the claim and where this has been agreed in advance with the negotiating team.
  - P20 Summarise and record all points of agreement.
  - P21 Decide what alternative action is possible within the terms of legislation and the existing procedure agreement where no agreement is possible.
  - P22 Keep notes of the results of the negotiation and pass these on to people who will find them useful.

#### **Monitor and review the implementation of strategies and policies designed to promote learning**

- You must be able to:*
- P23 Set up and conduct a regular review to find out how policy to promote learning is being implemented.
  - P24 Assess progress and quantify achievements and pass the information on

## CFAUL2

### Develop a learning agenda and strategy for the promotion of union learning

to the union.

- P25 Investigate persistent and repeated problems in implementing policy and make clear and accurate notes about the problems.
- P26 Identify cases where policies are impractical in the workplace, and produce recommendations for changes in consultation with members.
- P27 Pass on records of discussions and notes about problems to the union and ask for help and clarification.
- P28 Consult with members when officers of the union ask you about the implementation of policy to promote learning, and answer the enquiry as fully and accurately as possible.

## CFAUL2

### Develop a learning agenda and strategy for the promotion of union learning

#### Knowledge and understanding

##### The nature and role of learning within the workplace

*You need to know and understand:*

- K1 The advantages, benefits and social value of policy on learning and development.
- K2 Sources of information on learning and development issues.
- K3 Trade union priorities and national campaigns.
- K4 Networking with other organisations and informed parties.

##### Principles and concepts

*You need to know and understand:*

- K5 Sources of information on examples of good practice.
- K6 Appropriate methods of consulting with members and employers about learning needs.
- K7 Sources of information about learning opportunities.
- K8 Factors to take into account within the negotiating strategy.
- K9 Roles of team members.

##### External factors influencing learning and the workplace

*You need to know and understand:*

- K10 Current government and trade union initiatives on lifelong learning.

## CFAUL2

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