



AUSTRALIAN TRADE UNION INSTITUTE

Course Catalogue 2024



atui.org.au

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Welcome to the Australian Trade Union Institute

The Australian Trade Union Institute (ATUI) is the centre for providing education, collaboration and research for Australian unions. It is designed by unionists, for unionists.

Powered by the Australian Council of Trade Unions (ACTU), the ATUI offers flexible study options across a broad range of subject areas, catering to a variety of affiliate learners.

In addition to providing education and training, the ATUI acts as a network for sharing ideas and strategies between unions, drawing on the wealth of knowledge and experience across the movement, as well as thought leaders from related fields.

The Institute provides training that meets the real needs of unionists and facilitates collaboration and research that builds the capacity of the movement as a whole.

Registered Training Organisation Information

The Australian Trade Union Institute (ATUI), through arrangement with the Registered Training Organisation, ACTU Education Inc RTO No. 4141, is able to deliver accredited training that leads to a nationally recognised qualification under the Australian Qualifications Framework (AQF).



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UNION INSTITUTE

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ORGANISING WORKS 2024

Following the huge success of the Organising Works Relaunch in 2023, we are pleased to announce that we are expanding the program in 2024.

ABOUT ORGANISING WORKS

The Australian Organising Works program was established in 1994 to recruit and develop waves of union Organisers – the original disruptors!

Since then, more than 1,000 Organisers have completed the program – playing their part in building an active, strong and united movement of workers through both challenging and exciting times.

After 23 years, the program went on hiatus in 2020 due to the pandemic. This break in delivery created the opportunity to reflect on the program, to explore every crevasse, and assess what the program of tomorrow needs to look like.

With Organising Works back on the ATUI calendar, we are looking forward to working with affiliates in 2024 to develop the next generation of union leaders.

WHO IS THE PROGRAM FOR?

Organising Works is open to people who are driven by a thirst to change the world.

If you are passionate about building workers' collective power to gain safer and more just workplaces and communities and are active in your community or workplace, we encourage you to apply.

Applications are particularly encouraged from women, people of colour, people with physical and intellectual disabilities and the LGBTQIA+ community. The ACTU has teamed up with Democracy in Colour to ensure our recruitment process and traineeship supports everyone in our community to take steps to be active in the union movement.

Being at the cutting edge of new strategies to mobilise and build worker power, Organising Works participants don't just change Australian workplaces, they have helped to change the Australian union movement.

ABOUT THE PROGRAM

Trainees will be employed by an Australian trade union who will support them as a new entrant to the role of Organiser by facilitating their participation in the comprehensive 12-month training program.

DID YOU KNOW?

Since its inception in 1994, Organising Works has trained more than 1,000 Organisers. Over 60% of present union leaders have come through the program!

Do you know someone who would make a great candidate for Organising Works?

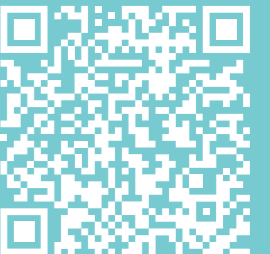
Find out more about the program (and submit applications when they open) at australianunions.org.au/organising-works/.

Is your union looking to sponsor the 2024 program by hosting a trainee?

Find out more about sponsorship (and submit Expressions of Interest when they open) at australianunions.org.au/organising-works/.

Are you an Organising Works graduate and want to share your story and support future trainees?

Join the Organising Works Alumni at atui.org.au/organising-works-alumni/.



FIND OUT MORE





EDUCATOR HUDDLES

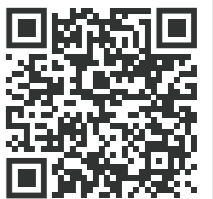
The ATUI welcomes Educators to Educator Huddles throughout the year.

Huddles are a chance for union Educators, including Health and Safety Educators and other union staff (such as Lead Organisers) to share skills, knowledge, best practice and new ideas relating to trade union education, as well as celebrate our successes, and learn from each other.

The huddles provide a community of practice and the ATUI welcomes educators to put forward ideas for huddles and take the lead on sessions.

Huddles are held quarterly over Zoom and go for 90 minutes.

For 2024 dates and registration, visit atui.org.au/educator-huddles



FUTURES NETWORK

The Futures Network brings unionists together to collaborate and share knowledge on best practice in union organising, campaigning, and growth and adopt better ways of supporting union members and workers.

The ATUI holds regular Futures Network events throughout the year, and shares a newsletter, which includes case studies of union insights and innovations from across the movement.

All affiliates are encouraged to nominate officials or staff members with responsibility for new projects and innovation to attend these meetings on their union's behalf. Visit atui.org.au/futures-network/ for more information.



LEARNING CLINICS

In 2024, the ATUI is expanding the range of learning opportunities available to our affiliates through the introduction of learning clinics.

A suite of clinics covering a range of topics will be delivered by subject matter experts in collaboration with the ATUI team throughout the year. The ATUI is committed to optimising access to education and hope these clinics will provide affiliates with increased flexibility.

These clinics will be delivered online over Zoom and combine presentation and facilitated discussion from our expert practitioners along with interactive problem-solving activities enabling practical application to the workplace.

Each clinic will comprise of 4 x 90-minute sessions once a week over four weeks.

There are no prerequisites for enrolment into these clinics and all union staff and workplace leaders and activists alike are welcome to enrol.



ENROL

See upcoming dates and [enrol online](#).

GENDER EQUITY

FAMILY AND DOMESTIC VIOLENCE AND SEXUAL HARASSMENT

In this clinic, you will consolidate your knowledge of industrial relations reform in relation to family and domestic violence (FDV), sexual harassment, and the objects of the *Fair Work Act 2009*. You will explore the organising opportunities presented by gender equity reform.

The clinic will also cover the impacts of trauma, how to identify indicators of trauma and how to provide a trauma-informed response to disclosures of FDV and sexual harassment. Finally, the clinic will outline how we can support those experiencing FDV including developing workplace plans and appropriate referral services.

MEMBER JOURNEYS

GROWTH AND RETENTION STRATEGIES

In this clinic, you'll discover strategies and proven techniques to enhance member engagement and boost retention rates. Based on strategies used effectively by unions and ACTU Insights research, you'll learn how to build strong and lasting connections with union members, ensuring their continued support, active participation, and life-long membership. This clinic will make sure your recruitment efforts have a lasting impact on your union's growth and success.

INDUSTRIAL RELATIONS REFORM

ADVOCACY SKILLS

In this clinic, you will learn how to research cases and identify relevant precedent to help you build a case theory and a coherent legal argument. The clinic will also explore application of the rules of evidence and teach you how to prepare for hearings including taking witness statements. Finally, the clinic will cover effective cross-examination techniques.

SECTOR ORGANISING

DELEGATE STRUCTURES BEYOND THE ENTERPRISE

Multi-employer bargaining has the potential to achieve stronger outcomes for workers and our movement. Operating in new bargaining contexts is an opportunity to grow and build our members' power and rights at work. As unionists, we will need to consider new ways of working, to be prepared to work in larger, and more distributed organising contexts.

This clinic will explore how we best use our internal resources as Organisers and build our activist structures to be adaptive to challenges. Multi-employer bargaining poses new opportunities to bring Delegates into strategy building and consider how we can allow for worksite autonomy and democracy while uniting on centralised strategy to strengthen our organising in the face of new challenges.

CERTIFICATE IN EXECUTIVE MANAGEMENT & DEVELOPMENT FOR UNION LEADERS



The Australian Trade Union Institute has partnered with the Australian Graduate School of Management at University of NSW Business School to design a Certificate in Executive Management and Development for Union Leaders (CEMD).

The CEMD comprises core modules and electives purposefully contextualised for the needs of union leaders, equipping participants with the practical skills, capabilities, and toolkit to lead in an accelerating and complex world.

This is a high-quality program driven by the union movement's purpose and values. The ATUI will oversee and contribute to course content and all presenters of the core modules of the CEMD are members of their relevant union.

Completion of all four core modules and two out of three electives is required to achieve the CEMD.

