



**Australian Government**

# **BSB51807 Diploma of Unionism and Industrial Relations**

**Release 3**

## BSB51807 Diploma of Unionism and Industrial Relations

### Modification History

Release	Comments
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Outdated advice removed.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>
Release 1	Initial release of this Qualification.

### Description

This qualification reflects the role of individuals who possess a sound theoretical knowledge base in unionism and industrial relations and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

### Job roles

- Union Official.

## **Pathways Information**

### **Pathways into the qualification**

Preferred pathways for candidates considering this qualification include:

- BSB41807 Certificate IV in Unionism and Industrial Relations or other relevant qualification/s

OR

- with vocational experience in unionism but without a formal qualification

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

- Union Organiser
- Workplace Union Representative.

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:

- BSB60407 Advanced Diploma of Management.

## **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"> <li>• conciliating and arbitrating on behalf of union members</li> <li>• consulting with stakeholders</li> <li>• managing conflict and resolving disputes</li> <li>• negotiating solutions for workplace issues</li> <li>• presenting information in a range of styles to suit a particular audience</li> <li>• questioning, clarifying and evaluating information</li> <li>• using advocacy skills to represent workers</li> <li>• using persuasive questioning techniques</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• applying teamwork skills to organise and allocate responsibilities in negotiation and bargaining</li> <li>• providing support for union organisers and coaching/mentoring as required</li> <li>• working with diverse individuals and groups</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• budgeting for campaigns or projects</li> <li>• managing risk and developing contingency plans</li> <li>• taking action to resolve worker issues</li> <li>• thinking laterally when encountering resistance to proposed solutions to workplace issues</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• being creative and providing innovative solutions to complex issues</li> <li>• developing a range of options when preparing cases for court or tribunal</li> <li>• implementing continuous improvement processes</li> <li>• making strategic decisions</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• allocating resources as required</li> <li>• collecting and analysing information and presenting it in an appropriate format</li> <li>• conducting risk management audits and preparing action plans</li> <li>• evaluating processes and recommending changes</li> <li>• planning and managing major research projects</li> <li>• planning, managing and reviewing campaigns</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• having personal goals and vision for future campaigns</li> <li>• managing own time and priorities and dealing with</li> </ul>

	<p>contingencies</p> <ul style="list-style-type: none"><li>• taking responsibility as required by work role and ensuring all organisational policies and procedures are followed</li></ul>
Learning	<ul style="list-style-type: none"><li>• developing and maintaining professional competence in risk management</li><li>• maintaining knowledge of current industrial relations environment</li><li>• providing learning and development opportunities</li><li>• recording and monitoring staff training in risk management</li></ul>
Technology	<ul style="list-style-type: none"><li>• preparing and filing forms electronically</li><li>• using business technology such as computers, and word processing and document management software</li><li>• using risk analysis software tools</li><li>• using the internet and web for research purposes</li></ul>

## Packaging Rules

**Total number of units = 8**

**3 core units *plus***

**5 elective units**

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

The remaining **3 elective units** may be selected from the **Group A** or **Group B** units listed below, or any currently endorsed national Training Package or accredited course at the same qualification level. If not listed below **1 unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

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

### Core units

BSBR501B Manage risk

BSBWRK405A Promote union values, principles and policies

BSBWRK507A Apply strategic unionism

### Group A units

#### Workplace Relations

BSBWRK501A Develop, manage and review campaigns and projects

BSBWRK502A Represent the union in key forums

BSBWRK503A Coordinate case preparation and research

BSBWRK504A Advocate and present cases for members

BSBWRK505A Develop, implement and manage union policy

BSBWRK506A Coordinate research and analysis

BSBWRK508A Manage and oversee bargaining

### Group B units

#### Advertising

BSBADV507B Develop a media plan

#### Compliance

BSBCOM502B Evaluate and review compliance

#### Financial Management

BSBFIM501A Manage budgets and financial plans

#### General Administration

BSBADM502B Manage meetings

#### Human Resource Management

BSBHRM503B Manage performance management systems

#### Information Management

BSBINM501A Manage an information or knowledge management system

#### Learning and Development

BSBLED501A Develop a workplace learning environment

#### Management

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

BSBMGT516C Facilitate continuous improvement

**Work Health and Safety**

BSBWHS501A Ensure a safe workplace

**Project Management**

BSBPMG510A Manage projects

**Public Relations**

BSBPUB504A Develop and implement crisis management plans

**Sustainability**

BSBSUS501A Develop workplace policy and procedures for sustainability

**Workplace Effectiveness**

BSBWOR501B Manage personal work priorities and professional development

BSBWOR502B Ensure team effectiveness