



Australian Government

BSB41807 Certificate IV in Unionism and Industrial Relations

Release 4

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Modification History

Release	Comments
Release 4	<p>This version first released with <i>BSB07 Business Services Training Package Version 8.0</i>.</p> <p>Elective unit BSBPMG510A replaced with BSBPMG522A.</p>
Release 3	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 7.0</i>.</p> <p>BSBOHS elective unit updated with the BSBWHS unit and imported elective units updated with the most current equivalent.</p>
Release 2	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 6.0</i>.</p> <p>Outdated advice removed.</p> <p>Unit codes updated:</p> <ul style="list-style-type: none">• BSBCUS401A now BSBCUS401B• BSBCUS402A now BSBCUS402B• BSBITS401A now BSBITS401B
Release 1	<p>Initial release of this Qualification.</p>

Description

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in unionism and industrial relations in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job roles

- Union Organiser
- Workplace Union Representative.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30112 Certificate III in Business or other relevant qualification/s

OR

- with vocational experience in assisting workplace union representatives conduct unionism activities but without formal unionism qualifications.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Clerk
- Administrative Officer
- Clerk
- Customer Service Advisor
- Legal Secretary
- Medical Secretary
- Personal Assistant
- Small Business Assistant
- Student Services Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB51807 Diploma of Unionism and Industrial Relations.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> communicating effectively with workers to encourage them to join the union, and to become involved in union activities and activism negotiating with employers and employees during the bargaining process providing advice to union members consistent with their literacy abilities
Teamwork	<ul style="list-style-type: none"> developing networks of people from diverse backgrounds to promote equality of opportunity and fair treatment working within a team to identify opportunities to empower members
Problem-solving	<ul style="list-style-type: none"> predicting opposing arguments in a case before a tribunal and preparing key points to address them solving workplace issues and problems individually or in teams
Initiative and enterprise	<ul style="list-style-type: none"> finding new ways of enabling others to shift their attitudes presenting a range of options to resolve issues between members and employers thinking laterally about problems to find new solutions
Planning and organising	<ul style="list-style-type: none"> planning and organising contact and discussions with workers to promote unionism preparing and presenting unfair dismissal cases before a tribunal
Self-management	<ul style="list-style-type: none"> being self aware to ensure all members are treated fairly modelling behaviour that supports the values of unionism and thereby encouraging confidence and belief in unionism as a way of improving workers' lives
Learning	<ul style="list-style-type: none"> advising members and representatives on strategies to implement union policies reflecting on the success of negotiating tactics and strategies when representing a member or members before a tribunal
Technology	<ul style="list-style-type: none"> using computers and software to source information from the internet to research information relevant to a case before a tribunal using office technology to access, record and document

	information about negotiations or tribunal hearings
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Packaging Rules

Total number of units = 10

3 core units *plus*

7 elective units

2 elective units must be selected from the **Group A** units listed below.

At least **3 elective units** must be selected from the remaining **Group A** units or the **Group B** units listed below.

The remaining **2 elective units** may be selected from the **Group A** or **Group B** units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core units

Workplace Relations

BSBWRK403A Communicate with workers

BSBWRK404A Promote equality of opportunity and fair treatment for all workers

BSBWRK405A Promote union values, principles and policies

Elective units

Group A units

Workplace Relations

BSBWRK401A Develop and implement an organising plan

BSBWRK402A Empower workers

BSBWRK406A Participate in the bargaining process

BSBWRK407A Provide advice to union members

BSBWRK408A Undertake negotiations

BSBWRK409A Prepare for and participate in dispute resolution

Group B units

Customer Service

BSBCUS401B Coordinate implementation of customer service strategies

BSBCUS402B Address customer needs

Financial Administration

BSBFIA402A Report on financial activity

General Administration

BSBADM409A Coordinate business resources

Innovation

BSBINN301A Promote innovation in a team environment

Interpersonal Communication

BSBCMM401A Make a presentation

IT Support

BSBITS401B Maintain business technology

IT Use

BSBITU401A Design and develop complex text documents

Learning and Development

BSBLED401A Develop teams and individuals

Marketing

BSBMKG413A Promote products and services

BSBMKG414B Undertake marketing activities

Relationship Management

BSBREL401A Establish networks

Research

BSBRES401A Analyse and present research information

Risk Management

BSBRSK401A Identify risk and apply risk management processes

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Work Health and Safety

BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Project Management

BSBPMG522A Undertake project work

Writing

BSBWRT401A Write complex documents