For course details, dates and enrolment visit atui.org.au/cemd-for-union-leaders/.

Note: from 2024, the ATUI intends to offer the CEMD on a biennial basis. The next intake will be for 2026.

ENROL

See upcoming dates and [enrol online](#).



CORE MODULES

AUSTRALIAN INDUSTRIAL RELATIONS SYSTEM

CORE MODULE 1

- History and traditions of Australian trade union leadership
- Overview of the economic, industrial and political context in which union leaders now operate
- Current IR system issues and the union movement's response
- Video interviews with key national players

MEDIA AND COMMUNICATIONS STRATEGIES

CORE MODULE 2

- Crafting and articulating your message
- Understanding how the media works and how to make it work for you (former journos)
- Doorstop exercise (live exercise involving dealing with media pack)
- Sourcing and using publicly available data to support strategy, campaigning and bargaining

LEADING IN COMPLEX ENVIRONMENTS

CORE MODULE 3

- Leading in uncertainty and fostering innovation
- Video interviews with commentators and leaders

ADAPTIVE LEADERSHIP

CORE MODULE 4

This unique, highly immersive and experiential program will challenge you to become a stronger, more agile leader, extend beyond your current expertise, improve organisational performance and drive transformation.

ELECTIVES

As an alternative to enrolling in the full CEMD, union leaders and senior staff with leadership responsibilities can enrol in electives as a once-off.

LEADING HIGH PERFORMANCE

A positive team culture can drive performance, increase innovation, engagement, and productivity and attract and retain high performers. This course will equip you with a practical toolkit to enhance your people management skills and shape a performance culture within your team or business unit to maximise performance.

IMPLEMENTING STRATEGY FOR RESULTS

Leaders require the tools to assess, interpret and implement an organisational strategy in the context of their role, so they can contribute positively to the realisation of the organisation's objectives. The course will assist you to understand why strategy is important, how it relates to different stakeholders and parts of an organisation and how to translate strategy into action.

PROJECT MANAGEMENT FOR LEADERS

From incremental tactical changes to major strategic and complex initiatives, project management has become an essential skill set for modern leaders and managers. This course will teach you about project governance and sponsorship and how to engage and align project stakeholders to the project objectives and optimise performance and team productivity.





Discount Access to RMIT Future Skills Short Courses

To build the skills and capacities in the movement that help drive union growth, the ATUI has partnered with RMIT Online to offer discount places for affiliates in RMIT Future Skills short courses.

Participants can choose from dozens of courses across a range of topics, durations and commencement dates, at a 10% discount on the advertised price.

Students who successfully complete these courses will be awarded an RMIT micro-credential and digital badge. When taken in combination with other specific Future Skills short courses, these courses are eligible for credit into certain RMIT degree programs, subject to entry requirements.

For further details on how to apply and access the discount, go to atui.org.au/future-skills.

Courses eligible for (but not limited to) the special price include:

Business Analytics and Visualisation

Learn the foundations of business analytics by familiarising yourself with Excel and tell compelling stories through data visualisation with Tableau.

Digital Marketing Strategy

In this introductory course, you'll get an appreciation for all aspects of digital marketing, from identifying customer behaviour and segmentation, to cracking SEO strategies and social-media campaigns.

Design Thinking for Innovation

Design thinking is core to many of the most successful organisations and combines critical thinking and creativity to solve problems. Design thinking for innovation teaches you how to apply the best creative and analytical tools to develop real solutions for real needs.

Customer Experience Strategy and Design

Understanding what workers need and want in interactions with unions and meeting these expectations is more important than ever. This course covers customer experience strategy, personas, pain points and gain points, organisational strategy fit, prototyping, KPIs and change implementation.



ABOUT THE ATUI COURSES

DELIVERY MODES

Trade union education is optimised when participants share expertise and experience in relation to the workers and industries they represent, and courses are designed to maximise interaction and encourage active participation where possible.

Face-to-face

Face-to-face training sessions run across Australia in various states. Meeting face-to-face is a great way to connect with fellow unionists and our educators and get the most out of your learning experience.

Online (over Zoom)

No matter where you're coming from, our online training sessions will teach practical skills that take full advantage of the online learning format, adopting an interactive approach to online education.

On Demand (self-paced)

On demand courses are online and self-paced. Instead of attending live classes, you will have the flexibility to study when it suits you.

Customised Training for Affiliates

Our nationwide team can develop customised training courses to fit the needs of your union. Whether it's adapting course content and materials or bringing our Educators to a location that suits you, the ATUI has the capacity to work with you to ensure that participants take away a valuable educational experience. To enquire, please contact us and we'll be happy to discuss options.

COURSE CATEGORIES

The ATUI courses are loosely categorised according to their subject matter or theme. However, many courses contain content that overlaps across categories.

Organising
Industrial
Work Health and Safety
Leadership
Social and History
Policy
Compliance
Other

INTENDED AUDIENCES

Each of the ATUI courses list one or more Intended Audience(s), to indicate who the course is designed for or which learners will benefit most from the course.

However, for many courses, these are a guide only, and enrolments are not limited to learners within those audience(s).

- Organisers and Campaigners
- Industrial and Legal Officers
- Specialist Staff (eg. Policy and Research)
- Educators
- Elected Officers/Officials
- All Affiliate Staff
- Workplace Leaders (Delegates and Activists)

THE ATUI PATHWAYS

The ATUI Pathways take learners on a linear and progressive journey from foundational skills and knowledge through to proficiency in a particular stream. The ATUI currently has Pathways in the areas of Organising, Industrial and Work Health and Safety.

It is recommended that learners progress through the Pathways as suggested or enter the Pathway at a stage that is commensurate with their on-the-job skills, knowledge and experience, if structured training has not been completed.

Organising

↶ Level 4	The Craft of Organising
↶ Level 3	Organising for Change
↶ Level 2	Building Union
Level 1	Organising Foundations

Industrial

Industrial Foundations
Bargaining and Negotiation
Advocacy
Advocacy Masterclass

Work Health and Safety

Work Health and Safety Foundations
Commonwealth Work Health and Safety Entry Permit Holders
Certificate IV in Work Health and Safety



CREDLY DIGITAL BADGES

The Australian Trade Union Institute has partnered with education credential provider Credly to deliver digital badges in recognition of your learning.



WHAT IS A DIGITAL BADGE?

A digital badge – in short – clearly details what you can do, what you did to earn this badge, and who says you earned it. You can think about a digital badge as proof of the training you've received through the ATUI: a web-enabled version of a credential, certification or learning outcome which can be verified and shared, in real-time, online.

HOW DO I EARN A DIGITAL BADGE?

Once you've completed an eligible course with us, you will receive an email directly from Credly asking you to sign up for a Credly account and accept your badge.

WHERE CAN I LEARN MORE?

For more information, visit our Credly Digital Badges FAQs: atui.org.au/credly-digital-badges-faq



ORGANISER PATHWAY: TWELVE MONTH PROGRAM

This program contains three distinct Organising courses that will be covered over twelve months.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

This program contains three distinct courses that will be covered over twelve months: Organiser Induction, Organiser Pathway Level 1: Organising Foundations and Organiser Pathway Level 2: Building Union.

It is recommended for Organisers with less than one years’ experience in the field.

The Organiser Induction will explore the values that underpin unionism and give you the basics to get started on your journey as an organiser. It will equip you with an understanding of unions, some key organising tools and an overview of resolution pathways in the workplace.

After three months in the field, you will return to the training room for Organiser Pathway Level 1. This course will build your knowledge and skills in key aspects of your role including conducting structured organising conversations, workplace mapping and research, and identifying and developing leaders.

Between the Level 1 and Level 2 courses, there will be a recall session via Zoom to monitor your progress and share stories.

Organiser Pathway Level 2 will be held six months after the Level 1 course. Here you will have the opportunity to increase your capacity and confidence. The focus will be on building your organising skills so you can effectively problem-solve, support dispute resolution, and participate in bargaining and negotiation processes.

Three months after the Level 2 course, there will be a final recall session via Zoom to report back on the real-world application of your new skills and knowledge.

