

PROGRAM SUMMARY

ORGANISING WORKS 2012



1. Program Aims:

The Organising Works (OW) program, delivered by the ACTU Organising Centre, aims to recruit people into unions and train them in the skills of organising and recruitment.

Utilising new and innovative approaches to organising, OW assists unions throughout the movement to develop trained and competent staff, capable of delivering effective and sustained campaigns.

The program incorporates the nationally accredited qualification BSB41807 Certificate IV in Unionism and Industrial Relations.

2. Program Dates & Duration:

OW has one intake per year, commencing in each participating state in early March, and concluding late November/early December of the same year.

Subject to sufficient enrolment numbers, ACTU Organising Centre will deliver the program in the following states in 2012:

- **New South Wales**
- **Victoria**
- **Queensland**
- ~~Western Australia~~
- ~~South Australia~~ **OW will not go ahead in 2012 in SA nor WA. Interested unions may consider being involved in the 2013 Program**

2012 Timetables for each state are available on the website.

3. Program Structure:

- Organisers on the program are employed full time by a Union to gain on-the-job skills, strategies and knowledge required to work effectively as a union organiser. OW Participants are required to have reduced work commitments for the duration of the course in order to balance workload with attendance at formal, structured training sessions conducted by ACTU Organising Centre.
- Formal training totals 42 days over 10 months and includes a 2-day Induction Course at commencement; ten 3-day courses every 3 weeks; and two 5-day courses (one of which is run as a residential).
- Unions are responsible for establishing formal mentoring arrangements for participants for the duration of the course. The mentor is responsible for providing job support and guidance to the participant.
- Training is nationally accredited and involves formal assessment. Participants complete prescribed assessment tasks to achieve 10 Units of Competency. Assessment is via a range of methods, including workplace based projects, written activities and observation of demonstrated skills.
- Participants successfully completing all required units are awarded the full Certificate IV in Unionism and Industrial Relations qualification. If a participant does not complete all units, a Statement of Attainment is issued, detailing the units completed.

4. Program Content:

The OW program covers a broad range of topics, including: effective communication techniques; recruitment and development of activists; effective organising and planning; understanding the IR system; negotiations and bargaining; recruitment skills; time management; problem solving; and using OH&S as an organising tool. To graduate participants need to achieve 10 Units of Competency:

- BSBWRK403A Communicate with workers
- BSBWRK404A Promote equality of opportunity and fair treatment for all workers
- BSBWRK405A Promote union values, principles and policies
- BSBWRK401A Develop and implement an organising plan
- BSBWRK402A Empower workers
- BSBWRK406A Participate in the bargaining process
- BSBWRK407A Provide advice to union members
- BSBWRT401A Write complex documents
- BSBLED401A Develop teams and individuals
- BSBOHS407A Monitor a safe workplace

Information about each unit is detailed in the 'OW Unit Summaries' document.

5. Participants:

There are 2 categories of Organising Works participants:

1. **NEW APPLICANTS:** These are applicants who are not currently employed by participating Unions, and are usually recruited via advertising undertaken by the ACTU. The ACTU will only advertise externally if sufficient unions confirm their intention to select new external applicants. Positions will be advertised on the internet and via networks in each participating state.

OR

2. **EXISTING EMPLOYEES:** Unions may nominate for interview existing organisers or activists they have selected to work as organisers with their union (we recommend that organisers who have been organising for 4 or more years not be enrolled). Where unions wish to nominate existing organisers or activists it should be noted that for the duration of the program organisers will need to have a reduced workload to enable the completion of assessments and will need to have the majority of their work focused on organising (not resolving industrial issues).

All participants in the program whether new or existing are subject to an interview process in which the ACTU will assess their suitability for the program around issues such as their ability to complete the course, the arrangements the union has made to ensure their full participation and their ability to work with others.

All applicants, new and existing, must complete an 'OW Participant Application' form.

Most unions require participants to hold a drivers licence.

NB: Where limited places are available in any state, priority will be given to unions who have completed all relevant paperwork by the due date.

