



Industrial Relations Labour Market Report
Trade Union Representatives and Professionals
2012

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Foreword

CfA Business skills @ work has been commissioned by the UK Commission for Employment and Skills (UKCES) to produce a Labour Market Intelligence (LMI) report on the Industrial Relations sector in the UK. This report focuses on presenting a picture of Trade Union Professionals and Representatives across the UK. It looks at:

- the profile of trade union membership across the UK, including membership characteristics, qualification levels and national split
- skills challenges and skills related issues facing employers including skills gaps and skill shortages where possible
- learning provisions available for the sector

The principle purpose of this report is to provide a robust analysis of what the Trade Union Professionals and Representatives sector looks like in the UK, and where possible within each of the four Nations: England, Northern Ireland, Scotland and Wales.

Key Findings

1. Trade Union representative and professionals provide benefits to employers and employees by:

- improving the skills of employees, thereby enhancing the contribution they make at the workplace
- negotiating with employees on behalf of their members to reduce exit rates and labour turnover in order to provide better outcomes for unfair dismissals for employees
- making employees aware of their rights and responsibilities in regards to health and safety, thereby making them more engaged with the health and safety policies in the organisation
- reducing the number of exits, improving labour retention and reducing absenteeism thus providing organisations with productivity gains.

2. Trade union professional and representatives

- The number of employees who engage in industrial relations activities are said to be severely underestimated due to the unusual nature of the occupation and the connection in official data sources with human resources.
- There are more male (54 per cent) trade union professionals than females professionals (46 per cent). However, the number of female trade union professionals has increased from 2005 figures, while the number of male union professionals has decreased.
- More than half of all trade union professionals are over 45 years old.
- The majority of professionals are white–European (93.9 per cent). There are no trade union professionals and representatives in the categories black African, black other, Pakistani or Chinese.
- There are more male union learning and safety representatives than female, and a high percentage of representatives between 46 - 60 years old.
- More than half of all union learning and safety representatives have another union role.

3. Trade union membership

- Trade union density for employees in the UK has fallen to 26.6 per cent compared to 2009 figures. Trade union membership levels for UK employees fell by 2.7 per cent to 6.5 million compared with 2009.
- Associate professionals and technical professionals have the highest density of trade unions (43.7 per cent). Sales occupations have the lowest (12.9 per cent) density of all occupations.

Executive summary

- There has been a steady narrowing of the gap between men and women union density from 1995 to 2010. For the ninth consecutive year, women are now more likely than men to be trade union members.

4. Market supply

- There is a large provision of qualifications for trade union professionals and representatives. Unions have stated that they are happy with the quality of provision available for their representatives and professionals.
- Each year, TUC Education delivered training to 220,000 union workplace representatives. There has been a doubling of courses and their take-up since 2000. Short courses continue to account for the most popular training course for representatives and professionals.

5. Current and future needs for union representatives and professionals:

- Trade union representatives and professionals will be recruited as needs are identified. It is anticipated that over the next 10 years much of the workforce will retire and thus there will be a need to recruit and train more representatives and professionals.
- There is not much data on the specific skills required by trade union professionals and representatives due to the unique nature of the occupation and the fact that data on unions' workforce is said to be commercially sensitive.

1. Introduction

1.1 Defining Industrial Relations

The term industrial relations explains the relationship between employees and management which stems directly or indirectly from union-employer relationship.

Industrial relations are the relationships between employees and employers within the organisational settings. The field of industrial relations looks at the relationship between management and workers, particularly groups of workers represented by a union.

The term industrial relations has a broad as well as a narrow outlook. Originally, industrial relations was broadly defined to include the relationship and interactions between employers and employees. From this perspective, industrial relations cover all aspects of the employment relationship, including human resources management, employee relation, and union management. However its definition has now become more specific and restricted. Industrial relations now pertains to the study and practice of collective bargaining, trade unionism and labour management, whilst human resources management is a separate, largely distinct field which deals within non-union employment relationships and personnel practices and policies¹.

1.1.1 The role of Trade Unions

Trade unions play a major role in improving the quality of industrial relations. Not only do they have to protect and safeguard the interests of workers through collective bargaining, but they have an equal responsibility to see that organisations do not suffer on account of their direct actions such as strikes. Trade unions therefore play an important role in mediating the relationship between employers and employees and ensuring that the differences of opinions do not turn into conflicts.

Collective bargaining is a process of negotiations between employers and trade unions in regards to terms and conditions of employment such wage scales, working hours, training, health and safety, overtime and grievance. When collective bargaining has led to an agreement, for example pay increases, these agreements are called collective agreements.

The following sections outline the role of trade unions in industrial relations.

1.1.1.1 Definition of a Trade Union

A trade union is an organised group of workers. Its main purpose is to protect and advance the interest of its members.

According to the *Trade Union and Labour Relations (Consolidation) Act 1992*² a "trade union" means an organisation (whether temporary or permanent):

- (a) which consists wholly or mainly of workers of one or more descriptions and whose principal purposes include the regulations of relations between workers of that description or those descriptions and employers or employers' associations; or
- (b) which consists wholly or mainly of—

¹ *Introduction to Industrial relations, 2007,*
<http://industrialrelations.naukrihub.com/introduction.html>

² *Trade Union and Labour Relations Consolidation, 1992, Legislation.gov.uk*

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- i. constituent or affiliated organisations which fulfil the conditions in paragraph (a) (or themselves consist wholly or mainly of constituent or affiliated organisations which fulfil those conditions), or
- ii. representatives of such constituent or affiliated organisations.

And whose principal purposes include the regulation of relations between workers and employers or between workers and employers' associations, or the regulation of relations between its constituent or affiliated organisations.

1.1.1.2 What Trade Union Representatives and Professionals Do?

Union representatives and professional carry out a wide range of roles. The following sub-sections present an overview of the roles they undertake.

Union Professionals³

Union professionals have a variety of job titles/roles including:

- National Officer
- Regional Officer
- Full Time Officer (FTO)
- Regional Organiser
- Union Staff
- Union Education Officer
- Union Project Worker
- Case Worker.

Union professionals' describe their main functions as:

- directly helping activists and branches to organise
- providing back-up, advice and support on organising
- casework and representing members to management
- providing information and advice to members
- providing direct support, e.g. training in organising, bargaining, workplace learning or casework
- national, regional or local bargaining
- managing regional/national staff and/or resources
- liaising with lawyers on legal cases
- representing members at tribunals
- organising union promotions, campaigns and/or events
- representing the union.

Union Representatives⁴

The majority of Union Representatives hold paid employment at their workplace and perform the representative duties additionally in a voluntary capacity. On average they spend **6.2 hours a week** on union work.

³ Ento (2009) *Labour market intelligence for trade union professionals and representatives*, page 11

⁴ *ibid*

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The time spent in their union role varies considerably between representatives, depending upon the size and type of the union, employer, the facilities provided and the number of roles performed.

Representatives include the following categories:

- Workplace Representatives (“Shop Steward”)
- Union Learning Representatives
- Safety Representatives
- Equality Representatives
- Environmental Representatives.

Some unions advised that their representatives are not divided into different categories but undertake a range of representatives’ tasks as members’ needs dictate.

Workplace representatives

The Workplace Representatives carry out some, or all, of the following duties:

Recruiting and Organising Members

Activities include:

- building workplace organisation
- recruiting new members
- encouraging existing members to become more involved in the union
- keeping members informed of what is going on in the union and their workplace.

Representing members

Activities include:

- investigating members problems
- discussing solutions with management
- representing members regarding grievances, disciplinaries and other issues
- attending meetings with management and reporting back to members
- bargaining regarding wages and conditions.

Communication

Activities include:

- taking union policies forward
- communicating with members regarding policies
- providing information, for example, using union leaflets and newsletters
- ensuring the flow of information between the union and its members.

Representing the union to a range of public and private bodies, including:

Activities include:

- trades councils
- sector skills councils/standards setting bodies
- public bodies

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- schools/educational organisations
- local councils
- employers
- european works councils.

Union Learning Representatives

Union Learning Representatives (ULRs) are responsible for the promotion and representation of the collective and individual learning needs in their workplace. This may include activities such as negotiating with an employer for learning facilities or supporting someone learning a new skill.

The primary role of ULRs is to raise demand for learning, especially among workers with low skills levels and Skills for Life needs – those who need help the most and who employers and training providers find it hard to reach.

The Employment Act (2002) gives statutory recognition to Union Learning Representatives and rights to time off. Under this law ULRs are entitled to reasonable paid time off to:

- analyse their members' learning or training needs
- provide their members with information and advice about learning or training matters
- arrange learning or training for their members
- promote the value of learning or training to their members
- consult the employer about carrying out these activities
- prepare for carrying out any of the above activities
- undergo training relevant to their functions as a learning representatives

Safety Representatives

Safety Representatives focus specifically on workplace health and safety issues. They usually cover a defined area or group of workers in the workplace where they themselves work.

The issues they deal with can be very wide ranging, from the general workplace environment (such as uncomfortable working temperatures, lack of breaks) to more specific health and safety hazards (such as manual handling, stress and repetitive strain injury (RSI)).

Safety Representatives have specific rights enshrined in law, which enable them to:

- represent employees in discussions with the employer on health, safety or welfare and in discussions with Health & Safety Executive (HSE) or other enforcing authorities
- investigate hazards and dangerous occurrences
- investigate complaints
- carry out inspections of the workplace and inspect relevant documents
- attend safety committees
- be paid for time spent on carrying out their functions
- receive paid time off for union approved safety training.

