
Overview

This unit is appropriate for you if your role involves:

1. Setting up local union structures.
2. Supporting local union organisation in the workplace.
3. Supporting representatives.
4. Advising on participative processes.

The activities you are likely to be involved in:

5. Encouraging members to become representatives.
6. Providing information and support to local representatives and members.
7. Consulting members and representatives.
8. Helping representatives develop appropriate local procedures and strategies.
9. Giving support on collective bargaining.
10. Assisting local representatives to use ballots, meetings and publications as part of the consultation process.

What the unit covers:

11. Planning and monitoring the development of workplace organisation.
12. Providing resources and advising representatives.
13. Promoting, supporting and advising on participative structures and processes.
14. Promoting and enlisting support for priority collective bargaining issues.
15. Developing and promoting a workplace collective bargaining agenda.

**Performance
criteria**

Plan and monitor the development of workplace organisation

- You must be able to:*
- P1 Identify potential representatives and provide them with support.
 - P2 Make sure that representatives are consulted and advised regularly.
 - P3 Monitor local organisation on a regular basis and propose improvements to representatives where necessary.
 - P4 Develop appropriate strategies to improve workplace organisation.
 - P5 Agree strategies with representatives which take into account known and anticipated changes impacting on the workplace.
 - P6 Provide union committees with information on the strength of workplace organisation.

Provide resources and advise representatives on systems and strategies

- You must be able to:*
- P7 Circulate information relevant to local representatives.
 - P8 Maintain an information system for union policies, procedures and agreements.
 - P9 Make sure that requests for advice from representatives are answered promptly and appropriately.
 - P10 Make sure that where enquiries exceed your knowledge and responsibility requests are made to specialist services.
 - P11 Provide representatives with accurate information on recognised procedure agreements and structures, and make modifications to meet local circumstances.

Promote, support and advise on participative structures and processes

- You must be able to:*
- P12 Support representatives on how to develop processes for gathering members' views.
 - P13 Help representatives to develop participative structures which relevant to local circumstances.
 - P14 Make recommendations for resources to establish and support

participative structures.

P15 Identify potential branch officers and provide them with support.

P16 Encourage potential branch officers to stand for election.

P17 Provide senior officers of the union with feedback on the effectiveness of participative structures.

Promote and enlist support for priority collective bargaining issues

You must be able to:

P18 Regularly consult sources of information and identify key factors likely for future policy formation and priority collective bargaining issues.

P19 Recommend sources of information to support collective bargaining to representatives.

P20 Make sure that coherent arguments are provided to encourage support for and to promote collective bargaining issues.

Develop and promote a workplace collective bargaining agenda

You must be able to:

P21 Identify opportunities to promote of key priorities.

P22 Consult representatives on the priorities of local members.

P23 Consult and advise representatives on methods of assessing employer and member attitudes, membership strength and resolve.

P24 Review the collective bargaining agenda against emerging priorities and issues and agree with representatives.

P25 Provide persuasive arguments about the rationale, purpose and impact of specific policies for dissemination to members.

P26 Advise representatives on appropriate processes of consultation and persuasion which will maximise membership acceptance and support for the collective bargaining agenda.

Knowledge and understanding

The nature and role of workplace organisation

You need to know and understand:

- K1 Union policy and benefits for local needs.
- K2 How to evaluate local organisation.
- K3 How to evaluate future developments.
- K4 Participative structures and processes which are relevant to local structures.
- K5 Methods of encouraging participation.
- K6 Strategies for improving workplace organisation and how to select and implement them.

The nature and role of collective bargaining

You need to know and understand:

- K7 The union's policies on collective bargaining.
- K8 Sources of information for identifying key factors affecting collective bargaining.
- K9 Employment law and codes of practice which apply to collective bargaining.

External factors influencing workplace organisation

You need to know and understand:

- K10 Employment law and codes of practice which apply to union representation and activities.
- K11 External economic and social factors influencing union activities.

CFAUO2

Develop and support union organisation in the workplace

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