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## ORGANISING WORKS 2010

### (BSB41807 Certificate IV in Unionism and Industrial Relations)

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The Organising Works program incorporates the nationally accredited qualification BSB41807 Certificate IV in Unionism and Industrial Relations.

#### Units of Competency

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To achieve the Certificate IV in Unionism and Industrial Relations BSB41807 qualification, participants must complete 10 units of competency.

##### **BSBWRK403A Communicate with workers**

This unit is about communicating effectively with workers on a one to one basis and in groups in order to move them towards union membership, involvement, collectivism and activism.

Elements:

1. Build relationships with workers
2. Motivate workers
3. Make presentations

##### **BSBWRK404A Promote equality of opportunity and fair treatment for all workers**

This unit is about working with diversity and promoting equality within the union and the workplace. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.

Elements:

1. Promote involvement of diverse groups
2. Promote elimination of Discrimination
3. Access and review policies to promote equality and fair treatment

##### **BSBWRK405A Promote union values, principles and policies**

This unit is about the values of the union and social justice movements, and addresses the need for unionists to demonstrate integrity in their role. It requires recognition of the history and the political, social and economic importance of the wider trade union, political and social justice movements

Elements:

1. Demonstrate an understanding of union context and principles
2. Promote social justice and the trade union movement
3. Develop own and others' commitment to a collective and social justice agenda

##### **BSBWRK401A Develop and implement an organising plan**

This unit teaches participants to develop, implement and evaluate a strategic approach to organising and recruiting union members. Note that different organising plans may be developed for different worksites, employers and/or groups of workers.

Elements:

1. Develop organising plans
2. Implement organising plans
3. Evaluate organising plans

##### **BSBWRK402A Empower workers**

This unit is about how to advance the collective interests of workers and the union in the workplace, and more generally within the community, through the identification and development of activists.

The unit sees the development of activists and the creation of worker networks as an opportunity to empower members and to provide informal education to develop collective capacity.

Elements:

1. Identify commonality of issues and needs
2. Identify and develop Activists
3. Develop networks

**BSBWRK406A Participate in the bargaining process**

This unit is about effectively participating in the process of bargaining to establish collective agreements that maintain and promote rights and conditions for union members.

Individuals who perform this task of bargaining will be generally working with union staff in advocating members' interests in the development of collective agreements.

Elements:

1. Develop and promote a bargaining agenda and environment
2. Involve membership in bargaining processes
3. Implement agreement

**BSBWRK407A Provide advice to union members**

This unit teaches participants to effectively provide advice to union members about their industrial and employment rights.

Elements:

1. Identify information about members' rights
2. Interpret information about members' rights
3. Provide information, advice and support to members

**BSBWRK408A Undertake negotiations**

This unit is about effectively participating in negotiations either as an individual or as a member of a negotiating team.

The unit relates to the negotiation of a range of issues for workers, such as terms and conditions of employment, awards and agreements, workplace safety and industrial matters.

Elements:

1. Prepare for negotiations
2. Participate in negotiations
3. Finalise and monitor outcomes of negotiations

**BSBWRK409A Prepare for and participate in dispute resolution**

This unit is about preparing for and participating in a dispute resolution process including a dispute over the application of terms and conditions of employment or bargaining. It covers preparation of a case, participation in a dispute resolution process and the process of appearing before a tribunal or body to assist in the resolution of the dispute.

Elements:

1. Prepare for dispute Resolution
2. Participate in dispute resolution processes
3. Reach an outcome to dispute resolution
4. Evaluate and review outcome against objectives

**BSBLED401A Develop teams and individuals**

This unit is about how to determine individual and team development needs and to facilitate the development of the workgroup.

Elements:

1. Determine development Needs
2. Develop individuals and Teams
3. Monitor and evaluate workplace learning

**BSBOHS407A Monitor a safe workplace**

This unit teaches participants to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

Elements:

1. Provide information to the workgroup about OHS policies and procedures.
2. Implement and monitor participative arrangements for the management of OHS.
3. Implement and monitor the organisation's procedures for providing OHS training.
4. Implement and monitor procedures for identifying hazards and assessing risks.
5. Implement and monitor the organisation's procedures for controlling risks.
6. Implement and monitor the organisation's procedures for maintaining OHS records for the team.

## **Recognition of Prior Learning (RPL) and Credit Transfer**

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RPL and Credit Transfer are assessment processes that examine an individual's prior learning (both formal and informal) to determine if the individual is competent in the units that make up the qualification.

Applicants collect and submit evidence, such as work examples, supervisor reports, verified copies of previously gained certificates and resumes showing work history and experience. Evidence can also be given verbally, meaning that the assessor interviews the applicant and takes notes of the conversation as evidence.

The evidence shows that the individual can be awarded the qualification (or part thereof) without completing any more training.

OW Participants may apply for RPL and/or Credit Transfer by contacting the ACTU Organising Centre on (03) 9664 7363 or emailing [ehedger@actu.asn.au](mailto:ehedger@actu.asn.au)