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Employers are required to consult safety representatives, especially about:

- the introduction of any new measures at a workplace that may substantially affect health and safety
- arrangements for appointing competent persons to assist the company with health and safety and implementing procedures for serious and imminent risk
- any health and safety information required to be provided to employees
- the planning and organisation of health and safety training for the workforce, such as induction training
- health and safety implication of the introduction of new technology.

Equality Representatives

Equality Representatives work to promote diversity and eliminate discrimination in the workplace, relating to the following areas:

- women's Programmes
- tackling Racism & Discrimination
- equal Opportunities
- lesbian & Gay Issues
- disability
- equal Pay
- countering the Far Right

The role of the equality representative is still evolving, but duties include:

- identifying equality issues
- raising awareness of the equality agenda among members and the union
- where appropriate, encouraging employers to include equality and diversity as part of their collective bargaining agenda
- supporting and advising other representatives and members with the aim that every worker receives fair treatment, irrespective of gender, race, disability, gender reassignment, religion, age or sexuality
- monitoring policies and procedures in the workplace and the impact they have on different groups.

Environmental Representatives/Union Green Representatives

Driven by global pressures on the environment and widespread recognition that the environment is a serious concern at every level of society, a more recent development is the creation of Environmental/Green representatives who:

- address the climate change challenge
- raise awareness of green issues in the workplace
- support shifts to sustainable production and consumption
- ensure green issues are included in the bargaining agenda
- support GreenWorkplaces projects.

Environmental Representatives do not, at present, have specific legal rights to time off to carry out the role or undertake training. However, some unions are seeking to establish these rights through voluntary agreements.

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Union Organisers

The primary function of these organising roles is to build union organisation, recruit new members and activists and strengthen and revitalise union workplaces structures. Over the last ten years, the TUC and a number of affiliated unions have developed new recruitment and training programmes for union organisers.

Over time many of these new organisers may move into more generalist full-time officer positions. This places demand on unions to provide broader training and support for these staff in areas such as collective bargaining and individual representation.

1.2 Importance of union representatives and professionals

Not only do trade union representatives and professionals make a difference to workers, they also bring benefits to employers and the wider community. Trade unions are especially important in negotiating with employers on behalf of their members. The follow sub-sections outline their main benefits.

1.2.1 Skills and training⁵

Union learning representatives are important because they bring benefits by helping individual employees develop their skills, thereby enhancing the contribution they make at the workplace. In 2007 the Department for Education and Employment (DfEE) estimated that the benefits of ULRs to businesses in the form of improved productivity ranged from around £11 million to £49 million in the first year.

Further research indicated that ULRs actively encouraged colleagues in the workplace to undertake training. An evaluation of the Union Learning Fund (ULF) between 2001 and 2005 conducted by the Department for Education and Schools (DfES) found that there had been over 153,000 learning opportunities delivered as a result of the fund.

Where ULRs are present in recognised workplaces, employees are eight per cent more likely to report having received two to five days training annually. Where a workplace has ULRs, recognition and a representative structure that includes employee representatives, employees are 14.9 per cent more likely to report receiving training, and 6.7 per cent more likely to report receiving 10 or more days training⁶.

As such, trade union representatives improve the skill level of employees and, in turn, increase the productivity of the workforce.

1.2.2 Labour turnover, exit rates and dispute resolutions⁷

Research suggests that the 'voice' that union representatives provide for employees can reduce exit rates and labour turnover, and can bring substantial benefits by avoiding costs such as support during job search (unemployment benefits), firm recruitment costs and a reduction in labour productivity (due to a loss of job skills).

⁵ DTI (2007) Consultation Document: workplace representatives: a review of their faculties and facility time, page 82 – 3

⁶ TUC (2010) The Road to Recovery: how effective union can help rebuild the economy, page 6

⁷ DTI (2007) Consultation Document: workplace representatives: a review of their faculties and facility time, page 83 – 5

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Union representatives play a vital part in mediating potential disputes; they offer support and valuable experiences to employees and can often prevent or support employees leaving an organisation. In cases where they prevent staff leaving they are estimated to save employers between £107 million to £213 million from fewer dismissals, £72 million - £143 million from voluntary exits and £22 million – £43 million as a result of fewer employment tribunal applications.

For employees, unfair dismissals awarded by trade unions are over three times higher than the average in a non-union backed dismissal case. In 2007, unions won a record £330 million in compensation for members through legal action. They also won £1 million in equal pay claims – an average of £15,000 per member affected⁸.

1.2.3 Workers safety⁹

Health and safety representatives encourage workers to investigate and tackle hazardous or impeding work conditions, as well as reduce the number of injuries in a workplace and work-related illness. They inform employees of their rights and responsibilities in regards to health and safety thus making them more engaged with the health and safety policies in the organisation.

It is estimated that they save employers round £340 to £530 per working day lost through illness, and £136 million - £371 million in the number of days lost through workplace injury.

On average, union members receive higher pay, better sickness and pension benefits, more holidays and more flexible working hours than non-members. They also earn more than 12.5 per cent more per hour than non-union members¹⁰.

1.2.4 Productivity¹¹

By reducing the number of exits, improving labour retention and reducing absenteeism, union representatives provide organisations with productivity gains in so far as skill attribution is higher in workplaces with lower labour turnovers. Furthermore, employees that are listened to have a greater commitment to the company and are more productive. The DTI estimated that this greater productivity is worth between £3.4 billion and £10.2 billion to the economy.

As this section shows, trade union representatives and professionals undertake a number of roles to protect their members as well as the interests of the organisations. Through their numerous roles, trade union professionals and representatives promote skills, negotiate terms of conditions and generally protect the needs of their members and employers in all aspects of employment.

⁸ TUC (2010) *The Road to Recovery: how effective union can help rebuild the economy*, page 6

⁹ DTI (2007) *Consultation Document: workplace representatives: a review of their faculties and facility time*, pages 85 – 88

¹⁰ TUC (2010) *The Road to Recovery: how effective union can help rebuild the economy*, page 6

¹¹ TUC (2011) *TUC Education Annual Report 2011*, page 2

2. Profile of the Industrial Relations Workforce

In the SOC2010 codes industrial relations officers are combined with human resources and therefore we are unable to state with accuracy the exact number of industrial relations officers in the UK. In the period April – June 2011, there were 129,000 human resources and industrial relation officers in the UK. This was made up of 88,000 female workers and 41,000 male workers with the vast majority working full time¹². This number is said to severely underestimate the number of workers involved in industrial relations activities, particularly because a large number of those who undertake industrial relations activities work for trade unions and do so in a voluntary capacity.

Many individuals who undertake trade union representative and professional roles do so voluntarily and in conjunction with other full time employment. As such when identified through standard occupational classification codes (SOC), it is their paid (often full time) employment and not their voluntary position which is measured.

This section presents a profile of trade union representatives and professional across the UK. It uses data from the Ento (2009) report, as data on unions' workforce is said to be commercially sensitive in nature and thus CFA was unable to collect up to date data.

It is expected that due to the commercially sensitive nature of trade unions' workforce data, establishing the exact number of union professionals and representatives is not possible. Therefore the number of employees who engage in trade union activities either as an 'industrial relations officer' or a trade union professional or representative is unknown. However the following section presents an idea of what the workforce may look like.

2.1 Profile of union professionals

2.1.1 Gender

In 2005, there were significantly more male trade union professionals than female professionals. In 2007, this gender balance changed significantly, so that there were almost more than twice the number of female professionals than in 2005 (27 per cent to 46 per cent). The number of male professional fell from 73 per cent in 2005 to 54 per cent in 2009, reducing the gap between male and female professionals.

Table 1: Trade union professionals by gender

(%)	<u>2005</u>	<u>2007</u>
Female	27	46
Male	73	54

Source: Ento (2009) Labour market intelligence for trade union professionals and representatives, page 18

Whether the gender balance has continued to shift with an increasing number of female union professionals and a decreasing number of male professionals is unknown. Further research must be undertaken to identify whether this is the case, and what the reasons for the shift may be.

¹² Office of National Statistics (2011) EMP16: All in employment by status, occupation and sex

2. Profile of the Industrial Relations Workforce

2.1.2 Age

In 2007, more than half of all trade union professionals were over 45 (57 per cent), with the majority falling within the ages of 45 – 54 years old (33 per cent). 24 per cent of professionals were over 55 years old and a quarter between 35 – 44 years old. Union professionals are least likely to be between the ages of 25 to 34 (18 per cent).

Table 2: Trade union professionals by age

(%)	25-34	35-44	45-54	55+
2007	18	25	33	24

Source: Ento (2009) *Labour market intelligence for trade union professionals and representatives*, page 18

The age profile of union professionals is considered by many unions to be of concern because they expected that many experienced professionals will retire during the next 10 years. Therefore, there is a need to recruit and train more trade professionals.

2.1.3 Ethnicity

The ethnicity of trade union professionals can be broken down as such:

- 'White European' (93.9 per cent)
- 'Indian' (2.6 per cent)
- 'White – other' and 'Other' (1.3 per cent respectively)
- 'Black Caribbean' and 'Mixed' (0.4 per cent respectively).