OUTCOMES

By the end of this course, participants should be able to:

- Identify union values, structures, purpose and relevance to workers
- Identify key union campaigns throughout Australian history
- Apply the steps in a structured organising conversation
- Apply a range of workplace mapping and research skills
- Apply a range of industrial instruments to workplace issues
- Identify and apply a range of organising, recruitment and issue resolution strategies
- Plan and develop member leadership and build communication structures
- Develop and apply core skills in negotiation

CONTENT

Organiser Induction

Union values and structure
Role of the Organiser and political context
Workplace mapping
Industrial framework and pathways to resolution

Organiser Pathway Level 1

Interests and power
Lessons from our history
The organising cycle
Research and analysis
The Structured organising conversation
Industrial context and instruments
Issues, analysis and problem-solving
Developing leaders
Building and using power

Organiser Pathway Level 2

Problem-solving and defining problems
The industrial system
Negotiation theory and practice
Power analysis and planning
Recruitment for the long-term
Assessing and developing leaders
Presentation skills
Wage setting and bargaining
Taking action and developing union organisation

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course will rely heavily on facilitated discussion, small group work, use of videos, role plays and case studies.

DURATION

1 day (Organiser Induction)
5 days each (Level 1: Organising Foundations)
5 days (Level 2: Building Union)

PRE-REQUISITES

None

RELATED COURSES

Organiser Pathway Level 3: Organising for Change
Organiser Pathway Level 4: Craft of Organising



ENROL

See upcoming training dates and [enrol online](#).



ORGANISER PATHWAY LEVEL 3: ORGANISING FOR CHANGE

This course will equip you with the practical skills needed to excel in the vital role you play within the movement.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

This course is aimed at Organisers with at least two to three years' experience.

It is designed to equip you with the practical skills needed to excel in the vital role you play within the movement. Throughout the course, you will develop critical thinking to lead the implementation of systemic improvements in the workplace.

You will also gain an understanding of the Work Health and Safety system as a useful framework to identify and implement workplace improvements; as well as knowledge around how WHS legislation provides the foundation for cultivating equity and diversity at work.

In Part Two of the course, you'll learn about reframing the economy, how to plan and run an induction, and methods to achieve lasting change through campaigning and organising efforts. Six weeks after completion of the course, there will be a recall session via Zoom to monitor your progress and share stories.

OUTCOMES

By the end of this course, participants should be able to:

- Apply frameworks used to analyse power, behaviour, systems and ideas
- Discuss the purpose and power of health and safety representatives, both from an organising and a WHS perspective
- Research, assess and establish union WHS structures
- Build effective workplace organising committees that maximise the effectiveness of diversity in a workforce
- Articulate the role of unions compared to competing stakeholders and explain their position in the overarching context of the economy
- Develop campaign strategies that can be effective across a range of contexts
- Demonstrate a sound understanding of how social media can be used to effectively communicate, network and mobilise
- Develop workplace leaders' capacity to build unity in the face of division.

CONTENT

The faces of power
WHS legislation and representatives
WHS issues and taking action
Engaging members to address WHS issues
Reframing the economy
Inductions
Discrimination and inequity
Renaming the world of work
Campaigning for change

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course will rely heavily on facilitated discussion, small group work and the use of real case studies.

DURATION

2 x 3 days

PRE-REQUISITES

Organiser Pathway Level 2: Building Union (or equivalent experience as an Organiser)

RELATED COURSES

Organiser Pathway Level 4: Craft of Organising
Industrial Foundations
Work Health and Safety Foundations



ENROL

See upcoming training dates and [enrol online](#).



ORGANISER PATHWAY LEVEL 4: CRAFT OF ORGANISING

This course will develop your capacity to plan and execute campaigns, extend conversation and messaging skills, and develop strategies around long-term leadership and organisational structures in the workplace.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

This course is the final tier in the Organiser Pathway, catering to proficient and experienced Organisers, and is available by invitation only.

It will develop your capacity to plan and execute campaigns, extend conversation and messaging skills, and develop strategies around long-term leadership and organisational structures in the workplace.

You will also gain an understanding of how unions can act strategically at an industry level, as well as how to make use of effective communication techniques when planning and facilitating campaigns.

OUTCOMES

By the end of this course, participants should be able to:

- Explain the challenges facing unionised workers at an industry level and what can be done to resolve them
- Identify the relationship between workplace plans and broader union strategies in a relevant industry, and build this into organising messages
- Apply principles of adult education to the work you do with workers and activists
- Establish and develop durable and representative organisational structures and

- communication networks in workplaces
- Develop the skills of workplace leaders and other members to analyse workplace issues and act independently to address them
- Assess employer strategies and tactics and develop a range of methods with which to combat them
- Describe and apply elements of strategic campaigning
- Discuss the importance of framing in communication strategies and demonstrate effective reframing

CONTENT

What is Organising for Experienced Organisers?

Reach a common understanding of what we mean by organising. The key message within this session is that organising is about building power.

Industry Planning, Target Selection and Developing an Organising Plan

Skills and knowledge to consciously apply planning tools including SWOT analysis and SMARTER objectives.

Building Unity and Solidarity

Explore our union values and social responsibilities within a workplace. Activities that build unity among a diverse and divided group of workers around their common issues in preparation to mobilise.

Presentations to Inspire

Skills and confidence to structure an effective presentation that inspires and motivates workers.

Strategic Campaigns

Overview of strategic campaigning and its key elements.

Teaching Frameworks

Develop a session to educate about the frameworks.

Stories of Hope

Explore how narrative and analysis work together in collective struggle, and how storytelling can be used as a complementary tool to link values.

Collective Actions

Design a series of appropriate collective actions as a part of an industrial campaign.

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course will be delivered as an intensive residential.

DURATION

5 days

PRE-REQUISITES

Organiser Pathway Level 3: Organising for Change (or equivalent experience as an Organiser)

RELATED COURSES

Bargaining and Negotiation
Work Health and Safety Foundations



ENROL

See upcoming dates and submit your [EOI online](#).



INDUSTRIAL FOUNDATIONS

The course will teach you about industrial relations and how to confidently apply this knowledge to issue resolution.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

This course is designed for Organisers and newly-appointed Industrial Officers looking to acquire fundamental knowledge about industrial relations and how to confidently apply this knowledge to issue resolution.

In this course, you will acquire the fundamentals of the Australian industrial relations system, including its history. The course will cover how laws are made, legal principles such as precedent and the interface between statute and case law.

You will learn about the various industrial instruments that govern employment relationships and how to read and interpret legislation. You will also explore and gain an understanding of the intersection between industrial and organising approaches in the resolution of issues.

OUTCOMES

By the end of this course, participants should be able to:

- Explain the legal frameworks that govern industrial relations in Australia
- Identify the opportunities provided by these laws to resolve member grievances
- Outline how the Australian industrial system has evolved over time and identify the factors that have driven change
- Identify the different employment arrangements in Australia and the impact on industrial entitlements and pathways to representation and resolution

- Explain the principles of interpreting legislation, awards and agreements
- Describe the basic principles of contract formation
- Analyse member and collective issues and adopt effective pathways to resolution utilising both industrial and organising tools

CONTENT

Power analysis

Types of power and how power can be leveraged in organising

Overview of employment law

Industrial, health and safety, anti-discrimination legislation and options for issue resolution
How laws are made and navigating legislation

History of industrial relations system in Australia

Key legislation since federation and how this has shaped our current system and IR context

Overview of *Fair Work Act 2009*

Application and scope
Overview of recent reform (Secure Jobs Better Pay Act)

Types of employment

Employment types and entitlements
Employee/independent contractor distinction

Industrial instruments

Legislation, awards and agreements
Navigating agreements and clause interpretation

Legal principles

Principles of interpretation
Reading decisions using the ILAC method

Employment contracts

Basic elements of employment contracts
Interaction with company policies and procedures

Resolution of issues

Case study (CUB) exploring industrial and organising options for resolution
Problem solving framework

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course will utilise a range of resources and methodologies to maximise engagement including group work, videos, case studies, authentic materials, facilitated discussion and content delivery through visual presentations.

