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## Overview

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

1. Securing union recognition with employers.
2. Maintaining union recognition rights.

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

3. Identifying best current practice in recognition rights from within the union movement.
4. Making presentations to employers promoting the benefits of recognition.
5. Consulting with members and representatives on recognition rights and agreements.
6. Negotiating where recognition agreements are being challenged.
7. Encouraging appropriate consultative processes in the workplace.

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

8. Identifying and making contact with employers.
9. Maintaining contact with employers and promoting the benefits of union recognition.
10. Planning and monitoring the development of consultative structures and processes.

**Performance  
criteria**

**Identify and make contact with employers**

*You must be able to:*

- P1 Identify, analyse and summarise relevant information to advance recognition rights.
- P2 Identify the status and level of representation in target workplaces and confirm with appropriate authorities.
- P3 Make sure that written communications with employers are accurate, promote respect and trust, and clearly describe the advantages and benefits of recognition.
- P4 Make sure that presentations to employers are conducted in a manner, pace and style designed to promote goodwill and to emphasise the benefits of union organisation.
- P5 Provide employers with accurate additional background information on preferred procedure agreements and structures which are acceptable to meet local circumstances.
- P6 Identify and summarise potential conflicts with other unions and refer promptly to appropriate authority.

**Maintain contact with employers and promote the benefits of recognition**

*You must be able to:*

- P7 Identify and agree the resources and facilities required to enable representatives to perform their duties in the workplace.
- P8 Provide employers with up-to-date and accurate information about preferred procedure agreements and union priorities.
- P9 Consult with representatives regularly about evidence of employer commitment to recognition rights and opportunities to extend them.
- P10 Maintain communications with employers which promote respect and trust.
- P11 Obtain a rationale from employers for proposed modifications to recognition agreements and communicate this to representatives.
- P12 Refer any proposed modifications to agreements made by employers to an appropriate authority if outside union policy or own responsibility.

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- P13 Produce complete and persuasive arguments supporting the benefits of continued recognition and present them to employers.
- P14 Consult appropriate agencies when additional information is needed.
- P15 Prepare complete and accurate reports of cases where employers have changed recognition agreements and refer them promptly to an appropriate authority.

#### **Plan and monitor the development of consultative structures and procedures**

*You must be able to:*

- P16 Encourage employers and representatives to establish consultative machinery which is appropriate to the size and scope of the bargaining units involved.
- P17 Prepare appropriate and relevant documents which are approved by union decision-makers involved in consultative arrangements.
- P18 Consult representatives regularly on the suitability and effectiveness of existing consultative arrangements.
- P19 Assess the effectiveness of existing consultative arrangements against appropriate criteria and make them available within the union.
- P20 Make appropriate co-ordinating arrangements with other unions who have a legitimate interest in consultative mechanisms.
- P21 Provide union members serving on consultative forums with relevant, accurate and realistic information and advice.

## Knowledge and understanding

### The nature and role of recognition rights

*You need to know and understand:*

- K1 Local circumstances which are likely to affect agreements.
- K2 Benefits of recognition to employers.
- K3 Relevant information and advice for representatives on recognition rights and agreements.
- K4 Types of consultative machinery relevant to different workplaces.
- K5 Relevant procedural agreements.

### Principles and concepts

*You need to know and understand:*

- K6 Sources of information.
- K7 Effective presentation.
- K8 Facilities and resources to support representatives.
- K9 Effectiveness of consultative arrangements.
- K10 Co-ordinating arrangements with other unions which are appropriate to particular circumstances.

### External factors influencing recognition rights

*You need to know and understand:*

- K11 Relevant employment law and codes of practice which apply to union representation and activities.
- K12 External economic and social factors influencing union activities.

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