There are no Black African, Black Other, Pakistani or Chinese trade union professionals.

Table 3: Trade union professionals by ethnicity

	Percentage
White – European	93.9
Indian	2.6
Other	1.3
White – Other	1.3
Black Caribbean	0.4
Mixed	0.4
Prefer not to say	0.1
Black African	0.0
Black Other	0.0
Pakistani	0.0
Chinese	0.0

Source: Ento (2009) *Labour market intelligence for trade union professionals and representatives*, page 19

2.1.4 Qualifications

Union professionals are generally well qualified with almost one in four declaring qualifications at HE Certificate level or above. However, it should be noted that the qualifications held do not necessarily relate to the union role but may be a reflection of a paid position.

2.2 Profile of Union Learning Representatives and Safety Representatives

The total number of ULRs who have been trained up to March 2008 is 20,589. The number of union learning reps aged between 46 and 60 years old increased from 2005 to 2007, though the number of male and female reps stayed the same. There was a

2. Profile of the Industrial Relations Workforce

decrease in the number of private and voluntary sector representatives and an increase in public sector reps.

Table 4: Union learning and safety representatives

	<u>% of ULRs 2005</u>	<u>% of ULRs 2007</u>	<u>% of safety reps 2006</u>
Male	58	58	70
Female	42	42	30
White	93	93	94
Aged 46-60 years	53	61	63
Public sector	62	71	67
Private and voluntary sector	38	29	33
Another union role	64	64	51

Source: Ento (2009) Labour market intelligence for trade union professionals and representatives, page 20

There is a high number of male safety representatives (70 per cent) compared to females (30 per cent). Safety representatives are also more likely to be between 46 -60 years old than ULR representative and have a greater presence in the private and voluntary sector. Compared to ULRs, safety representatives are less likely to have another union role (51 per cent compared to 64 per cent).

3. Trade Union Membership

3.1 Number of trade unions

There are 176 trade unions in the UK, representing 7,328,905 members. The 14 unions with a membership of over 100,000 accounted for 87.5 per cent of the total, while the 162 unions with a membership under 100,000 only accounted for 12.5 per cent of the total.

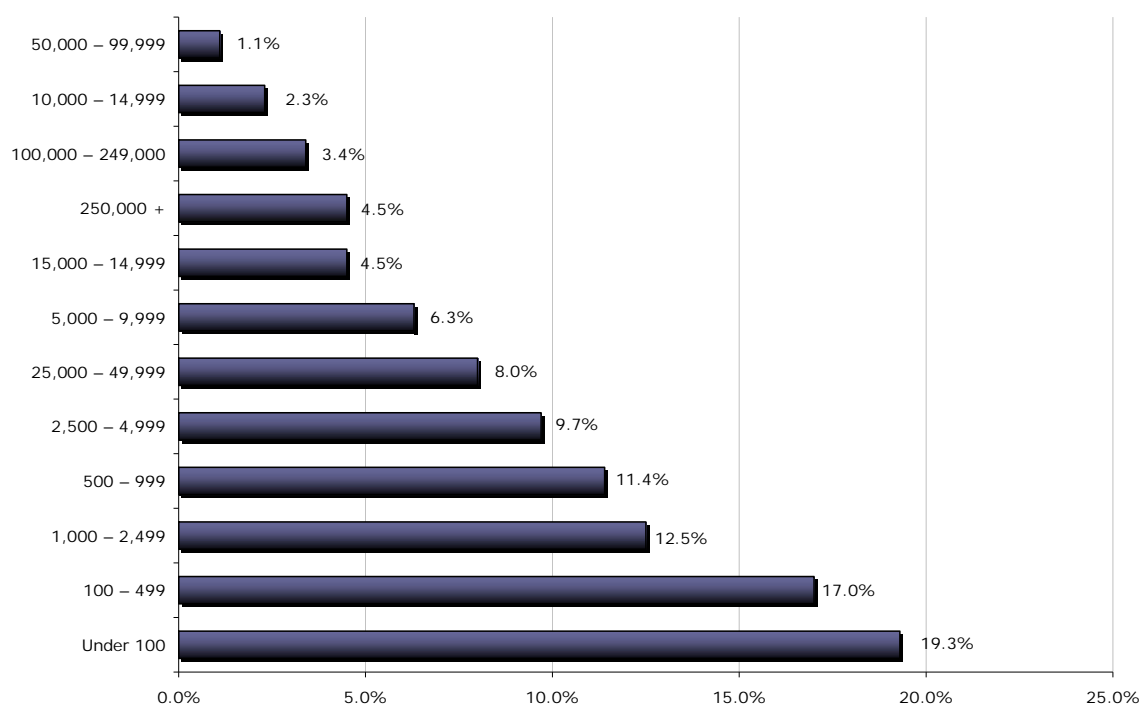
Table 5: Distribution of Trade Unions by size

Numbers of members	Numbers of unions	Membership	Number of unions		Membership of all unions	
			%	Cumulative per cent	%	Cumulative per cent
Under 100	34	1,139	19.3	19.3	0.0	0.0
100 – 499	30	8,270	17.0	36.4	0.1	0.1
500 – 999	20	14,678	11.4	47.7	0.2	0.3
1,000 – 2,499	22	41,146	12.5	60.2	0.6	0.9
2,500 – 4,999	17	61,930	9.7	69.9	0.8	1.7
5,000 – 9,999	11	81,246	6.3	76.1	1.1	2.8
10,000 – 14,999	4	55,604	2.3	78.4	0.8	3.6
15,000 – 14,999	8	162,177	4.5	83.0	2.2	5.8
25,000 – 49,999	14	482,907	8.0	90.9	6.6	12.4
50,000 – 99,999	2	140,092	1.1	92.0	1.9	14.3
100,000 – 249,000	6	929,100	3.4	95.5	12.6	26.9
250,000 +	8	5,350,616	4.5	100.0	73.1	100.0
Total	176	7,328,905	100	100	100	100

Source: *The Certification Officer (2011), Annual Report of the Certification Officer, page 24*

Most unions (19.3 per cent) have a membership size under 100, although there are also a large number of unions which have a membership base between 100 – 499 (17.0 per cent) and 1,000 – 2,499 (12.5 per cent).

Figure 1: Percent of unions by membership base



Source: *The Certification Officer (2011), Annual Report of the Certification Officer, page 24*

3. Trade Union Membership

The following table shows unions whose membership has increased or decreased by 10,000 or more since the previous year (2009-2010).

Table 6: Changes in Membership

	Total Membership (000's)		
	2009-2010	2008-2009	% change
Inrceases			
Union of Shop Distributive and Allied Workers	387	371	+4.3
National Union of Teachers	377	367	+2.7
UNISON: The Public Services Union	1,375	1,362	+1.0
Decreases			
Unite the Union	1,573	1,635	-3.8
Communication Workers Union	218	231	-5.6

Source: *The Certification Officer (2011), Annual Report of the Certification Officer, page 25*

The biggest increase in membership was from the Union of Shop Distributive and Allied Workers (+ 4.3 per cent), followed by the National Union of Teachers (+2.7 per cent) and UNISON, the public service union (+1.0 per cent).

The biggest decrease was in the Communication Workers Union (-5.6 per cent) followed by Unite the Union (-3.8 per cent).

3.2 Occupational analysis

Table 7 indicates that union density was highest in the professionals' occupations at 43.7 per cent whilst sales occupations had the lowest density of union members at 12.9 per cent. Across most occupations except the associate professionals and technical occupation there has been a decline in the density of trade unions.

Table 7: Trade union density by occupation

	2005	2006	2007	2008	2009	2010
Managers and senior officials	18.7	16.8	17.4	17.1	16.5	15.1
Professionals occupations	48.3	46.8	47.1	44.3	44.9	43.7
Associate professionals and technical occupations	41.5	42.7	41.5	39.6	40.2	40.2
Administrative and secretarial occupations	24.1	23.6	22.8	23.1	22.5	21.0
Skilled trades occupations	24.2	23.8	24.7	23.3	22.2	21.8
Personal services occupations	29.9	30.4	30.4	30.6	30.8	30.6
Sales and customer services occupations	11.6	12.7	12.2	13.2	13.1	12.9
Process, plant and machine operatives	34.3	33.3	29.9	31.9	30.7	28.6
Elementary occupations	20.4	20.4	20.3	19.2	19.1	18.3

Source: *Achur, J (2010), Trade Union Membership 2010, page 27*

Table 8 shows that the highest density of males is within the associate professionals and technical occupation (34.4 per cent), while the highest density for females is in professional occupations (57.3 per cent).

Across all occupations apart from administrative and secretarial, skilled trades, process, plant and machine operatives and elementary occupations the density of male trade union members is higher than the density of female trade union members.

The density of full-time workers was highest in all occupations apart from managers and senior officials.

The density of permanent employees was high in all occupations apart from professionals and associate professionals where there was a higher density of temporary employees.

