

The Organising Works (OW) Program incorporates the nationally accredited qualification BSB41807 Certificate IV in Unionism and Industrial Relations. ACTU Organising Centre delivers the following 10 units of competency:

<p>CORE</p> <p>BSBWRK403A Communicate with workers</p> <p>This unit describes the performance outcomes, skills and knowledge required to communicate effectively with workers on a one to one basis and in groups in order to move them towards union membership, involvement, collectivism and activism.</p> <p><u>Elements:</u></p> <ol style="list-style-type: none"> 1. Build relationships with workers 2. Motivate workers 3. Make presentations
<p>CORE</p> <p>BSBWRK404A Promote equality of opportunity and fair treatment for all workers</p> <p>This unit describes the performance outcomes, skills and knowledge required to work with diversity and to promote equality within the union and the workplace. It deals with challenging discrimination on the basis of race, sex, sexual orientation, disability, age and employment status.</p> <p><u>Elements:</u></p> <ol style="list-style-type: none"> 1. Promote involvement of diverse groups 2. Promote elimination of Discrimination 3. Access and review policies to promote equality and fair treatment
<p>CORE</p> <p>BSBWRK405A Promote union values, principles and policies</p> <p>This unit describes the performance outcomes, skills and knowledge required to demonstrate the values of the union and social justice movements.</p> <p>This unit addresses the need for unionists to demonstrate integrity in their role. It requires recognition of the history and the political, social and economic importance of the wider trade union, political and social justice movements</p> <p><u>Elements:</u></p> <ol style="list-style-type: none"> 1. Demonstrate an understanding of union context and principles 2. Promote social justice and the trade union movement 3. Develop own and others' commitment to a collective and social justice agenda
<p>UNIONISM</p> <p>BSBWRK401A Develop and implement an organising plan</p> <p>This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a strategic approach to organising and recruiting union members.</p> <p>Note that different organising plans may be developed for different worksites, employers and/or groups of workers.</p> <p><u>Elements:</u></p> <ol style="list-style-type: none"> 1. Develop organising plans 2. Implement organising plans 3. Evaluate organising plans
<p>UNIONISM</p> <p>BSBWRK402A Empower workers</p> <p>This unit describes the performance outcomes, skills and knowledge required to advance the collective interests of workers and the union in the workplace, and more generally within the community, through the identification and development of activists.</p> <p>The unit sees the development of activists and the creation of worker networks as an opportunity to empower members and to provide informal education to develop collective capacity.</p> <p><u>Elements:</u></p> <ol style="list-style-type: none"> 1. Identify commonality of issues and needs 2. Identify and develop Activists 3. Develop networks

UNIONISM

BSBWRK406A Participate in the bargaining process

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.

Individuals who perform this task of bargaining will be generally working with union staff in advocating members' interests in the development of collective agreements.

Elements:

1. Develop and promote a bargaining agenda and environment
2. Involve membership in bargaining processes
3. Implement agreement

UNIONISM

BSBWRK407A Provide advice to union members

This unit describes the performance outcomes, skills and knowledge required to effectively provide advice to union members about their industrial and employment rights.

Elements:

1. Identify information about members' rights
2. Interpret information about members' rights
3. Provide information, advice and support to members

ELECTIVE

BSBWRT401A Write complex documents

This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

Elements:

1. Plan documents
2. Draft text
3. Prepare final text
4. Produce document

ELECTIVE

BSBLED401A Develop teams and individuals

This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

Elements:

1. Determine development Needs
2. Develop individuals and Teams
3. Monitor and evaluate workplace learning

ELECTIVE

BSBOHS407A Monitor a safe workplace

This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

Elements:

1. Provide information to the workgroup about OHS policies and procedures.
2. Implement and monitor participative arrangements for the management of OHS.
3. Implement and monitor the organisation's procedures for providing OHS training.
4. Implement and monitor procedures for identifying hazards and assessing risks.
5. Implement and monitor the organisation's procedures for controlling risks.
6. Implement and monitor the organisation's procedures for maintaining OHS records for the team.