DURATION

4 days

PRE-REQUISITES

None

RELATED COURSES

This course is the first course in the Industrial Pathway, followed by Bargaining and Negotiations and Advocacy.



ENROL

See upcoming training dates and [enrol online](#).



BARGAINING AND NEGOTIATION

This course will teach you how to build power to influence negotiations.

INTENDED AUDIENCE

Industrial and Legal Officers
Organisers and Campaigners

ABOUT THIS COURSE

Negotiation is not just about what happens at the table. Bargaining and Negotiation goes a step further, teaching the critical toolkit you'll need as an industrial officer to navigate complex power dynamics in diverse bargaining environments.

You will learn not only how to build power to influence negotiations, but also learn highly transferrable techniques that will prove invaluable at the negotiating table. This course includes a practical case study culminating in a negotiation role play that will be recorded for participant review.

OUTCOMES

By the end of this course, participants should be able to:

- Identify the power dynamics involved in negotiations and how to use organising to strengthen our power
- Demonstrate key negotiation strategies at the negotiation table
- Outline the legislative requirements and timelines involved in bargaining under the *Fair Work Act 2009*
- Develop organising plans to support at the table negotiations

CONTENT

Involving Members, Activists and Delegates

Investigating the critical role that members play in any workplace environment
Power relationships between the employer and workers and discuss what workers can do to balance the scale
Engaging members in bargaining and how to effectively communicate with members at each stage of the bargaining process

General Truths of Negotiation

Fundamental concepts of negotiation

Preparing to Bargain - Research, Analysis and Planning

The organising cycle in the bargaining context
Role of research and analysis in mapping strength
Situational analysis of union power and employer power
The difference between strategy and tactics

Bargaining under the *Fair Work Act 2009*

Overview of the content and process requirements for workplace agreement-making under the *Fair Work Act 2009*
Analysis of the opportunities and risks throughout the process and the minimum requirements that an agreement must meet

Positions and Interests

Understanding positions and interests as critical to effective bargaining processes

Negotiation phases

At the bargaining table, the running of a negotiation meeting, the phases: what works, what doesn't work and how you can build an effective argument

Strategic Questioning

Strategic Questioning is a powerful tool that can be used in research, to connect with and move members, as well as at the negotiation table to shift the employer

Who's at the table?

Effective communication at the negotiation table
CAR model (Concept, Action, Relationship) to identify communication preferences

Managing the Employer: Anticipating the Employer's Moves

Risk management
Employer strategies and tactics

Delivering an Agreement

Finalising an agreement and implementation

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course draws on participants' work and life experiences and uses a range of methodologies to make learning relevant and engaging including video, discussion, slides, and group work. The course builds on a key case study culminating in a live bargaining scenario which is recorded for the participants' review.

DURATION

5 days

PRE-REQUISITES

Industrial Foundations/Organising Foundations or equivalent organising experience

RELATED COURSES

This course is intended to be delivered as a part of the Industrial Pathway. Industrial Foundations is the introductory course and Advocacy is the advanced course.



ENROL

See upcoming training dates and [enrol online](#).



ADVOCACY

This course will teach you how to present a submission to the Fair Work Commission or other industrial tribunal.

INTENDED AUDIENCE

Industrial and Legal Officers

ABOUT THIS COURSE

This course caters to officials who need to present matters to the Fair Work Commission or other industrial tribunals. You will learn a step-by-step approach that will provide guidance at every stage of the process, from initial research to presenting, ensuring you will be the most effective advocate possible.

The course, focused on practical outcomes, culminates in a mock arbitration hearing before a member of the Fair Work Commission, where you can put everything you've learnt into practice.

OUTCOMES

By the end of this course, participants should be able to:

- Identify the areas in which Fair Work Commission can arbitrate
- Identify matters that can be taken to the State and Federal Magistrates Courts
- Identify the elements and structure of a contested case
- Identify the steps of a sound and thorough research process
- Apply a framework to identify information requirements
- Strategically and effectively question a witness both in examination in chief and cross examination
- Build a coherent, consistent and convincing argument
- Present a submission to a member of the Fair Work Commission or other industrial tribunal

CONTENT

Jurisdiction and deciding which action to take

Explores the importance of choosing the most appropriate jurisdiction and action for a matter. Participants are encouraged to think creatively and consider a range of actions to assist members with grievances.

The Proof Making Model

The Proof Making Model is introduced as a way of thinking about industrial matters, investigating member concerns, providing advice to members and as a core tool for case preparation.

Dispute settlement under the *Fair Work Act 2009*

Develop understanding of the dispute resolution jurisdiction of the Fair Work Commission and the requirements that must be met to take a dispute to the FWC.

Negotiation and Conciliation

Distinguishes between conciliation and arbitration, conferences and hearings. Strategic choices about progressing a matter to conciliation or arbitration and developing and implementing a strategy and plan for a conciliation

Precedent and legal research

Develops participants understanding of how to use precedent decisions to give force to and ensure their arguments are legally correct.

Evidence

Know how to obtain orders to attend and orders to produce in the FWC, and to understand the basic rules of evidence as applied in industrial tribunals, to lead appropriate evidence and to be able to make, and understand, objections.

Submissions

Familiarises participants with how to prepare opening and closing statements, draft orders, outlines of submission and written submissions.

Witness statements and preparing a witness for hearing

Draft witness statements that contain admissible evidence and prepare a witness for hearing and support a witness through the hearing process.

Witness Examination

Understand and apply techniques for the examination of witnesses within the Fair Work Commission.

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course will draw on participants' work and life experiences, making learning relevant and engaging and using a range of methods including video, discussion, slides, and group work.

This course culminates in a mock trial held at the Fair Work Commission, which is recorded for participants' reflection.

DURATION

5 days

PRE-REQUISITES

Industrial Foundations and Bargaining and Negotiations, or equivalent experience.

RELATED COURSES

This course is the most advanced course in the Industrial Pathway, following Industrial Foundations and Bargaining and Negotiation.



ENROL

See upcoming training dates and [enrol online](#).



HANDLING GRIEVANCES IN THE WORKPLACE

This course will teach skills and frameworks to build your capacity to communicate around and work through grievance issues with workers and employers.

INTENDED AUDIENCE

Workplace Leaders (Delegates and Activists)

ABOUT THIS COURSE

As a union representative, you will often play the role of problem solver. At times, you may need to negotiate productive outcomes at the workplace level and to support members with grievances in the workplace.

This course will help you develop your problem-solving and analytical skills. You will learn skills and frameworks to build your capacity to communicate around and work through grievance issues with workers and employers.

This course will reinforce understanding of procedural fairness and participants will learn strategies to problem solve and interpret relevant clauses in awards and agreements.

OUTCOMES

By the end of this course, participants should be able to:

- Identify where handling grievances fits in the context of union values
- Identify responsibilities, power and interests of the employer and employee in the grievance handling process
- Articulate and enforce the concepts of natural justice and procedural fairness
- Demonstrate listening and questioning skills to interview members
- Use the problem-solving framework to develop a union case

- Identify strategies to make grievances part of collectively building the union at the workplace
- Prepare a strategy to inform members of their rights

CONTENT

Grievance Handling experiences

Link experiences to new knowledge in addressing workplace grievances
Responsibilities in the context of grievance handling
Identify how and where grievance handling fits in the context of union values

Rights and responsibilities

Employer and employee responsibilities under common law contract of employment
Sources of workers' rights
Articulate the concepts of natural justice and procedural fairness

Communications and Problem solving

Demonstrate effective listening & questioning skills when interviewing a member
Confidently conduct an interview to determine the facts of the case
Demonstrate and practice effective listening & questioning skills to interview members

Use the problem-solving framework to develop the union case

Use and analyse industrial instruments for grievance handling
Analyse a case study
Use frameworks to determine the facts, issues, impacts options and decide on action

Taking it back to the workplace

Identify strategies to make grievances part of building the union at the workplace
Identify when & how collective support can be achieved for individual matters

DELIVERY MODE

Face-to-face

DELIVERY STYLE

Along with content delivery through relevant digital resources, the course will rely heavily on teacher-led facilitated discussion, activities, small group work and use of case studies.