3. Trade Union Membership

Table 8: Trade Union density by occupation, gender, status and contract

	All	Gender		Status		Contract	
		Male	Female	Full-time	Part-time	Permanent	Temporary
Managers and senior officials	15.1	12.6	19.7	15.0	19.2	15.3	13.2
Professionals occupations	43.7	31.5	57.3	44.3	37.7	42.5	48.9
Associate professionals and technical occupations	40.2	34.4	45.3	40.9	26.0	39.6	42.4
Administrative and secretarial occupations	21.0	24.5	20.0	21.8	8.4	23.6	16.8
Skilled trades occupations	21.8	22.1	19.0	22.3	#	23.0	#
Personal services occupations	30.6	29.2	30.9	31.5	21.5	33.8	26.7
Sales and customer services occupations	12.9	11.8	13.5	13.8	1.4	16.2	#
Process, plant and machine operatives	28.6	30.3	16.2	29.7	12.5	30.5	11.2
Elementary occupations	18.3	20.7	15.5	19.9	3.9	25.6	10.7

Source: Achur, J (2010), *Trade Union Membership 2010*, page 24

3.3 Status of the workforce

77.9 per cent of union members work full-time, whilst 22.1 per cent work part time. Trade union members are more likely than non-union members to work full time, while non-union members are more likely to work part time.

Table 9: Part-time/full-time

	Union members	Non-union members	All employees
Full-time	77.9	70.2	73.0
Part-time	22.1	29.8	27.0

Source: Achur, J (2010), *Trade Union Membership 2010*, page 34

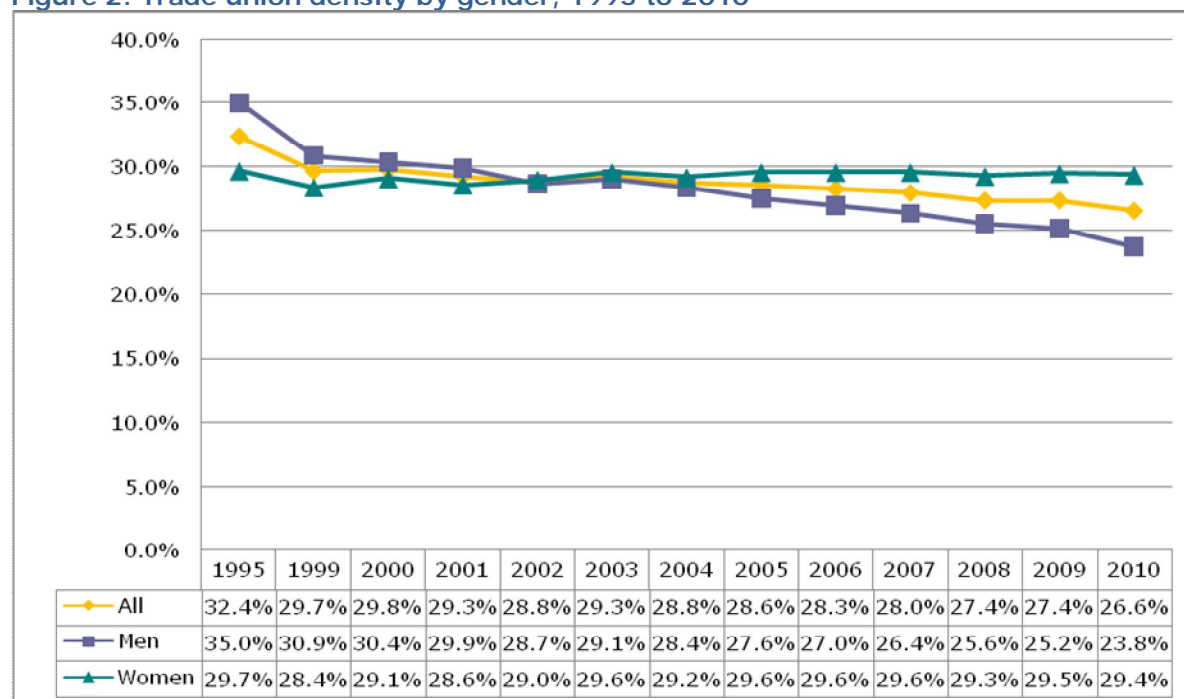
3.4 Gender of the workforce

Figure 2 presents a picture of union density for UK employees by gender. In 1995, union density for UK male employees was 35.0 per cent while for females it was 29.7 per cent. The gap between men and women union densities stood at 5.3 percentage points, as men were more likely to be trade union members.

There was a steady narrowing of the gap until 2001, when union density for females overtook men's and then continue to widen till 2010. In 2010 trade union density for men fell further by 1.4 percentage points compared with 2009, whilst for females it fell by 0.1 percentage points leading to the gap between male and females increasing to 5.6 percentage points in 2010. This showed that for the ninth consecutive year, women are now more likely than men to be a trade union member.

3. Trade Union Membership

Figure 2: Trade union density by gender, 1995 to 2010



Source: Achur, J (2010), *Trade Union Membership 2010*, page 4

Table 10 presents a picture of trade union density in the UK by gender for public and private sector employees from 2005 to 2010. The table shows that trade union density has generally been falling in both the private and public sectors during this period. In 2010, trade union density for public sector employees fell marginally by 0.3 percentage points to 56.3 per cent from 56.6 per cent in 2009, and down 1.9 percentage points compared with 2005. This represented a slight fall in membership in the public sector.

For private sector employees, 14.2 per cent were union members in 2010, a decline of 0.9 percentage points compared with 2009, and down 2.6 percentage points compared with 2005.

The greatest shift in density of trade unions took place in the private sector.

Table 10: Trade Union density by sector and gender, 2005 - 2010

(%)	Private sector			Public sector		
	All	Male	Female	All	Male	Female
2005	16.9	19.5	13.4	58.2	60.6	56.9
2006	16.5	19.1	13.1	58.7	61.0	57.5
2007	16.1	18.5	12.8	59.0	61.3	57.8
2008	15.5	17.6	12.7	57.1	58.7	56.3
2009	15.1	17.2	12.4	56.6	56.2	56.8
2010	14.2	15.9	11.9	56.3	54.9	57.0

Source: Achur, J (2010), *Trade Union Membership 2010*, page 21

Overall union density in the UK is higher for female employees, because a greater proportion of women work in the public sector compared with only a minority of men. Moreover the pattern of change from 2005 to 2010 in both the public and private sector shows a greater fall in the density of male union members than females.

In the private sector, the density for males was 15.9 per cent in 2010 a fall of 1.3 per cent from 2009 and 3.6 per cent from 2005. Likewise in the public sector, the density of males stood at 54.9 per cent compared to 2009 where it was 56.2 per cent and 2005 where it was 60.6 per cent.

3. Trade Union Membership

Female density in the private sector stood at 11.9 per cent, with the male figure at 15.9 per cent. However the fall from 2009 was only 0.5 per cent for females compared to the 1.3 per cent that occurred with men. In the public sector, female density stood at 57.0 per cent, higher than males 54.9 per cent. Unlike the fall of 1.3 per cent that happened for males from 2009 to 2010, for females there was an increase of 0.2 per cent.

The table below shows trade union membership levels in the UK by gender for public and private sector employees. In 2010, 2.5 million private sector employees in UK were union members, down 145 thousand from 2.6 million in 2009, and 529 thousand from 2.9 million in 2005.

In the public sector, 4.1 million public sector employees in the UK were union members, down by around 34 thousand compared with 2009, but up from 4.0 million in 2005.

Table 11: Trade Union membership levels by sector

(%)	Private sector			Public sector		
	All	Male	Female	All	Male	Female
2005	2,996	1,980	1,017	4,060	1,495	2,565
2006	2,970	1,974	996	4,051	1,456	5,595
2007	2,914	1,926	988	4,091	1,453	2,638
2008	2,787	1,816	971	4,091	1,463	2,628
2009	2,612	1,687	926	4,102	1,435	2,667
2010	2,467	1,583	884	4,068	1,393	2,676

Source: Achur, J (2010), Trade Union Membership 2010, page 22

By gender, male membership was higher in the private sector than the public sector from 2005 to 2010. Male membership fell from 2009 to 2010 in both the private sector and public sector. While the private sector saw a greater fall in male membership than the public sector, there are more males members from the private sector than the public.

In the private sector, female membership fell from 2009 to 2010, while membership in the public sector increased during the same period. Public membership accounted for a larger share of membership from females than, than in the private sector.

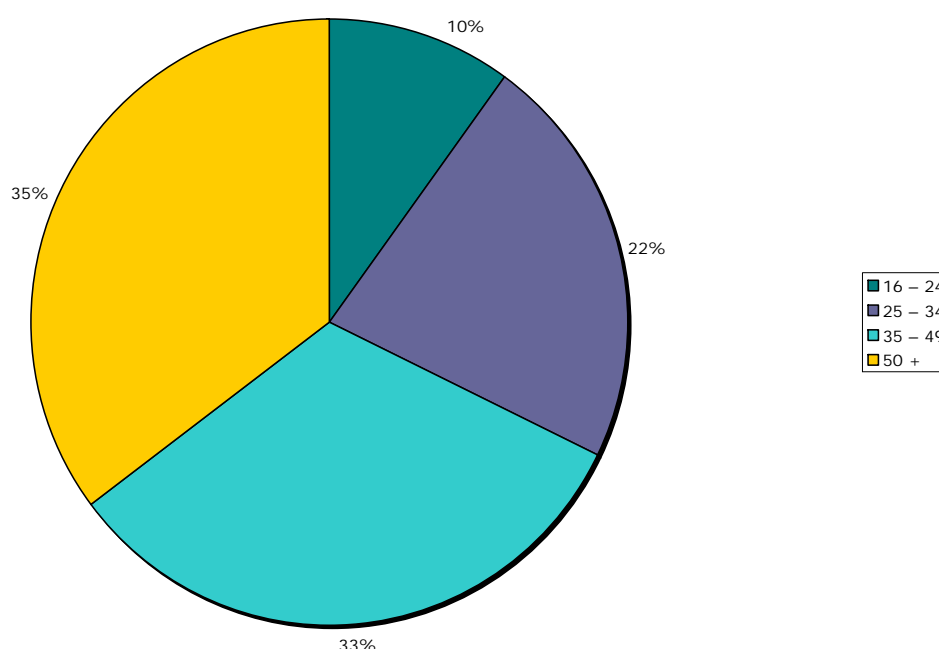
It is anticipated that the decline in trade union membership will accelerate in the next few years due to planned budget reductions in the public sector, although it is unclear what the impact on trade union density might be.

