Australian Government

BSB51807 Diploma of Unionism and Industrial Relations

Release 4

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

BSB51807 Diploma of Unionism and Industrial Relations

Modification History

Release	Comments
Release 4	This version first released with *BSB07 Business Services Training Package Version 8.0.* Elective units: • BSBHRM503B Manage performance management systems replaced with BSBHRM512A Develop and manage performance management systems. • BSBPMG510A Manage projects replaced with BSBPMG522A Undertake project work.
Release 3	New release of this Qualification with *BSB07 Business Services Training Package version 7.0.* BSBOHS elective unit updated with the BSBWHS unit and imported elective units updated with the most current equivalent.
Release 2	New release of this Qualification with *BSB07 Business Services Training Package version 6.0.* Outdated advice removed. Unit codes updated.
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.

Entry Requirements

Innovation and Business Skills Australia

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	• conciliating and arbitrating on behalf of union members • consulting with stakeholders • managing conflict and resolving disputes • negotiating solutions for workplace issues • presenting information in a range of styles to suit a particular audience • questioning, clarifying and evaluating information • using advocacy skills to represent workers • using persuasive questioning techniques
Teamwork	• applying teamwork skills to organise and allocate responsibilities in negotiation and bargaining • providing support for union organisers and coaching/mentoring as required • working with diverse individuals and groups
Problem-solving	• budgeting for campaigns or projects • managing risk and developing contingency plans • taking action to resolve worker issues • thinking laterally when encountering resistance to proposed solutions to workplace issues
Initiative and enterprise	• being creative and providing innovative solutions to complex issues • developing a range of options when preparing cases for court or tribunal • implementing continuous improvement processes • making strategic decisions
Planning and organising	• allocating resources as required • collecting and analysing information and presenting it in an appropriate format • conducting risk management audits and preparing action plans • evaluating processes and recommending changes • planning and managing major research projects • planning, managing and reviewing campaigns
Self-management	• having personal goals and vision for future campaigns • managing own time and priorities and dealing with

	contingencies • taking responsibility as required by work role and ensuring all organisational polices and procedures are followed
Learning	• developing and maintaining professional competence in risk management • maintaining knowledge of current industrial relations environment • providing learning and development opportunities • recording and monitoring staff training in risk management
Technology	• preparing and filing forms electronically • using business technology such as computers, and word processing and document management software • using risk analysis software tools • using the internet and web for research purposes

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

BSBRSK501B 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

BSBHRM512A Develop and manage performance-management processes

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

Project Management

BSBPMG522A Undertake project work

Public Relations

BSBPUB504A Develop and implement crisis management plans

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Work Health and Safety

BSBWHS501A Ensure a safe workplace

Workplace Effectiveness

BSBWOR501B Manage personal work priorities and professional development
BSBWOR502B Ensure team effectiveness