
Overview

This unit is appropriate for you if your role involves:

1. Planning, preparing for, and concluding workplace negotiations.

The activities you are likely to be involved in:

2. Creating and sustaining a negotiating team.
3. Identifying and gathering information relevant to the negotiations.
4. Preparing and recording agreements.
5. Researching the local context of the negotiation.
6. Getting draft agreements ratified.
7. Drafting formal letters of acceptance.

What the unit covers:

8. Obtaining information to support workplace negotiations.
9. Finalising and recording workplace agreements.

**Performance
criteria**

Obtain information to support workplace negotiations

- You must be able to:*
- P1 Identify and consult regularly sources of useful and relevant information and accurately summarise information.
 - P2 Extract valid and reliable economic and financial information on relevant organisations, and analyse, interpret and summarise it accurately.
 - P3 Make sure that information is regularly updated.
 - P4 Collate, analyse and summarise accurately, relevant and up-to-date social and demographic information.
 - P5 Consult colleagues regularly to provide accurate local information on comparative terms and conditions.
 - P6 Consult with appropriate specialists and provide them with unambiguous requests.
 - P7 Refer relevant information for use in national negotiations.

Finalise and record workplace agreements

- You must be able to:*
- P8 Prepare agreements which meet all relevant criteria in a suitable format and make accurate modifications to any documents, existing agreements and procedures which are affected by the new agreement.
 - P9 Clearly summarise and note key points of concern, agreements which have the potential to set precedent, compromise national strategies or affect other local agreements, and submit documents to appropriate specialists and officers of the union for advice and adjudication.
 - P10 Refer draft agreements to the appropriate union body for ratification.
 - P11 Draft formal letters of acceptance which are accurate and in a suitable format, and communicate promptly to employers.
 - P12 Record accurately the content and processes leading to agreements in the internal information systems, and make records available to colleagues and officers of the union.

Knowledge and understanding

The nature and role of workplace negotiations

You need to know and understand:

- K1 Information appropriate to workplace negotiation.
- K2 Union policies and practices in relation to workplace negotiations.

Principles and concepts

You need to know and understand:

- K3 Circumstances under which normal procedures and conventions might be broken.
- K4 Union procedures for ratification of agreements.

External factors influencing workplace negotiations

You need to know and understand:

- K5 Codes of practice, agreements, procedures and legal requirements which affect workplace negotiations and disputes.
- K6 National and local factors which influence particular workplace negotiations.

CFAUR6

Prepare for workplace negotiations

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 CFAUR6

Relevant occupations Trade Union Representatives and Professionals

Suite TUC Core Trade Union role

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