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## Overview

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

1. Negotiating collective agreements with employers.
2. Promoting collective agreements to employers and members.
3. Helping to deliver collective agreements.

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

4. Presenting preferred recognition agreements to employers.
5. Negotiating modifications to agreements.
6. Seeking opportunities to extend recognition and bargaining rights.
7. Keeping members informed and committed to agreements.
8. Setting up procedures and systems to deliver agreements.

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

9. Promoting the industrial relations benefits of collective agreements to employers and members.
10. Supporting and assisting the development of structures and procedures for collective agreements.
11. Contributing to the negotiation of collective agreements with employers.

**Performance  
criteria**

**Promote the industrial relations benefits of collective agreements to employers and members**

*You must be able to:*

- P1 Monitor employer levels of commitment to continued recognition of bargaining rights.
- P2 Identify opportunities to extend rights to information, consultation and participation.
- P3 Provide employers with up-to-date and accurate information about the union's preferred procedure agreements for recognition.
- P4 Collect complete and accurate information about changes to agreements on bargaining rights proposed by employers and make it available to colleagues and officers of the union.
- P5 Make sure that approaches to employers which are intended to avoid negative changes contain complete and persuasive details of the benefits of continued recognition of bargaining rights.
- P6 Consult with appropriate authorities and agencies when additional information and advice on de-recognition is required.
- P7 Make sure that members are kept informed of any developments which may affect bargaining rights.
- P8 Encourage members to support and persuade others to support the local retention and extension of bargaining rights.

**Support and assist the development of structures and procedures for collective agreements**

*You must be able to:*

- P9 Encourage employers to establish joint machinery which is appropriate to the size and scope of the bargaining unit.
- P10 Prepare appropriate and relevant agendas and agree them with union decision makers and members involved in joint arrangements.
- P11 Make sure that appropriate co-ordinating arrangements are made with other unions who have a legitimate interest in joint mechanisms.
- P12 Assess regularly and accurately the effectiveness of consultative

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arrangements against appropriate criteria, and provide assessments to interested parties.

- P13 Provide union members serving on consultative forums with relevant, accurate and realistic information and advice.

#### **Contribute to the negotiation of collective agreements with employers**

*You must be able to:*

- P14 Conduct formal presentations in a style, format and manner designed to promote goodwill.
- P15 Make sure that written communications are accurate and designed to promote respect and trust.
- P16 Explain fully and accurately the implications and normal operating practices contained in agreements on request.
- P17 Make sure that modifications to agreements requested by employers, which are outside your responsibilities and the policy of the union, are documented accurately and referred promptly to an appropriate authority for ratification.
- P18 Prepare complete and accurate documents which are checked for consistency of interpretation and forward them promptly for signing.
- P19 Widely promote the existence of newly signed agreements.

## Knowledge and understanding

### The nature and role of collective agreements

*You need to know and understand:*

- K1 Consultative machinery which would be suitable for your workplace and how to set it up.
- K2 An appropriate consultative agenda for your workplace.
- K3 Arrangements with other unions and how to establish them.
- K4 Union policies on recognition agreements, bargaining rights and collective agreements.
- K5 Reasons which justify extended bargaining rights and how to present them.
- K6 Changes in bargaining rights which might affect your workplace.
- K7 Changes or suggestions which your employer might make affecting bargaining rights.

### Principles and concepts

*You need to know and understand:*

- K8 Key components of union policies.
- K9 Agreed policies and procedures.
- K10 Responsibility for taking final decisions.
- K11 The type of information which specialists might need in order to provide support and advice.
- K12 How to keep members informed.

### External factors influencing collective agreements

*You need to know and understand:*

- K13 Relevant employment law and codes of practice which apply to union representation and activities in relation to collective agreements.
- K14 Economic and social factors influencing union activities.
- K15 Appropriate international employer and union bodies.

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**Originating organisation** TUC

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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 members; union collective interests; collective bargaining strategy; union recognition rights; union collective agreements; resolution industrial disputes; presenting union cases; workplace negotiations; union advocacy service