6. Program Fees & Funding:

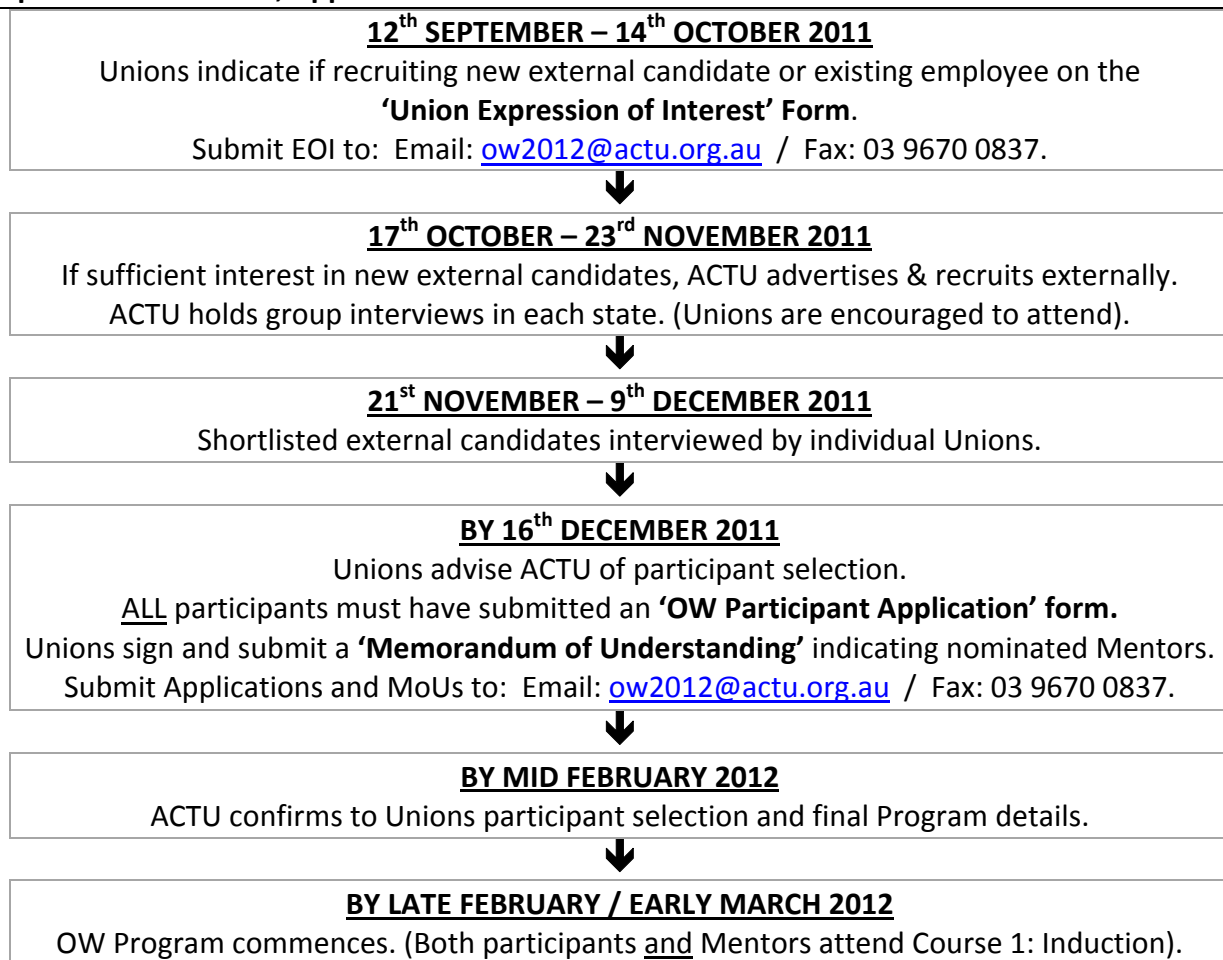
- The program cost is **\$3,500 per participant**, payable by the participating Union to the ACTU Organising Centre. This fee covers all tuition and administration costs, and also includes travel, accommodation and meals at the Residential Course.
- Costs of travel to and from the Graduation Ceremony, traditionally held in Melbourne, is at the expense of each Union.

- Unions should consider travel costs associated with participants attending scheduled training courses. Training courses are conducted in the capital cities of each state, so travel will be required for participants located regionally or in other states.
- Some Unions (**Victoria and NSW only**) may be eligible to receive government incentive payments, provided their participant meets relevant traineeship criteria. Eligibility is determined by an Australian Apprenticeship Centre at sign-up during OW Course 1: Induction.

7. Vocational Outcomes & Pathways:

The BSB41807 Certificate IV in Unionism and Industrial Relations qualification may enable or assist graduates to carry out the following roles: Union Organiser, Industrial Officer, Workplace Union Representative. Graduates may continue studies in the Diploma of Unionism & Industrial Relations.

8. Expression of Interest, Application & Selection Process: **2012 NOW CLOSED**



9. ACTU Contact Information:

To discuss the OW Program, contact:

- **Samantha Bond:** ACTU Organising Centre Assistant Director. Ph: 03 9664 7233 / 0402 832 495
- **Kristyn Crossfield:** OW Senior Educator / NSW Educator. Ph: 02 8268 9711 / 0425 275 860
- **Kate Wiggins:** VIC Educator. Ph: 03 9664 7232
- **Chris Doyle:** QLD Educator. Ph: 07 3846 2468 / 0400 718 993
- **Keryn Anderson:** WA Educator. Ph: 08 6313 6017
- **Jane Clarke:** SA Educator. Ph: 08 8279 2230 / 0408 829 172