3.5 Age of the workforce

More than half (64.3 per cent) of union members are believed to be above the age of 35, with 30.9 per cent between 35 – 49 years old and 33.4 per cent over 50 years old.

3. Trade Union Membership

Figure 3: Trade union density by age



Source: Achur, J (2010), *Trade Union Membership 2010*, page 22

Trade union members who are between 16 – 24 years old are more likely to be female, work full time and hold a temporary contract than those who are above 25 years old. Those above 25 are more likely to hold a permanent work contract than those under 25 years old. They are, however, still more likely to be male than female and work full time rather than part-time.

Table 12: Trade Union density by age

	All	Gender		Status		Contract	
		Male	Female	Full-time	Part-time	Permanent	Temporary
16 – 24	9.6	9.2	9.9	10.0	7.2	12.8	4.9
25 – 34	21.0	17.7	24.7	21.3	17.0	21.5	18.6
35 – 49	30.9	27.5	34.3	31.3	23.4	32.0	27.6
50 +	33.4	31.3	35.4	33.9	24.6	37.2	25.7

Source: Achur, J (2010), *Trade Union Membership 2010*, page 22

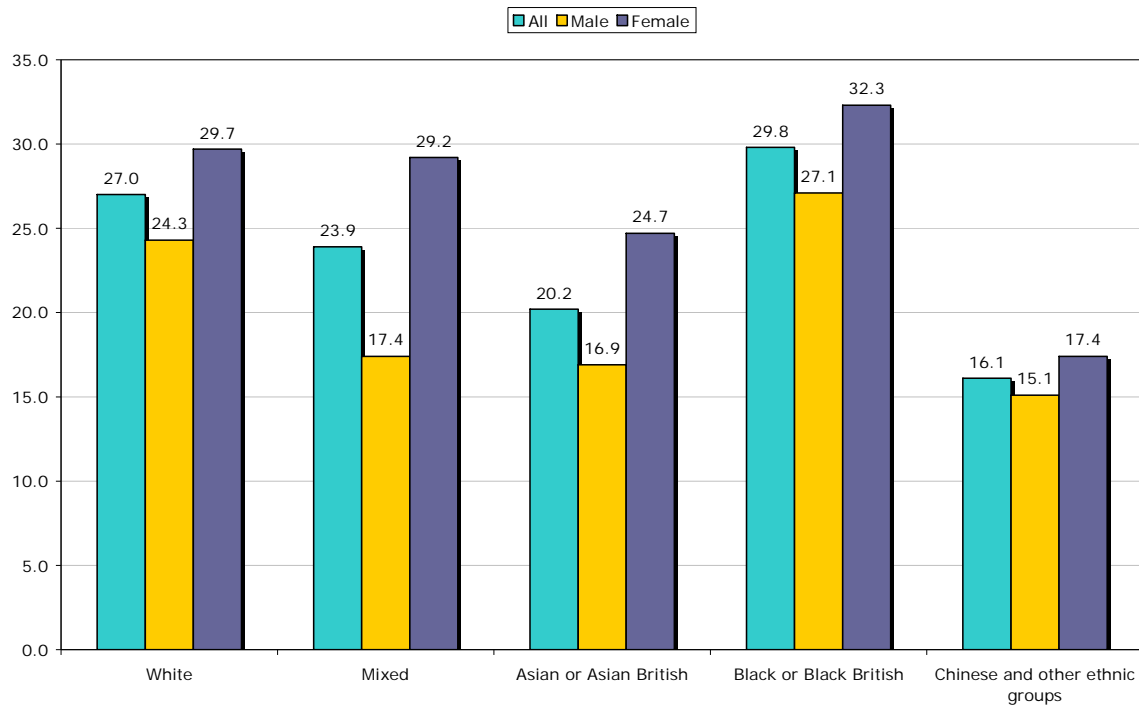
3.6 Ethnicity of the workforce

The chart below shows that union density was highest in Black/Black British employees at 29.8 per cent, followed by White employees at 27.0 per cent and by Mixed ethnic background employees at 23.9 per cent. Chinese and other ethnic groups had the lowest union density at just 16.1 per cent.

An analysis by gender showed a similar pattern, with the highest density of males and females in the Black/Black British category followed by the White category and then the Mixed category.

3. Trade Union Membership

Figure 4: Trade union density by ethnicity (%)

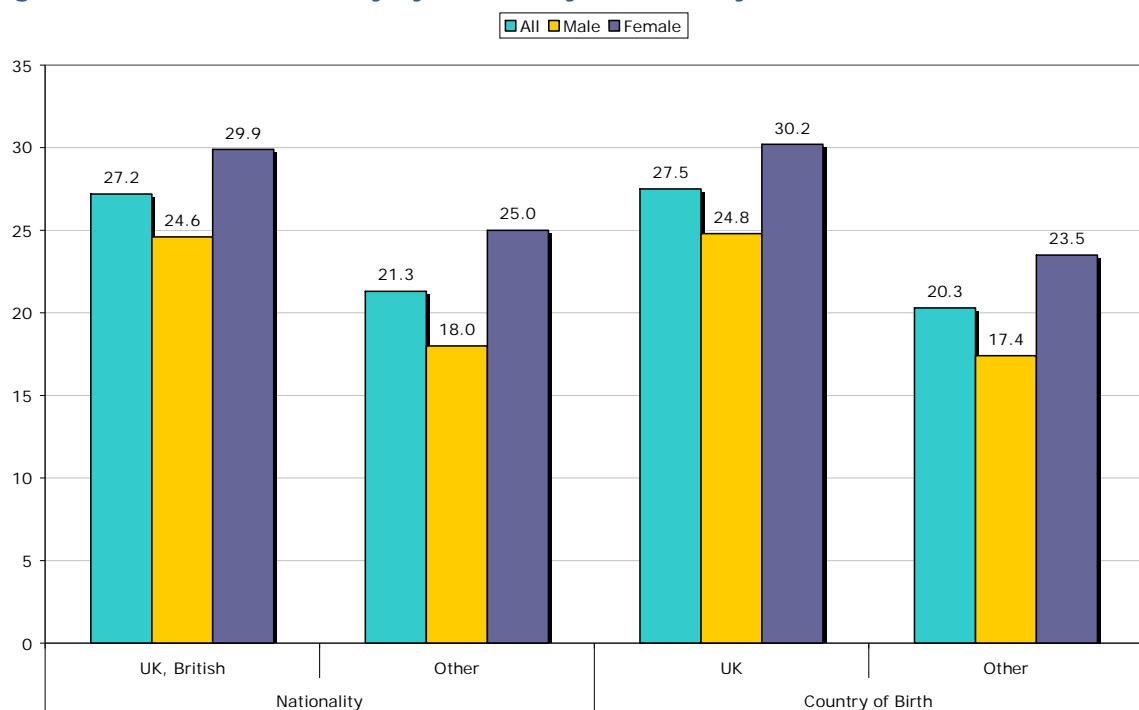


Source: Achur, J (2010), *Trade Union Membership 2010*, page 25

Employees of UK nationality have a higher density (27.2 per cent) compared with non-UK nationals at 23.1 per cent. Similarly, UK born employees have a higher union density (27.5 per cent) compared to non UK born employees (20.3 per cent).

Density for males and females is also higher for UK born employees and UK nationals.

