



Course Information

**Further Education and Training Certificate:
Trade Union Practice**

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SAQA ID	58337
Level	4
Credits	150
Duration	1 year

The FETC: Trade Union Practice Qualification has been designed to meet the education and training needs of both members, particularly site stewards, as well as employees in the trade union movement, and those aspiring to become involved in trade union activities. This qualification is particularly useful for employees in the trade union movement who specialise in the following activities:

Communication and media liaison

Administration

Leadership, management and supervision

Education and gender liaison

Course Expectation

This is a learnership, and therefore has a theory and workplace component.

- Learners are expected to complete the theory at the training provider.
- The workplace component must be complete at a recognised workplace.
- The activities at the workplace will be determined by the workplace tasks that need to be completed.

Training Provider

Workplace

Selection of Workplace

Learners are required to ensure that they have secured a workplace. Whilst IQ supports learners in this endeavour, it is the learners responsibility.

The workplace selected must be in line with the course undertaken.

Learners will be provided with a pack that includes:

- Letter of request for placement
- Placement guidelines for Employer organisations

Training



Your course comprises of the following:

- Complete Learner orientation on the programme expectations.
- Mentor guidelines for the workplace mentors.
- Work integrated guidelines for the workplace.
- Learner orientation guide.
- Process meetings map with employers and mentors.
- Training plan including the schedule of assessments
- Process map for the qualification.
- Learner guides, workbooks and log books
- E-learning lessons/ PC Tablet (with audio voice lessons)
- Training videos to support lessons showing practical applications

Assessment

Assessments are an important part of your learning as it serves as a measure to identify if you have achieved the competencies required in this course.

Various assessment methods are used during the course of your programme. All these are collated into a Portfolio of Evidence which is used for the final summative assessment. Each module of your study will have an assessment of some form.

The workplace is assessed through a logbook. This comprises a list of tasks which needs to be completed and signed off by your workplace mentor.

Delivery Modality

The delivery modality is flexible and designed according to the needs of the client.

The following are some of the options:

Option 1

- Lessons are presented on a PC Tablet. These are recorded.
- All the learner guides and workbooks are on the PC Tablet.

Option 2

- E-learning. Lessons are on the e-learning platform and learners progress through them.

Option 3

Face to face tuition according to a training plan.



Company inductions

Better tracking

Convenience

Learner control

Use of dead time

Suits: learning styles

Social learning

Easy evidence

Learner confidence

Institute for Quality
Mobile Learning for the
workplace. Are you ready?

Programme Modules

Management Skills			Level	Credits		Contact session/	Assessment date
Core	242816	Conduct a structured meeting	4	5			27-02-2013
Elective	14667	Describe and apply the management functions of an organization	4	10			13-03-2013
Elective	120385	Apply a range of project management tools and techniques	4	7			27-03-2013
Trade Union Theory							
Core	243850	Demonstrate an understanding of political economy	4	10		08/05/2013	22/05/2013
Core	243848	Demonstrate an understanding of the trade union movement	4	6	17/05/2013	22/05/2013	05/06/2013
Core	243846	Demonstrate an understanding of working class theories	4	6		05/06/2013	19/06/2013
Core	243849	Explain the current legal framework for the trade union environment	4	10		19/06/2013	03/07/2013
Trade Union Operations							
Core	<u>243847</u>	Organise and mobilise workers	4	12		03/07/2013	17/07/2013
Core	243853	Plan and administer trade union activities	4	5		17/07/2013	31/07/2013
Core	243851	Promote gender equality and women's empowerment in employment	4	5		31/07/2013	14/08/2013
Core	<u>243852</u>	Demonstrate an understanding of the role and function of financial management in the trade union environment				14/08/2013	28/08/2013
Occupational Health and Safety							
Core	120344	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	4	4		28/08/2013	11/09/2013
Elective	120366	Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the work place	4	9		11/09/2013	25/09/2013
Communication							
	119472	Accommodate audience and context needs in oral/signed communication	4	5		25/09/2013	02/10/2013
	119457	Interpret and use information from texts	4	5		02/10/2013	09/10/2013
	119465	Write/present/sign texts for a range of communicative context	4	5		09/10/2013	16/10/2013
	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5		16/10/2013	23/10/2013
	119469	Read/view, analyse and respond to a variety of texts	4	5		23/10/2013	30/10/2013
	119471	Use language and communication in occupational learning programmes	4	5		30/10/2013	06/11/2013
	119459	Write/present/sign for a wide range of contexts	4	5		06/11/2013	13/11/2013
Numeracy							
	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6		13/11/2013	20/11/2013
	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4		13/11/2013	20/11/2013
	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6		20/11/2013	27/11/2013