DURATION

1 day

PRE-REQUISITES

None (it is recommended new Delegates complete Core Skills for Delegates before attending this course)

RELATED COURSES

Core Skills for Delegates
Power at Work: Next Steps for Delegates
Industrial Foundations



ENROL

See upcoming training dates and [enrol online](#).



INDUSTRIAL RELATIONS REFORM SERIES

This course will cover the broad areas of Industrial Relations reform which came into operation from December 2022 and throughout 2023.

INTENDED AUDIENCE

Organisers and Campaigners
Industrial and Legal Officers

ABOUT THIS COURSE

This course contains five modules, with each module covering a broad area of recent Industrial Relations reform brought about by the *Secure Jobs Better Pay Act 2022*.

OUTCOMES

By the end of this course, participants should be able to:

- Outline the amendments to the *Fair Work Act 2009* brought about by the *Secure Jobs Better Pay Act 2022*
- Discuss relevant strategic considerations in relation to industrial relations
- Apply the legislative amendments to your industrial context

CONTENT

Bargaining Streams

Bargaining overview and single enterprise Supported
Single enterprise
Cooperative

Gender Equity

Gender equality, equal remuneration
Prohibiting pay secrecy
Flexible work
Anti-discrimination and special measures

Respect@Work

Paid family and domestic violence leave
Positive duty and other *Sex Discrimination Act* changes
Prohibiting sexual harassment in the workplace

Intractable Bargaining and Taking Action

Bargaining disputes
Industrial action (PABs)

Agreement Approvals and Terminations

Termination of agreements and sunseting of zombie agreements
Agreement approvals

DELIVERY MODE

On demand

DELIVERY STYLE

Reading, watching videos and completion of quizzes.

DURATION

Self-paced

PRE-REQUISITES

None

RELATED COURSES

Industrial Foundations
Bargaining and Negotiations
Advocacy



ENROL

See upcoming training dates and [enrol online](#).

WORK HEALTH AND SAFETY FOUNDATIONS

This course will cover fundamental knowledge of WHS legislation.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

This course is designed for officials looking to learn the basics of work health and safety so they can confidently help build WHS structures in workplaces and effectively represent and organise workers harnessing both work, health and safety and industrial tools. We will explore both current and historical union campaigns around health and safety in the workplace, and the subsequent impact of these campaigns on shaping legislation.

You will learn to critique theories of work health and safety through comparing a behaviour-based approach with a systems-based approach and how to apply a systems-based approach in practising risk assessments. Finally, you will gain a clear vision of what a powerful, organised workplace looks like and how using WHS knowledge and tools can help you realise that vision in your workplaces.

OUTCOMES

By the end of this course, participants should be able to:

- Identify key rights for workers under WHS legislation
- Identify key health and safety opportunities for organising
- Describe the key components of a safe management system
- Apply the hierarchy of control to manage risk in the workplace
- Identify the value of having a WHS entry permit for organising

- Describe key WHS union campaigns, past and present, and their impact on WHS laws
- Develop the WHS structures needed to organise effectively around WHS
- Identify the powers HSRs have under the WHS legislation

CONTENT

Introduction to WHS

Broad definition of WHS

History of WHS

Key WHS campaigns led by the union movement
Evolution of WHS legislation through these campaigns

Approaches to work health and safety

Behaviour-based versus systems-based

The health and safety framework

Key rights of workers under the legislation
Risk assessments
Hierarchy of hazard control

WHS entry permits

How WHS permits can be obtained and used in issue resolution

Building powerful, organised workplaces

Establishing WHS structures
Powers of HSRs
Identifying threats to building power
Case studies in organising drawing on WHS and industrial tools

DELIVERY MODE

Face-to-face

DELIVERY STYLE

Along with content delivery through PowerPoint slides, the course will rely heavily on teacher-led facilitated discussion, small group work and use of real case studies.

DURATION

1 day

PRE-REQUISITES

None

RELATED COURSES

Commonwealth Work Health and Safety Entry Permit Holder
Certificate IV in Work Health and Safety



ENROL

See upcoming training dates and [enrol online](#).



COMMONWEALTH WORK HEALTH AND SAFETY ENTRY PERMIT HOLDER

This course will provide an overview of the *Work Health and Safety Act 2011* and broadly outlines the range of powers entry permit holders have in accordance with the *Fair Work Act 2009*.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

This course provides an overview of the *Work Health and Safety Act 2011* and broadly outlines the range of powers entry permit holders have in accordance with the *Fair Work Act 2009*. Upon course completion you will be able to apply for an entry permit under the *Work Health and Safety Act 2011 (Cwth)*.

OUTCOMES

By the end of this course, participants should be able to:

- Outline the requirements for obtaining and maintaining a WHS entry permit
- Describe the circumstances under which a WHS-EPH can enter a workplace
- Explain the rights and obligations of a WHS-EPH when entering and while present at the workplace
- Explain the role of the regulator when right of entry is disputed
- Outline the requirements of an issue resolution procedure
- Explain the role of relevant parties in the issue resolution procedure
- Explain the consultation duties of PCBU's
- Describe the role of consultation in risk management

CONTENT

Introduction to the *Work Health and Safety Act 2011*

Objects of the act
Duties and rights of employers and employees
Powers of HSRs

Consultation and risk management

Hierarchy of control
WHS right of entry to consult and advise relevant workers on WHS matters
Issue resolution

Comparison ROE rights

Right of entry for permit holders under industrial relations and WHS law – similarities and differences
WHS right of entry to inquire into suspected contraventions of the WHS Act

DELIVERY MODE

Online

DELIVERY STYLE

This course combines presentations from our expert facilitators along with discussion and group work to enable practical application to the workplace.

DURATION

1 day

PRE-REQUISITES

Federal Right of Entry Permit

RELATED COURSES

Work Health and Safety Foundations
Certificate IV in Work Health and Safety



ENROL

See upcoming training dates and [enrol online](#).



CERTIFICATE IV IN WORK HEALTH AND SAFETY

This course will provide you with a WHS tool kit governed by a proactive and preventative approach to workplace health and safety from a union perspective.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

The Certificate IV in Work Health and Safety (WHS) is a nationally accredited program providing you with a WHS tool kit governed by a proactive and preventative approach to workplace health and safety from a union perspective.

Participants will gain the knowledge, skills, and confidence to effectively collaborate at the workplace on the development and implementation of WHS policies and procedures, risk management and compliance with the legal framework. Through this course, you will gain a formal qualification that will equip you for specialist roles in work health and safety.

OUTCOMES

By the end of this course, participants should be able to:

- Describe the union approach to work health and safety
- Explore the link between organising and health and safety structures and effective issue resolution
- Explain the components of the health and safety legislative framework
- Provide advice on how to comply with health and safety laws

- Confidently contribute to the development, implementation, and monitoring of WHS policies and procedures in the workplace
- Respond effectively to WHS incidents in the workplace
- Contribute to the management of risks at work
- Explore the role unions can play in a health and safety consultative process

CONTENT

Block One

BSBWHS412 Assist with workplace compliance with WHS laws
BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes

Block Two

BSBWHS414 Contribute to WHS risk management
BSBINS401 Analyse and present research information

Block Three

BSBWHS416 Contribute to workplace incident response
BSBWHS419 Contribute to implementing WHS monitoring processes

Block Four

PSPGEN114 Work effectively with diversity and inclusion

Block Five

BSBWHS415 Contribute to implementing WHS management systems
BSBSTR402 Implement continuous improvement

Block Six

BSBWHS417 Assist with managing WHS implications of return to work

DELIVERY MODE

Face-to-face and Online

DELIVERY STYLE

This course will involve presentations, facilitated discussion, case studies and other interactive methodologies to apply skills and knowledge presented.

The facilitator will also cover the assessment requirements required for competency and enable participants some structured time to commence work and collaborate on projects that will contribute to the attainment of the qualification.