Figure 5: Trade union density by nationality and country of birth



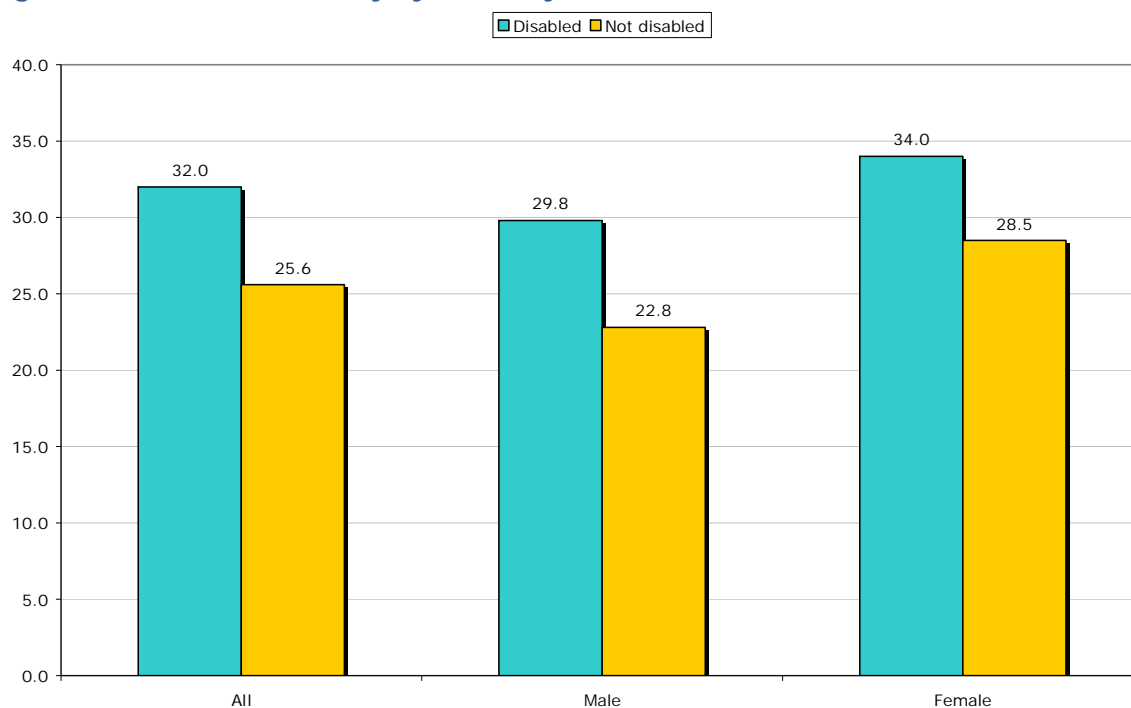
Source: Achur, J (2010), *Trade Union Membership 2010*, page 25

3. Trade Union Membership

3.7 Disability of the workforce

Those with a disability (32.0 per cent) were more like than those without a disability (25.6 per cent) to be union members. Likewise, for both males and females there was a higher density of union members who had a disability than those who did not.

Figure 6: Trade union density by disability



Source: Achur, J (2010), *Trade Union Membership 2010*, page 25

3.8 Salary levels of the workforce

The table below shows the average hourly earnings by trade union membership for UK employees from 2005 to 2010. Union members earn a higher hourly rate on average than non members in both the private and public sector. This has been the case since 2005.

2010 saw the average hourly earnings of non-member and members at its highest level since 2005, indicating an overall increase in wages.

Table 13: average hourly earnings in £ by union status

	Private sector		Public sector	
	Member	Non-member	Member	Non-member
2005	10.89	10.24	12.72	10.51
2006	11.60	10.67	13.01	10.64
2007	11.85	11.03	13.41	10.97
2008	11.86	11.58	13.92	11.87
2009	12.40	11.80	14.40	12.10
2010	12.70	11.90	14.90	12.30

Source: Achur, J (2010), page 33

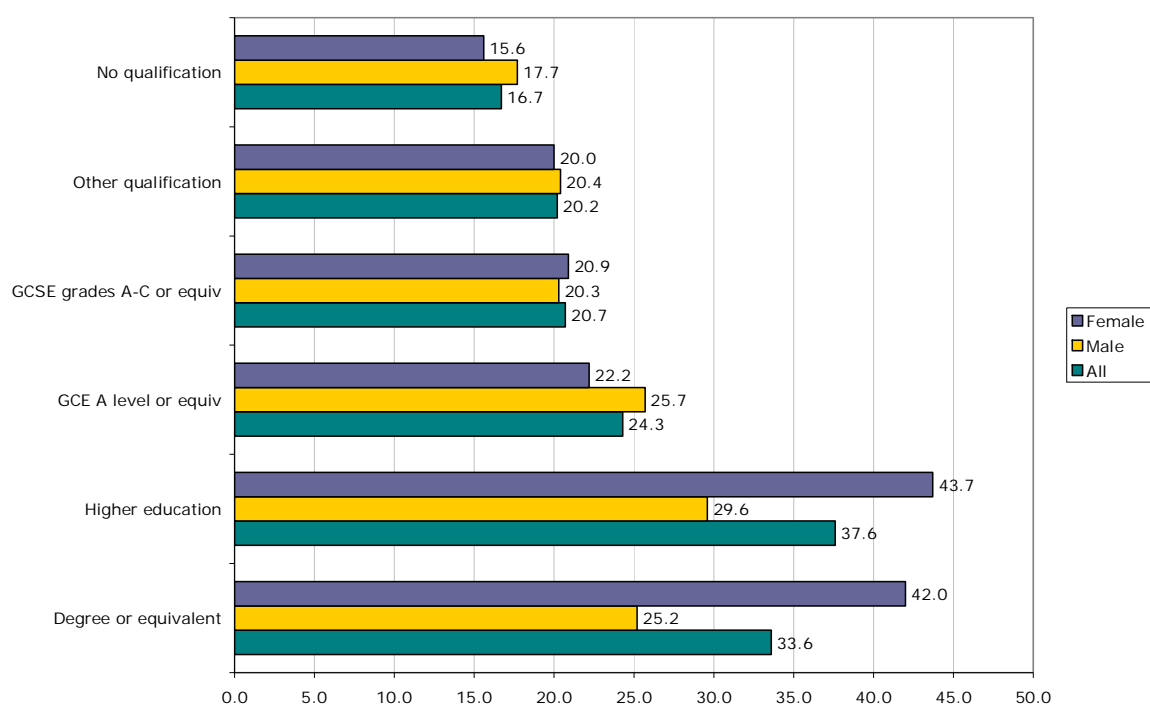
3. Trade Union Membership

3.9 Qualification levels of the workforce

Employers with higher education and degrees reported higher rates of union membership. Those with a higher education reported a 37.6 per cent density compared with 33.6 per cent for those with a degree or equivalent.

Female employees with a degree had a significantly higher union density (42.0 per cent) compared to their male counterparts (25.2 per cent). Male employees with a GCE or equivalent reported a higher density than females. Male employees were also more likely to report higher union density if they had no qualification or 'other' qualifications.

Figure 7: Density of qualification levels



Source: Achur, J (2010), *Trade Union Membership 2010*, page 25

3.10 Regional analysis

Table 14 shows trade union density and membership by nation from 2005 to 2010. Among nations, in 2010 Northern Ireland had the highest union density (35.7 per cent) followed by Wales (34.5 per cent) and Scotland (32.3 per cent), whilst England had the lowest density (25.2 per cent).

Over time, union density rose in Scotland, but all other nations saw a fall in the density of their union membership.

In terms of membership, England was the nation that had the highest numbers of membership (5,217), followed by Scotland (704), Wales (389) and then Northern Ireland (225). While membership fell in England and Northern Ireland from 2009 to 2010, it increased in both Wales and Scotland.

3. Trade Union Membership

Table 14: Trade union density by status

		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
England	Density	27.3	26.8	26.6	26.1	26.1	25.2
	Membership	5,671	5,593	5,607	5,504	5,381	5,217
Wales	Density	34.2	35.8	37.3	37.3	35.4	34.5
	Membership	392	408	426	424	386	389
Scotland	Density	34.0	34.4	32.6	32.8	31.8	32.3
	Membership	742	768	719	724	693	704
Northern Ireland	Density	40.9	39.6	39.8	35.7	39.9	35.7
	Membership	252	253	257	231	254	225

Source: Achur, J (2010), *Trade Union Membership 2010*, page 27

By English region, the north east continued to have the highest union density (32.8 per cent), whereas London (21.5 per cent) and the South East (21.3 per cent) continued to have the lowest.

Table 15: Trade union density by region 2005-2010

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
North East	36.5	38.6	35.7	25.4	35.7	32.8
North West	32.9	34.2	34.2	32.1	32.1	31.4
Yorkshire and The Humber	30.5	28.4	30.0	29.6	29.6	28.0
East Midlands	28.6	26.7	26.8	26.8	26.8	26.1
West Midlands	29.6	28.2	28.0	26.5	26.5	27.1
East of England	23.7	23.3	22.3	22.0	22.0	22.7
London	24.3	24.7	24.2	23.7	23.7	21.5
South East	21.7	21.4	21.0	21.5	21.5	21.3
South West	26.5	24.7	24.4	24.9	24.9	23.3

Source: Achur, J (2010), *Trade Union Membership 2010*, page 26

By English regions, the North West had the highest number of membership, compared with the North East who had the lowest. Membership numbers fell in all regions from 2009 to 2010, except London where it rose.

Table 16: Trade union membership by region 2005-2010

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
North East	336	392	371	357	362	330
North West	912	956	955	885	864	851
Yorkshire and The Humber	645	596	638	626	589	574
East Midlands	532	608	493	215	490	469
West Midlands	648	533	616	570	589	567
East of England	553	734	533	527	530	530
London	711	754	734	130	652	669
South East	757	754	745	770	761	739
South West	546	522	523	527	544	488

Source: Achur, J (2010), *Trade Union Membership 2010*, page 26

3.11 Industrial analysis

The table below presents a picture of trade union density by industry from 2009 to 2010. The industry with the highest density of members is Education (52.3 per cent) followed by Public administration and defence (51.6 per cent). This follows the same pattern of membership as recorded in 2009.

3. Trade Union Membership

From 2009, membership in nearly all industries has decreased apart from in 'Other services' where it increased by 0.1 per cent and mining & quarrying where is increased by 2.8 per cent.

