



Australian Government

Department of Education, Employment and Workplace Relations

BSBWRK406A Participate in the bargaining process

Revision Number: 1

BSBWRK406A Participate in the bargaining process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to effectively participate in the process of bargaining to establish collective agreements that maintain and promote rights and conditions for union members.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
------------------------	--

Application of the Unit

Application of the unit	<p>This unit applies to individuals who have knowledge of unionism and industrial relations, and a commitment to advancing social justice principles. They provide leadership and guidance to workers and union members.</p> <p>Individuals who perform this task of bargaining will be generally working with union staff in advocating members' interests in the development of collective agreements.</p>
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop and promote a bargaining agenda and environment	1.1. Implement organising strategies to build membership, involvement and power in the workplace 1.2. Explain steps in bargaining <i>an agreement</i> to members 1.3. Discuss merits and benefits of bargaining 1.4. Consult members in defining a bargaining agenda 1.5. Ensure initial claims or content for a new agreement are discussed and agreed with members
2. Involve membership in bargaining processes	2.1. Plan activities that involve membership in support of union claims 2.2. Support members in <i>workplace activities</i> 2.3. Advise members of employer's response and provide members with opportunities to comment and provide input 2.4. Obtain final approval from union and membership or recommence negotiations or withdraw from bargaining process
3. Implement agreement	3.1. Provide members with feedback on final outcomes and/or access to final copies of the agreement 3.2. Evaluate bargaining campaign and set processes in place to monitor implementation of the agreement 3.3. Check the workplace for compliance with the agreement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to consult with union members and to ensure agreement and support for planned actions and strategies
- democratic decision making skills
- organising skills to prepare for and implement an effective bargaining process
- innovation skills to find meaningful ways to deal with a wide range of member issues.

Required knowledge

- bargaining theory and practices
- legislative framework for the bargaining process
- relevant policies and procedures
- relevant precedents and previous decisions.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> proposed agreement with accompanying documentation and/or explanation of how union members were involved in the process, how the agreement was presented to the employer and what their response was, and how bargaining was practiced to achieve endorsement and support for the outcome critical evaluation of the bargaining process and how it could be enhanced knowledge of bargaining theory and practices.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> actual or proposed agreement and accompanying documents used to plan for the agreement and present it to the employer documents developed in the course of the bargaining process.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> analysis of responses to case studies and scenarios demonstration of techniques direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate review of activities planned to involve membership in support of union claims review of feedback provided to members on final outcomes and/or access provided for members to final copies of the agreement.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> other workplace relations units.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>An agreement</i> may include:</p>	<ul style="list-style-type: none"> • agreements around specific issues such as hours of work, breaks, rosters, treatment of workers and access to training • workplace agreements
<p><i>Workplace activities</i> may include:</p>	<ul style="list-style-type: none"> • protected industrial action • surveys and petitions • union newsletters and memos • workplace or other meetings

Unit Sector(s)

Unit sector	
-------------	--

Competency field

Competency field	Workforce Development - Workplace Relations
------------------	---

Co-requisite units

Co-requisite units		