DURATION

6 x 3 days

PRE-REQUISITES

None. Work Health and Safety Foundations and Work Health and Safety Permit Holder training recommended.

RELATED COURSES

Work Health and Safety Foundations
Commonwealth Work Health and Safety Entry Permit Holder



ENROL

See upcoming training dates and [enrol online](#).

CORE SKILLS FOR DELEGATES

This course will provide the practical skills, knowledge and confidence you need to be an effective Delegate.

INTENDED AUDIENCE

Workplace Leaders (Delegates and Activists)

ABOUT THIS COURSE

This course is built for those embarking on a role as a Delegate for the first time. Through this course you'll gain the practical skills, knowledge and confidence you need to effectively represent workers' interests.

OUTCOMES

By the end of this course, participants should be able to:

- Describe the role of a workplace union Delegate
- Talk to workers about joining the union
- Map their workplace
- Identify and recruit workplace activists
- Explain workers' rights and entitlements in a specific context
- Analyse clauses in industrial Awards and Agreements
- Support union members to solve problems

CONTENT

Power, purpose and values
Understanding organising
Mapping the workplace
Role of a Delegate
Communication methods and purpose
Handling objections
Sources of workers' rights
Analysing Awards/Agreements
Planning for action

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course relies heavily on facilitated discussion, small group work, digital tools where relevant, and use of case studies.

DURATION

2 days

PRE-REQUISITES

None

RELATED COURSES

Handling Grievances in the Workplace
Power at Work: Next Steps for Delegates



ENROL
See upcoming training dates and [enrol online](#).



POWER AT WORK: NEXT STEPS FOR DELEGATES

This course will take a practical approach to developing your Delegate communication and organising methods.

INTENDED AUDIENCE

Workplace Leaders (Delegates and Activists)

ABOUT THIS COURSE

This course builds on what you learned in Core Skills for Delegates to focus on building union power at your workplace.

In this course we will take a practical approach to developing your union communication and organising methods. You will learn skills to effectively negotiate, bargain and campaign with members.

We will explore how to create democratic approaches to WHS and work with WHS reps at your workplace to win strong outcomes for members. The course will develop your leadership skills as a Delegate so you can build confidence in others to contribute, stand together, and act as part of the union.

OUTCOMES

By the end of this course, participants should be able to:

- Articulate theories of negotiation
- Negotiate with employers on behalf of members at the worksite
- Articulate the role of the Delegate in workplace bargaining and campaigning
- Demonstrate confidence in leading workplace organising campaigns and bargaining
- Plan for and develop structures to develop activism and share union responsibility

- Run effective workplace meetings
- Articulate and build skills in using WHS to build power and work with WHS representatives

CONTENT

Big picture issues for Delegates

Our context
Core Skills for Delegates – Review

Communications and Conversations

Storytelling and educating others

Representation

Problem solving and grievance handling
Organising using WHS

Building power

Identifying activists and empowering others

Bargaining and campaigns

Running worksite meetings
Negotiation skills
Negotiation practice

Planning for action

Next steps back at work

DELIVERY MODE

Face-to-face

DELIVERY STYLE

Along with content delivery through relevant digital resources, the course will rely heavily on teacher-led facilitated discussion, activities, small group work and use of case studies.

DURATION

3 days

PRE-REQUISITES

None (it is recommended new Delegates complete Core Skills for Delegates before attending this course)

RELATED COURSES

Core Skills for Delegates
Handling Grievances in the Workplace
Industrial Foundations



ENROL

See upcoming training dates and [enrol online](#).



COACHING FOR GROWTH

This course will teach Organisers and Campaigners how to coach workplace leaders on growing union membership.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

In the face of falling union density and the pressures of everyday organising, it often feels like we are treading water when it comes to union growth. Every union member has a vital role to play, which is why it's so important for Organisers to take the time to transfer their knowledge, confidence and skills to union members.

This course revisits key conversation frameworks, focusing on how to coach others to grow the union. Through learning and applying coaching frameworks, Organisers will come away with the skills to support Delegates and activists to take ownership of being a member, and to share the responsibility of growing strong, sustainable unions.

OUTCOMES

By the end of this course, participants should be able to:

- Explain the benefits of a distributed organising model for building union growth and power
- Demonstrate confidence in using coaching frameworks to develop activists to build union growth
- Revise key organising conversation frameworks such as the Structured Organising Conversation and Objection Handling from a coaching perspective

- Build and use storytelling frameworks to communicate union goals and stories
- Plan for decentralised organising and member development towards union growth and strength
- Demonstrate confidence in analysing and determining how best to support Delegates and activists in their union development
- Demonstrate confidence in coaching and developing activists and Delegates to recruit to membership and union activism

CONTENT

Purpose and Leadership

Frameworks revisited
Coaching Frameworks
Coaching practice – diagnosing challenges

Coaching others to grow the union

Insights into growth and segmentation
Coaching others to handle objections
Storytelling for growth
Planning for strong unions

DELIVERY MODE

Face-to-face

DELIVERY STYLE

Along with content delivery through relevant digital resources, this course will rely heavily on educator-led facilitated discussion, activities, small group work.

DURATION

2 days

PRE-REQUISITES

The course is best suited for Organisers who have a good grasp of organising ideas and frameworks through on-the-job experience, or a refresher for Lead Organisers who may want to apply coaching frameworks to support new Organisers in their work.

RELATED COURSES

Lead Organiser Development Program
Organiser Induction



ENROL

See upcoming training dates and [enrol online](#).



LEAD ORGANISER DEVELOPMENT PROGRAM

This course will develop skills in planning, staff professional development, and systems of supervision and management.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

The Lead Organiser Development Program aims to build the skills of Organisers who supervise other organising staff. The course aims to build effectiveness and accountability in Organisers, assist in building good corporate governance in unions, and to promote professional practice in representational work. The duration and delivery of the program can be tailored to unions and participants' professional development needs.

OUTCOMES

By the end of this course, participants should be able to:

- Define what is necessary to effectively lead and manage the union
- Assess the current strengths and weaknesses of how the union plans, manages and develops all levels
- Describe the components of the role of leader in the union
- List the components of successful change and success
- Explain the importance of staff having clear goals, clear roles and a clear purpose to activities
- Identify barriers to Organisers working in ways necessary to implement plans

- Describe strategies to overcome barriers, including strategies to overcome the servicing and bargaining load
- Describe how a leader can operate in a way which enables staff to develop strategic and critical thinking

CONTENT

Role of a Lead Organiser

Barriers and hurdles Organisers face in carrying out the "ideal" role

Urgent versus Important

How work is prioritised and strategies for enabling strategic work to be prioritised

Planning – Industry Planning

Importance of industry planning and the risks involved in not taking an industry-wide approach to organising and building power

Organiser Development

Developing Organisers taking account of barriers and learning preferences

Coaching

Theory of development: 70:20:10 (formal and informal learning)

Briefing and Debriefing

Handing over responsibility to Organisers to implement the plan
Debriefing – Accountability to the plan and follow up

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course draws on participants' work and life experiences and uses a range of methodologies to make learning relevant and engaging including video, discussion, slides, and group work. The course will utilise an authentic case study as the basis for industry-wide research.

DURATION

5 days

PRE-REQUISITES

Experience on the ground as an Organiser.

It is recommended that participants have completed the Organiser Pathway, Organising Works program, or equivalent training to better support and mentor developing Organisers.



ENROL

See upcoming training dates and [enrol online](#).



CLIMATE ACTION FOR UNIONISTS

This course will teach fundamental knowledge about climate change science and the impacts the climate emergency has on workers and workplaces.

INTENDED AUDIENCE

Organisers and Campaigners
Workplace Leaders (Delegates and Activists)
Specialist Staff (Policy and Research)

ABOUT THIS COURSE

In this course, you will acquire fundamental knowledge about climate change science including the latest research.

The course will cover the impacts the climate emergency has on workers, their workplaces, their communities and identify those workers and communities most at risk. It will explore actions workers can take to climate-proof their workplaces and actions to support ambitious climate policy to tackle the climate emergency.

