

---

## Overview

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

1. Setting up structures and processes to encourage participation.

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

2. Agreeing facilities and resources to perform duties with employers.
3. Identifying potential representatives and encouraging them to stand for election.
4. Developing appropriate methods of participation and consultation with members.

**What the unit covers:**

5. Contributing to the development of the local representative strategy.
6. Contributing to participative structures and processes.

**Performance  
criteria**

**Contribute to the development of the local representative strategy**

- You must be able to:*
- P1 Identify and agree sufficient facilities and resources with employers to enable representatives to perform their duties in the workplace.
  - P2 Identify potential representatives and provide them with information, support and advice.
  - P3 Encourage potential representatives to stand for election.
  - P4 Monitor local representative strategy and practice on a regular basis and correct any variances from union policy and procedure.
  - P5 Review likely future developments in relevant occupational sectors and identify significant implications for future employment opportunities and conditions.
  - P6 Identify and make use of specialist information on relevant future trends.
  - P7 Agree appropriate and realistic strategies with colleagues and officers of the union which take account of known and anticipated changes in social and economic conditions.
  - P8 Implement, monitor and modify strategies to meet new and emerging information and trends.

**Contribute to participative structures and processes**

- You must be able to:*
- P9 Identify information sources and examples of participative structures which are relevant to local needs and circumstances.
  - P10 Identify and adopt valid democratic consultative processes to identify members' views and the needs of particular interest groups.
  - P11 Identify and adopt appropriate methods of participation which meet membership needs and union guidelines, and which are realistic in terms of local circumstances.
  - P12 Monitor and evaluate participation methods selected.
  - P13 Set and evaluate participative systems and evaluate them against appropriate criteria and feedback from members.
  - P14 Make clear and justifiable recommendations and requests to officers of

## CFAUO3

### Plan, implement and co-ordinate local union participative structures and processes

---

the union for resourcing to support and establish participative structures.

- P15 Identify potential branch officers and provide them with support and advice.
- P16 Encourage potential branch officers to stand for election.
- P17 Maintain regular contact with branches and provide branch officers with clear and accurate advice on branch organisation, administration and finance.

## CFAUO3

# Plan, implement and co-ordinate local union participative structures and processes

---

### Knowledge and understanding

#### The nature and role of local representative structures

*You need to know and understand:*

- K1 Appropriate sources of information and advice on your industry.
- K2 Employment opportunities and emerging trends in social and economic matters.
- K3 Resources and facilities needed for participative structures and processes.
- K4 Local needs and characteristics which affect the choice of participative methods.
- K5 Interest groups and their impact on participative structures and processes.
- K6 Alternative participative structures and technologies.
- K7 Specialist information and advice services.

#### Principles and concepts

*You need to know and understand:*

- K8 Effective communication and consultation structures.
- K9 Alternative methods of participation.

#### External factors influencing participative structures

*You need to know and understand:*

- K10 Identify and apply relevant employment law and codes of practice and negotiation in relation to participative structures.

## CFAU03

Plan, implement and co-ordinate local union participative structures and processes

---

**Developed by** CFA Business Skills @ Work

---

**Version number** 2.0

---

**Date approved** March 2012

---

**Indicative review date** March 2015

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** TUC

---

**Original URN** CFAU03

---

**Relevant occupations** Trade Union Representatives and Professionals

---

**Suite** TUC Core Trade Union role

---

**Key words** union organisation; union structures and processes; presenting union information to the media; democratic organisation