



Australian Government

Department of Education, Employment and Workplace Relations

BSBWRK505A Develop, implement and manage union policy

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to develop and implement union policy, and to manage policy implementation and review. 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 with a sound theoretical knowledge base in unionism and industrial relations who provide leadership to members and staff in the union workplace. They carry high levels of responsibility and work at a senior level in the organisation.
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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. Research issues and develop options	1.1. Gain authority to undertake policy review or development 1.2. Determine and document rationale for review or development of policy 1.3. Gather and review relevant information to inform policy 1.4. Utilise mechanisms to generate policy ideas from members 1.5. Identify policy options
2. Develop policy	2.1. Ensure consultation occurs with members and other stakeholders about policy issues 2.2. Draft policy based on key issues and for consistency with union values 2.3. Undertake consultation with key stakeholders in relation to the policy 2.4. Review draft policy and where appropriate revise draft policy in light of consultations undertaken 2.5. Check policy to ensure that format and style facilitate understanding and implementation 2.6. Gain formal approval for policy in accordance with union protocols and procedures
3. Implement policy	3.1. Develop strategy to implement policy in consultation with key stakeholders 3.2. Ensure key indicators and measurements for outcomes are built into strategy 3.3. Circulate strategy through available communication channels 3.4. Designate appropriate actions to individuals and ensure all staff are trained or receive instruction in the implementation of the strategy 3.5. Establish or adapt internal systems and procedures to support strategy implementation 3.6. Ensure all relevant staff are made aware of the strategy
4. Manage policy implementation and review	4.1. Store policy for ready access 4.2. Evaluate strategy and policy regularly, and update to reflect legislative and other changes and developments 4.3. Ensure policy is referred to, implemented and

ELEMENT	PERFORMANCE CRITERIA
	applied in relevant situations

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 the membership, and to network and harness support for new policy
- high level writing skills to ensure policy is clear and well written and reflects union needs
- research skills to collect and analyse information, to analyse data and to review current literature.

Required knowledge

- equal employment opportunity, equity and diversity principles
- union context, such as:
 - awards and agreements
 - existing policies and procedures
 - industry issues
 - international considerations
 - membership
 - political position/s
 - relevant industrial issues
 - strategic direction, vision, culture and values
 - union structure.

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:

- evidence of policies that have been thoroughly researched, are relevant to the union's needs, and which have been widely circulated, supported and implemented
- knowledge of union context in terms of awards and agreements, and existing policies and procedures.

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:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- review of documented rationale for review or development of policy
- evaluation of identified policy options
- review of strategies developed to implement policy
- evaluation of communication channels used to circulate strategy
- demonstration of techniques.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- other workplace relations units.

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.

Relevant information may include:

- legislation
- legislative and legal/industrial inquiries and/or reviews
- opinions
- other policy - both internal and external
- research literature and reports
- statistics and data

Consultation could include:

- discussion - both informal and formal
- focus groups
- forums
- meeting of members
- national or international agencies/bodies
- other unions and/or stakeholders
- surveys and questionnaires

Changes and developments could include:

- changes in government policy
- changes in policies of national and international peak union bodies
- changes in strategic direction
- changes in the policies of other unions
- economic changes
- political changes

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		