



Vocational Institute  
of Australia

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*First Choice for Vocational Education*

## **BSB41807 Certificate IV in Unionism and Industrial Relations**

### **Descriptor**

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in unionism and industrial relations in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

### **Job Roles**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Union Organiser
- Workplace Union Representative.

### **Qualification Pathways**

#### **Prerequisite requirements**

There are no prerequisite requirements for individual units of competency.

#### **Pathways into the qualification**

Preferred pathways for candidates considering this qualification include:

After achieving the BSB30107 Certificate III in Business or other relevant qualification/s or providing evidence of competency in the majority of units required for the BSB30107 Certificate III in Business or other relevant qualification/s or with some vocational experience in assisting workplace union representatives conduct unionism activities but without formal unionism qualifications.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Clerk
- Administrative Officer
- Clerk
- Customer Service Advisor
- Legal Secretary
- Medical Secretary
- Personal Assistant
- Small Business Assistant
- Student Services Officer.

## Pathways from the qualification

After achieving the BSB41807 Certificate IV in Unionism and Industrial Relations, candidates may undertake the BSB51807 Diploma of Unionism and Industrial Relations, or a range of other diploma qualifications.

## Licensing, Legislative, Regulatory or Certification Considerations

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.

<b>Qualification Rules</b>
<b>Total number of units = 10</b> <b>3 core units</b> plus <b>2 unionism units</b> plus <b>5 elective units</b>  At least <b>3</b> of the <b>elective units</b> must be selected from the remaining unionism units or the elective units listed below.  The other <b>2 elective units</b> may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.  Elective units must be relevant to the work outcome, local industry requirements and the qualification level.  Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.
<b>Core Units</b>
<b>Workplace Relations</b> BSBWRK403A      Communicate with workers BSBWRK404A      Promote equality of opportunity and fair treatment for all workers BSBWRK405A      Promote union values, principles and policies
<b>Unionism Units</b>
<b>Workplace Relations</b> BSBWRK401A      Develop and implement an organising plan BSBWRK402A      Empower workers BSBWRK406A      Participate in the bargaining process BSBWRK407A      Provide advice to union members BSBWRK408A      Undertake negotiations BSBWRK409A      Prepare for and participate in dispute resolution

<b>Elective Units</b>	
<b>Customer Service</b>	
BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
<b>Financial Administration</b>	
BSBFIA402A	Report on financial activity
<b>General Administration</b>	
BSBADM409A	Coordinate business resources
<b>Innovation</b>	
BSBINN301A	Promote innovation in a team environment
<b>Interpersonal Communication</b>	
BSBCMM401A	Make a presentation
<b>IT Support</b>	
BSBITS401A	Maintain business technology
<b>IT Use</b>	
BSBITU401A	Design and develop complex text documents
<b>Learning and Development</b>	
BSBLED401A	Develop teams and individuals
<b>Marketing</b>	
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
<b>Relationship Management</b>	
BSBREL401A	Establish networks
<b>Research</b>	
BSBRES401A	Analyse and present research information
<b>Risk Management</b>	
BSBRSK401A	Identify risk and apply risk management processes
<b>Occupational Health and Safety</b>	
BSBOHS407A	Monitor a safe workplace
<b>Project Management</b>	
BSBPMG510A	Manage projects
<b>Writing</b>	
BSBWRT401A	Write complex documents

## Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

### Union Organiser

**3 core units** plus  
**2 unionism units**

BSBWRK401A Develop and implement an organising plan

BSBWRK402A Empower workers

### 4 elective units

BSBWRK406A Participate in the bargaining process

BSBWRK407A Provide advice to union members

BSBWRK408A Undertake negotiations

BSBWRK409A Prepare for and participate in dispute resolution

**1 elective unit** selected in accordance with the Qualification Rules for this qualification.