Table 17: Trade union density by industry 2009-2010

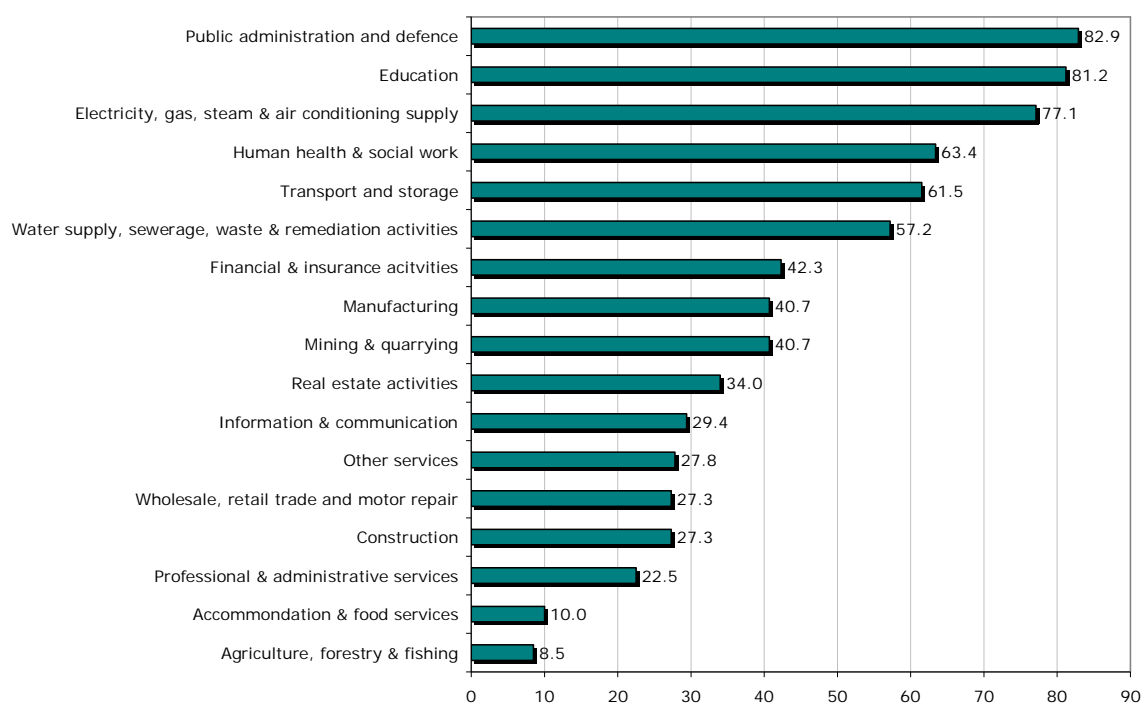
	2009	2010
Mining & quarrying	18.0	20.8
Manufacturing	21.2	19.8
Electricity, gas, steam & air conditioning supply	47.6	43.7
Water supply, sewerage, waste & remediation activities	34.7	33.1
Construction	14.6	14.5
Wholesale, retail trade and motor repair	12.4	11.8
Transport and storage	43.3	41.8
Accommodation & food services	3.9	3.8
Information & communication	12.9	12.8
Financial & insurance activities	20.5	17.4
Real estate activities	17.4	14.1
Professional & administrative services	11.6	10.4
Public administration and defence	52.2	51.6
Education	53.1	52.3
Human health & social work	41.9	41.4
Other services	14.8	14.9

Agriculture, forestry and fishing was removed due to a lack of data

Source: Achur, J (2010), *Trade Union Membership 2010*, page 28

Public administration and defence is the industry which has the largest number of trade unions (82.9 per cent), followed by Education (81.2 per cent) and Electricity, gas, steam and air-condition supply (77.1 per cent). Agriculture, forestry and fishing have the lowest number of trade unions presents in the workplace (8.5 per cent).

Figure 8: Trade union presence



Source: Achur, J (2010), *Trade Union Membership 2010*, page 31

3. Trade Union Membership

3.12 Collective agreement

Collective agreement is defined as the proportion of employees whose pay and conditions are agreed in negotiations between the employer and a trade union. The table below shows that full-time employees had a higher proportion of collective agreement coverage at 32.4 per cent compared with part-time employees at 26.5 per cent.

Similarly, collective agreement coverage was higher for permanent employees at 31.1 per cent compared with temporary employees at 25.7 per cent.

Collective agreement coverage was also higher in the public sector at 64.5 per cent than the private sector at 16.8 per cent. Females had a marginally higher percentage of collective agreement coverage (32.9 per cent) than males (28.8 per cent).

Table 18: Collective agreement coverage, 2010

	All	Status		Contract	
		Full time	Part time	Permanent	Temporary
All employees	30.8	32.4	26.5	31.1	25.7
Gender					
Male	28.8	30.2	18.5	29.2	21.6
Female	32.9	36.0	28.7	33.1	29.0
Sector					
Private	16.8	18.7	11.4	17.2	10.7
Public	64.5	67.7	57.0	65.8	48.7

Source: Achur, J (2010), *Trade Union Membership 2010*, page 32

4. Drivers of Skills Demands

The following sub-sections set out the key drivers of skills demand for Union Representatives and Professionals¹³.

The main drivers for the demand for union representatives and professionals are reported by unions and the TUC to be the:

- replacement of retiring/leaving professionals and representatives
 - It is anticipated that a large number of current union representatives will be leaving the post due to retirement. As such there will need to be a large supply of appropriately trained individuals to replace those leaving the posts.
- demand from union members on the skills they require to do their job
- employers needs and requests
 - Changes in the number and type of representatives needed i.e. Health and Safety. Equality and Environmental.
- workplace changes
 - Changes in the demographics of the workplace may lead to a change in the requirements of trade unions.
- unionlearn/ union learning fund priorities
- union initiatives
- government and legal initiative.
 - The following are anticipated to be drivers of skill demand:
 - Government and Unionlearn targets on the number of individuals who should be trained and the number of union learning representatives who should be in post by 2010.
 - Union learning funding priorities
 - New coalition government initiatives, strategy and priorities
 - Changes in the UK employment / trade union law to do with:
 - dispute and grievance procedures
 - health and safety.
 - Changes in European legislation on:
 - working time directive
 - agency workers directives
 - acquired rights.
 - Union modernisation fund initiates .

As the above shows, the drivers of skills for trade union staff come from:

- 'union members' who identify the skills that are needed in their workplace and requests training in that area
- employers who requires their trade union officials to have particular skills
- targets set out by government or other bodies which require union staff to have particular skills or knowledge
- legislation and initiatives which require all union members to be trained up with new knowledge or skills.

¹³ Ento (2009) *Labour market intelligence for trade union professionals and representatives*, page 24 -27

5. Market Supply

5.1 Trade Union provisions

There is a range of learning provision available for union representatives and professionals across the UK. A majority of this is provided by TUC Education which is responsible for building union capacity through the provision of quality education and training for union workplace representatives and professionals.

In addition to TUC Education, many trade unions have their own in-house education services, with a wide range in terms of scale of provision. Some unions provide union representative and professional learning through a mixture of in-house, TUC and specialist external provider courses. Some also provide additional learning provision in, for example, health and safety practice (e.g. risk assessment), equality, advice and guidance or environmental courses to compliment union representative and professional learning. Some unions are able to provide learning on an ad hoc basis when requests from representatives and professionals are received¹⁴.

The training of union representatives is often supported by employers and the government because of their contribution to the economy and the workplace. Despite the increase pressures on paid release arising from the economy downturn, participation in the programmes in 2010 for union representatives was only slightly reduced (1.9 per cent) against the 2009. Overall 57,163 union representatives across the UK received training from TUC education with 908 additional learners participating in courses¹⁵.

5.1.1 TUC Education¹⁶

TUC Education offers high quality, accredited training for union representatives and professional through a network of partner colleges of further and higher education across the UK. The TUC Education runs a fully accredited programme which offers training to more than one in four of the UK's 220,000 union workplace representatives' each year.

Women's participation in programmes rose slightly to 38.4 per cent of representatives trained against 35.9 per cent in 2009. Women representatives made up 47.5 per cent off all new URLs trained.

There are a range of courses available for union representatives in the UK. Representatives are able to take courses which provide learning for the core elements of their job, and may be followed by specialised courses.

Both the number and take up of courses doubled between 2000 and 2010. Short courses continue to account for the most popular training activity for representatives, followed by health and safety courses.

Table 19: TUC course provisions 2000-2010

Year	Union officials		Health & safety stage 1 & 2		Follow-on/specialist		Short courses		Evening classes		Total	
	Course	Student	Course	Student	Course	Student	Course	Student	Course	Student	Course	Student
2000	348	3977	463	5692	132	1589	1182	15079	373	4469	2498	30806
2001	307	3560	430	5264	118	1379	1570	19157	282	3111	2707	32471
2002	328	3460	397	4925	390	4107	1902	21427	53	680	3070	34599
2003	288	3161	404	4502	562	5252	2135	23873	85	1058	3474	37846
2004	309	3413	398	4715	558	6057	2367	27176	112	1180	3744	42541
2005	279	2917	353	4021	487	4800	2954	33561	82	1203	4155	46502

¹⁴ TUC (2011b) *Trade Union Professional and Representatives Qualification Strategies*, page 15

¹⁵ TUC (2011) *TUC Education Annual Report 2011*, page 2

¹⁶ *Ibid*

5. Market Supply

2006	262	2784	339	3778	316	3032	2854	38585	79	933	3850	49112
2007	268	2667	355	3781	359	3730	3097	41085	130	1367	4209	52630
2008	213	2251	284	3105	302	4537	3359	46466	147	1298	4305	57657
2009	202	2155	394	3120	314	3105	4018	48483	155	1458	4983	58321
2010	210	2194	252	2710	246	2094	3510	47888	168	1467	4386	57163
Total	3014	32539	4069	45613	3784	39682	28948	362780	1666	18224	41381	499648

Source: TUC (2011) TUC Education Annual Report 2011, page 16

By region, the North West and the South & East were the two regions with the highest uptake of students, and greatest number of courses available.