OUTCOMES

By the end of this course, participants should be able to:

- Identify the causes of global warming and sources of emissions
- Identify what the latest climate science means in terms of climate impacts and risks
- Explain why climate change matters to workers, and the disproportionate impacts of climate change on vulnerable and marginal groups
- Describe how workers can leverage power to climate-proof workplaces
- Identify opportunities to tackle climate action in collective agreements

- Contribute to reducing climate hazards at work
- Identify how neoliberalism has framed the narrative on climate shifting focus away from big polluters and industry to individuals
- Identify the union movement’s key policy and campaign areas to obtain climate justice for workers and communities

CONTENT

Climate science and impacts on work and workers

The latest research on climate science and how Australia and the world is tracking

Why is climate change union business?

Industry policy on climate change

Opportunities for workers in decarbonisation of the economy

Climate proofing your workplace

Reducing environmental impacts at work

Bargaining for climate action in enterprise agreements

DELIVERY MODE

Online

DELIVERY STYLE

This course combines presentations from our expert facilitators along with discussion and group work to enable practical application to the workplace.

DURATION

2 x 4 hour online sessions

PRE-REQUISITES

None

RELATED COURSES

Economics for Unionists
Sociology for Unionists

FEATURED FACILITATORS

This course is delivered through a collaboration between ATUI and the Victorian Trades Hall Council (VTHC). Dan Sherrell, Senior Climate and Policy Officer, ACTU will co-deliver the course with Colin Long, Just Transitions Organiser, VTHC.



ENROL

See upcoming training dates and [enrol online](#).



ECONOMICS FOR UNIONISTS

This course will provide a grounding in the fundamentals of economic theory and policy from a unionist's perspective.

2021

2019

COVID-19

2018

INTENDED AUDIENCE

Organisers and Campaigners
Specialist Staff (Policy and Research)

ABOUT THIS COURSE

Enhance your understanding of major economic concepts and arguments, theories of labour in the economy and alternative approaches to economic policy.

This course will equip you with the knowledge you need to win the economic argument for industrial reform and the protection of workers' rights.

OUTCOMES

By the end of this course, participants should be able to:

- Define key economic concepts
- Analyse and debate economic arguments
- Explain why our proposals have economic merit in policy and/or bargaining contexts
- Discuss theories of the role of labour in the economy
- Define and discuss alternative approaches to

economic policy

CONTENT

What is the economy?

Key economic terms
Micro and macro economics
Measuring the economy

How capitalism works

Short history of capitalism
Tools and goals of neoliberalism
Demystifying capital

Work and production

Forms of work under capitalism
The asymmetry of the employment relationship

The global economy

Dimensions of globalisation
Comparative advantage theory

The real economy and the paper economy

Money, finance and banking
Causes of global financial crisis

The economy and the environment

Globalisation and climate change
The economics of green jobs

Challenging capitalism

Capitalism's report card
Alternatives to neoliberalism

DELIVERY MODE

Face-to-face

DELIVERY

This course style combines presentations from our expert facilitators along with discussion and group work to enable practical application to the workplace.

DURATION

2 days

PRE-REQUISITES

None

RELATED COURSES

Sociology for Unionists
Climate Action for Unionists

FEATURED FACILITATORS

This course is delivered by economic specialists from the Centre for Future Work at The Australia Institute. The Centre is a research organisation focusing on labour economics, unions and collective bargaining, and employment issues.



ENROL

See upcoming training dates and [enrol online](#).

SOCIOLOGY FOR UNIONISTS

This course will explore how you can apply Liberation Sociology to your union work.

INTENDED AUDIENCE

Organisers and Campaigners
Workplace Leaders (Delegates and Activists)
Specialists Staff (Policy and Research)

ABOUT THIS COURSE

This course introduces Liberation Sociology, a framework that will equip participants with tools to engage in liberation for all those who experience exclusion and exploitation because of class, gender, sexuality, ethnicity, disability, and age.

Beginning with an analysis of our material conditions, particularly the class structure of capitalist society, the course explores the way power and wealth are concentrated in the hands of the few.

It introduces participants to the dialectical method which will enable participants to interrogate a situation exposing the root causes of injustice. Using dialectics will help participants reach out to workers and galvanise them in collective struggle to achieve social change.

OUTCOMES

By the end of this course, participants should be able to:

- Define sociology
- Define the material base as a means of understanding the key elements that lead to inequality in society
- Identify the features of neoliberalism
- Analyse the causes of and solutions to insecurity, injustice and inequality

- Define dialectics and engage in the dialectical method to uncover and critique the root causes of injustice in a situation
- Identify how you can shape and change a situation by engaging in the struggle for liberation
- Identify how you can apply liberation sociology to your union work

CONTENT

What is sociology?

Definition and how sociology applies to our union work

Understanding our material base

Features of neoliberalism
Analysis of our concrete conditions and how society is organised
Who has power and why?

Using dialectics

What is the dialectical method?
Using dialectics to critique inequality

Struggle for liberation

Interconnectedness of workers' struggles
Application of sociology to achieve liberation

DELIVERY MODE

Online

DELIVERY STYLE

This course will comprise presentations and facilitated discussion by an expert practitioner along with interactive group work to apply theory to practice in the form of case studies. The course also creates space for self-reflection on how sociology applies to and is embedded in union work.

DURATION

3 x 4 hour online sessions

PRE-REQUISITES

None

RELATED COURSES

Economics for Unionists
Climate Action for Unionists

FEATURED FACILITATOR

This course is delivered by Dr John Falzon, sociologist, poet and social justice advocate, and national CEO of St Vincent de Paul Society from 2006 to 2018. He has written and spoken widely on neoliberalism and the structural causes of inequality and has long been engaged in the collective movement for social justice and social change. John is a lifelong unionist and proud member of the Australian Services Union.



ENROL

See upcoming training dates and [enrol online](#).

ENDING WORKER EXPLOITATION IN GLOBAL SUPPLY CHAINS

This course will explore pragmatic ways to build worker voices in global supply chains.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

This course will extend your understanding of how global supply chains operate, including the gaps and weaknesses in existing regulatory frameworks. This will be contextualised within the ongoing impact of the COVID-19 pandemic.

You will explore the importance of modern slavery and human rights due diligence legislation and be equipped with organising strategies aimed at achieving reasonable working conditions within global supply chains.

OUTCOMES

By the end of this course, participants should be able to:

- Identify key instruments and initiatives in the national and international global regulatory frameworks for global supply chains, including gaps and weaknesses
- Identify and analyse strategies to build worker voices in global supply chains

CONTENT

Regulatory Frameworks

Key elements of the current national and international global regulatory frameworks for global supply chains, and gaps and weaknesses in the existing frameworks

Modern slavery legislation and human rights due diligence

Global Supply Chains

The impact of COVID-19 on decent work in global supply chains

Strategies for organising for decent work in global supply chains

The importance of worker and international organising in achieving decent work in global supply chains

DELIVERY MODE

Online

DELIVERY STYLE

This course will comprise content derived from the current policy environment delivered through presentations along with facilitated discussion and small group work.

DURATION

4 hour online session

PRE-REQUISITES

None

RELATED COURSES

Industrial Foundations
Sociology for Unionists
Economics for Unionists

FEATURED FACILITATORS

This course is facilitated by our Senior International & Civil Society Officer who has extensive experience in international policy development and campaigns.



ENROL

See upcoming training dates and [enrol online](#).



PARLIAMENTARY INQUIRIES: SUBMISSIONS AND HEARINGS

This course will demonstrate strategies to produce effective submissions that make the most of appearing before Parliamentary committees.

INTENDED AUDIENCE

Organisers and Campaigners
Industrial and Legal Officers
Specialist Staff (Policy and Research)

ABOUT THIS COURSE

This course covers topics related to the planning, preparation and lodging of submissions to Australian Parliamentary Inquiries, as well as the presentation of evidence.

You'll learn about terms of reference, various submission formats, and strategies to produce effective submissions that make the most of appearing before Parliamentary committees, while capitalising on media opportunities.

