



Australian Government

Department of Education, Employment and Workplace Relations

BSBWRK401A Develop and implement an organising plan

Revision Number: 1

BSBWRK401A Develop and implement an organising plan

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a strategic approach to organising and recruiting union members. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	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. Note that different organising plans may be developed for different worksites, employers and/or groups of workers.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop organising plans	1.1. Consult stakeholders to prioritise organising activities and select target sites using agreed criteria 1.2. Undertake research on target groups 1.3. Develop options for organising approaches 1.4. Draft relevant organising plans 1.5. Obtain approval for organising plans from existing members and leaders 1.6. Inform relevant union staff of the organising approach 1.7. Develop and document monitoring arrangements for organising plans
2. Implement organising plans	2.1. Ensure that strategies in the organising plans are implemented 2.2. Modify plans to meet changing circumstances 2.3. Access workers for support 2.4. Target worksites, key occupations and specific interest groups through appropriate communications
3. Evaluate organising plans	3.1. Regularly monitor implementation of organising plans 3.2. Review outcomes against objectives 3.3. Assess the success of organising plans 3.4. Prepare reports on outcomes with suggestions for future activities and improvements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- interpersonal and consultation skills to listen effectively and to ask questions
- literacy skills to read and interpret a range of workplace and union documentation
- project planning skills.

Required knowledge

- industrial relations history
- trade, craft, industry or occupation being targeted for recruitment
- political, social and economic issues facing workers and trade unions
- relevant legislation and regulations relating to rights and responsibilities of representatives and union members, and their implications for recruitment
- relevant employment agreements:
 - awards
 - other forms of industrial instruments
 - workplace agreements
- union information:
 - current policies, priorities and activities
 - history (general and workplace, location and industry-specific)
 - legal right of entry
 - membership information (benefits, rates and process for applying)
 - recruitment policies and procedures
 - representation processes.

Evidence Guide

EVIDENCE GUIDE	
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.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • organising plan with details of how it was developed and implemented to achieve defined aims and objectives • analysis of the effectiveness of the organising plan • knowledge of trade, craft , industry or occupation being targeted for recruitment.
Context of and specific resources for assessment	Assessment must ensure: • access to workplace and union documents
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • 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 • observation of performance in role plays • observation of presentations • oral or written questioning to assess knowledge of political, social and economic issues facing workers and trade unions
Guidance information for assessment	

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold 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.

Stakeholders may include:

- committees and other representative forums
- members
- organisers
- other union personnel
- peak bodies
- regional, state/territory, national and international officials
- relevant community groups
- shop stewards, workplace representatives or union delegates

Research may include:

- characteristics of target group
- current and past organising plans and their outcomes
- employer background
- industrial relations history
- knowledge of awards or agreements
- size of employer

Options may include:

- home visits
- one-to-one approaches
- phone calls
- speaking to groups
- web-based organising
- working through leads

Organising plans may include:

- activities
- objectives
- resources
- target groups
- timeframes

Monitoring arrangements may include:

- exit interviews/questionnaires for resigning members
- including organising in agenda of regular meetings
- meetings, briefings and direct supervision

RANGE STATEMENT

	- opportunities for feedback, support, advice and debriefing for workplace representatives and members - regular review of plans - statistics on new, renewing and resigning memberships
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Workforce Development - Workplace Relations
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Co-requisite units

Co-requisite units		