OUTCOMES

By the end of this course, participants should be able to:

- Read and understand Terms of Reference for inquiries
- Understand when and how to follow Terms of Reference
- Plan and produce effective submissions to Parliamentary Inquiries based on your goals
- Undertake effective appearances before Parliamentary Committees
- Align submissions with media opportunities and other practical considerations

CONTENT

Reading and understanding Terms of Reference

Structuring and writing submissions

Goal setting

Planning and undertaking effective appearances

Utilising media and other opportunities to consider

DELIVERY MODE

Online

DELIVERY STYLE

This course combines presentations from our expert facilitator along with discussion and group work to enable practical application to the workplace.

DURATION

4 hour online session

PRE-REQUISITES

None

RELATED COURSES

Industrial Foundations
Bargaining and Negotiations
Advocacy

FEATURED FACILITATOR

This course will be delivered by an expert practitioner from the ACTU's policy division.



ENROL

See upcoming training dates and [enrol online](#).



FEDERAL RIGHT OF ENTRY

This course will allow union officials to apply for a right of entry permit under the *Fair Work Act (2009)*.

INTENDED AUDIENCE

Organisers and Campaigners

ABOUT THIS COURSE

The *Fair Work Act (2009)* brought about important changes to workplace laws, particularly in relation to union officials’ entry to workplaces. Completion of this course enables officials to apply for a right of entry permit under the *Fair Work Act 2009*.

This Fair Work Commission-approved online course focuses on the requirements of the Act with respect to entry to workplaces and requires completion of a multiple-choice quiz to test participants’ understanding of their rights and responsibilities.

OUTCOMES

By the end of this course participants will be able to apply for a right of entry permit under the Fair Work Act.

CONTENT

The *Fair Work Act (2009)*

Entry to Investigate Suspected Contravention and Hold Discussions

Requirements of Permit Holders

Rights Under OHS Laws

Prohibitions and FWC Powers

Permit Matters

Fair Work Regulations (2009) and Forms Relating to Entry to Premises

Fair Work Commission and ROE Forms F42-F45

DELIVERY MODE

On demand

DELIVERY STYLE

Reading, watching videos and completion of quizzes.

DURATION

Self-paced

PRE-REQUISITES

None

RELATED COURSES

Organiser Pathway
Industrial Pathway



ENROL

See upcoming training dates and [enrol online](#).



UNION GOVERNANCE

This course will allow you demonstrate compliance with the *Fair Work (Registered Organisations) Act 2009* as a union official.

INTENDED AUDIENCE

Organisers and Campaigners
Elected Officers/Officials

ABOUT THIS COURSE

The *Fair Work (Registered Organisations) Act 2009* requires union officers with financial decision-making responsibilities (including elected officials, finance staff and members of committees of management) to undertake Fair Work Commission-approved training in financial governance within six months of their appointment.

This course will help you integrate union values into your union practice, as you develop practical skills in reading and understanding financial statements and reports and explaining the purpose of auditors and the need to rotate registered practitioners.

You will explore the various facets of whistleblower protections and be able to discuss the consequences of failure to comply with the RO Act. Upon completing the course, you will receive certificates demonstrating compliance with the requirements of the Act.

OUTCOMES

By the end of this course, participants should be able to:

- Explain the principles of good governance
- Define legal and technical requirements of their role
- Discuss your duties as Officers
- Read and understand financial statements and reports
- Discuss your obligations as Officers responsible for financial management
- Explain the purpose of auditors and the need to rotate registered practitioners
- Be aware of whistleblower protections
- Discuss the consequences of failure to comply with the RO Act

CONTENT

The Legislative Rules and Framework

Financial Management and Reporting

Understanding Financial Reports

The Powers of the FWC and Consequences of non-compliance

DELIVERY MODE

On demand

DELIVERY STYLE

Reading, watching videos and completion of quizzes.

DURATION

Self-paced

PRE-REQUISITES

None



ENROL

See upcoming training dates and [enrol online](#).



UNION GOVERNANCE: TRAIN THE TRAINER

This course will qualify you to deliver the ACTU Union Governance Course for union officials.

INTENDED AUDIENCE

Educators

ABOUT THIS COURSE

This course is intended for Educators who are conducting Union Governance training for Branch Committees of Management.

The Fair Work (Registered Organisations) Act 2009 requires that union officers who hold financial decision-making responsibilities (including Elected Officials, finance staff and members of Committees of Management) undertake Fair Work Commission-approved training in financial governance within six months of their appointment.

This course will qualify you to deliver the ACTU Union Governance Course for union officials. You will learn how to apply adult learning principles to deliver the course in a relevant and engaging way and build your own skills as an Educator.

You will also acquire the skills and knowledge to demonstrate leadership and model the values of good Union Governance.

Your Train the Trainer certification is valid for two years, and you will need to attend the refresher course every two years.

OUTCOMES

By the end of this course, participants should be able to:

- Explain their role and responsibilities in delivering the Union Governance course
- Use adult learning principles to deliver the course
- Assess participants' understanding of the content
- Answer questions or refer participants to additional information, to improve their understanding of Union Governance
- Demonstrate leadership in the application of values and principles of Union Governance in their union

CONTENT

Role and Responsibilities

Reviews the connection between the compliance elements of the Union Governance course and union values. Introduces the Spiral Model of Education as a basis for adult learning.

Union Governance

Familiarises participants with the content of the Union Governance course which has already been completed. Draws out the key learnings for Branch Committee of Management members in each session.

Power Analysis

Assists participants in identifying some of the key barriers to Branch Committee of Management Members acting on their training and discusses how to address these barriers.

Administration

Provides clarity on the administrative processes attached to this compliance-based course.

DELIVERY MODE

Online

DELIVERY STYLE

This course will draw on participants' work and life experiences, making learning relevant and engaging and using a range of methodologies.

DURATION

2 x 4 hour online sessions

PRE-REQUISITES

Union Governance



ENROL

See upcoming training dates and [enrol online](#).



OTHER COURSES

PUBLIC SPEAKING

This course will help you to develop your public speaking skills.

INTENDED AUDIENCE

All Affiliate Staff

ABOUT THIS COURSE

Public speaking is a key skill in our organising tool belt, and it is one that takes practice to hone effectively. This course will cover all aspects of public speaking including content development, selection of content to suit your audience and techniques to improve your presentation skills.

OUTCOMES

By the end of this course, participants should be able to:

- Discuss strategies to deal with public speaking anxiety
- Identify what makes a good speech
- Use a framework to develop speech content that moves people
- Practise the art of public speaking

CONTENT

Structuring a Speech

Most effective way to construct a speech

Speech Preparation

Develop a draft speech with peer feedback

Speech Delivery

Practice your newly drafted speech in a group environment and receive peer feedback

DELIVERY MODE

Face-to-face

DELIVERY STYLE

This course will draw on best practice in adult education through drawing on participants' work and life experiences and enabling all participants to practise speech-making in a relevant context.

DURATION

1 day

PRE-REQUISITES

None



ENROL

See upcoming training dates and [enrol online](#).

OTHER COURSES

WORKING FOR UNIONS

This course will provide an orientation to working in the union movement.

INTENDED AUDIENCE

All Affiliate Staff

ABOUT THIS COURSE

This course covers union history, the values that underpin unionism and explores the structure of unions and the ways in which working for a union may differ from other working environments. It is designed for staff who are new to working for a union who have little experience of unions.

OUTCOMES

By the end of this course, participants should be able to:

- Identify the values and principles that underpin unionism
- Outline key workplace entitlements fought for and won by unions
- Describe key campaigns led by unions throughout history
- Describe the democratic structures that characterise unions
- Identify the key components of the industrial framework

CONTENT

Introduction to unions and the ACTU
Union values and history
The structure of unions
The industrial framework



ENROL

See upcoming training dates and [enrol online](#).

DELIVERY MODE

On demand

DELIVERY STYLE

Reading, watching videos and completion of quizzes.

DURATION

Self-paced

PRE-REQUISITES

None

RELATED COURSES

Organiser Induction
Work Health and Safety Foundations





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