The North West had the highest number of Union Official courses and student placements, as well as the highest number of short courses and students on them. By contrast the South & East had the highest number of courses and students on the Health and safety stage 1 & 2 and the specialist course.

Across all regions, Northern Ireland and the East Midlands offered the lowest number of courses, and had the fewest number of students undertaking courses.

Table 20: Union workplace representatives: course and students 2010

Year	Union officials		Health & safety stage 1 & 2		Specialist		Short courses		Total	
	Course	Student	Course	Student	Course	Student	Course	Student	Course	Student
South & East	42	391	53	562	61	644	834	14945	990	16542
South West	13	148	27	287	7	83	177	2358	224	2876
West Midlands	23	266	32	229	18	164	488	5452	551	6111
East Midlands	5	49	11	132	17	161	83	961	116	1303
Yorks & Humber	23	291	29	345	32	380	521	6094	605	7110
North West	59	555	47	516	26	517	943	116611	1095	13249
Northern	12	135	17	189	30	617	178	2063	237	3004
Wales	9	83	14	120	11	91	233	2845	267	3139
Scotland	19	202	30	307	21	211	187	2157	257	2877
Northern Ireland	5	74	2	23	3	36	34	819	44	952
Total	210	2194	252	2710	246	2904	3678	49355	44386	57163

Red indicates the highest course/highest student intake

Source: TUC (2011) TUC Education Annual Report 2011, page 13 - 14

Table 21 shows the number of students who took part in TUC short courses. Industrial relations/ collective bargaining was the most subscribed course, with 17,263 students undertaking it in 2010.

Table 21: Short courses by students, 2010

Course title	Students
Industrial Relations/Collective Bargaining	17263
Health & Safety	8345
Induction	5997
Equality	2939
Skills/Languages	3175
Pensions	1181
Information Communication Technology	7076
Other	3379
Total	49355

Source: TUC (2011) TUC Education Annual Report 2011, page 15

In 2010, TUC Education had 7,808 students attending TUCs day release courses and 49,355 students attending TUC short courses.

5. Market Supply

UNISON (19.94 per cent), Unite (14.32 per cent), PCS (11.21 per cent), GMB (8.25 per cent) and RMT (5.64 per cent) were the organisations most likely to attend the 10 day course.

UNISON (19.12 per cent), Unite (16.76 per cent), USDAW (11.74 per cent), GMB (11.10 per cent) and PCS (5.87 per cent) were the most likely organisations to attend TUC short courses.

Table 22: TUC course provisions 2000-2010

	% of total TUC membership	% of TUC course places	
		10 – day courses	Short courses
Unite	22.04	14.32	16.76
UNISON	22.40	19.94	19.12
GMB	9.81	8.25	11.10
USDAW	6.30	4.79	11.74
PCS	4.92	11.21	5.87
NUT	4.82	0.68	0.97
NASUWT	4.54	0.10	5.87
CWU	3.55	1.46	3.53
UCATT	2.08	2.02	0.59
ATL	2.05	0.24	0.37
Prospect	2.01	1.51	0.92
UCU	1.95	1.01	2.85
RMT	1.30	5.64	0.90
Community	1.10	0.46	0.35
EIS	0.98	0.14	0.04
FBU	0.72	3.36	2.75
Equality	0.60	0.06	0.10
CSP	0.59	0.06	0.21
POA	0.58	1.64	0.43
Accord	0.51	0.00	0.01

Source: TUC (2011) TUC Education Annual Report 2011, page 17

By membership, the majority of TUC course places were occupied by UNISON and Unite for both the 10 day course and the short course. They were also the two organisations which held the largest share of TUC membership.

5.2 Trade Union qualifications

Trade union qualifications are currently provided by only one awarding body, the National Open College Network (NOCN). The following table shows the qualification currently available as per the Register of Regulated Qualifications (as of 21 February 2012).

Table 23: Trade Union Qualifications

<u>Qualification Number</u>	<u>Qualification Title</u>	<u>Type</u>	<u>Level</u>	<u>Awarding Body</u>
500/3426/1	Award for Trade Union Health and Safety Representatives	QCF	Level 1	NOCN
500/5574/4	Award for Trade Union Representatives	QCF	Level 1	NOCN
500/5621/9	Award in Trade Unions Today	QCF	Level 1	NOCN
500/5570/7	Certificate for Trade Union Health and Safety Representatives	QCF	Level 1	NOCN
500/5571/9	Certificate for Trade Union Representatives (stage 1)	QCF	Level 1	NOCN
500/5573/2	Award for Trade Union Health and Safety Representatives	QCF	Level 2	NOCN
500/5556/2	Award for Trade Union Learning Representatives	QCF	Level 2	NOCN
500/5576/8	Award for Trade Union Representatives	QCF	Level 2	NOCN

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500/5575/6	Award in Trade Unions Today	QCF	Level 2	NOCN
500/5577/X	Certificate for Trade Union Health and Safety Representatives (Next Step)	QCF	Level 2	NOCN
500/5572/0	Certificate for Trade Union Health and Safety Representatives	QCF	Level 2	NOCN
501/0765/3	Certificate for Trade Union Learning Representatives	QCF	Level 2	NOCN
500/5627/X	Certificate for Trade Union Representatives (stage 1)	QCF	Level 2	NOCN
500/5626/8	Certificate for Trade Union Representatives (stepping up)	QCF	Level 2	NOCN
500/5597/5	Certificate in Trade Unions Today	QCF	Level 2	NOCN
500/3420/0	Diploma for Trade Union Health and Safety Representatives - Occupational Health and Safety	QCF	Level 2	NOCN
500/5551/3	Diploma for Trade Union Representatives – Contemporary Trade Unionism	QCF	Level 2	NOCN
500/5552/5	Diploma for Trade Union Representatives – Employment Law	QCF	Level 2	NOCN
500/7788/0	Diploma in Organising and Recruitment for Trade Unions	QCF	Level 2	NOCN
500/5550/1	Award for Trade Union Health and Safety Representatives	QCF	Level 3	NOCN
500/5607/7	Award for Trade Union Representatives	QCF	Level 3	NOCN
500/5607/4	Award for Trade Union Representatives	QCF	Level 3	NOCN
500/5598/7	Award in Trade Unions Today	QCF	Level 3	NOCN
500/5615/3	Certificate for Trade Union Health and Safety Representatives (next step)	QCF	Level 3	NOCN
500/5594/X	Certificate for Trade Union Learning Representatives	QCF	Level 3	NOCN
500/5596/3	Certificate for Trade Union Representatives (stepping up)	QCF	Level 3	NOCN
500/7784/3	Certificate in Organising and Recruitment for Trade Unions	QCF	Level 3	NOCN
500/5569/0	Certificate in Trade Union Tutor Training	QCF	Level 3	NOCN
500/5613/X	Certificate in Trade Union Today	QCF	Level 3	NOCN
500/5564/1	Diploma for Trade Union Health and Safety Representatives – Occupational Health and Safety	QCF	Level 3	NOCN
500/5678/5	Diploma for Trade Union Representatives – Contemporary Trade Unionism	QCF	Level 3	NOCN
500/5568/9	Diploma for Trade Union Representatives – Employment Law	QCF	Level 3	NOCN
500/1345/X	Diploma in Equalities for Trade Union Representatives	QCF	Level 3	NOCN
500/7787/9	Diploma in Organisation and Recruitment for Trade Unions	QCF	Level 3	NOCN
500/5593/8	Diploma in Trade Union Tutor Training	QCF	Level 3	NOCN

Source: Ento (2009) *Labour market intelligence for trade union professionals and representatives*, page 68

Unions report that they are happy with the quality of provision available for their representatives and professionals. They state that it is sufficient, meets their needs and that their representatives and professionals are qualified to meet the needs of members¹⁷.

¹⁷ Ento (2009) *Labour market intelligence for trade union professionals and representatives*, page 120

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5.3 Trade Union National Occupational Standards

The National Occupational Standards (NOS) for Trades Union Representatives and Professionals were first developed by the TUC in collaboration with the former Standard Setting Body Ento. The last review it was approved in August 2008.

With the transition to the Qualification Credit Framework (QCF) in August 2010, a full NOS review was undertaken by CFA in partnership with the TUC in 2011 to ensure that the NOS were still fit for purpose and reflected the industry's need. The most current suite of NOS are listed in **Table 24**.

Table 24: List of Trade Union National Occupational Standards

<u>Unit</u>	<u>Title</u>
CORE UNITS	
UC1	Represent the union and promote its policies
UC2	Develop, organise and contribute to the recruitment and retention of union members
UC3	Provide information and advice to union members
UC4	Contribute to the effective administration of the union
UC5	Support and contribute to the policy-making processes of the union
UC6	Support activities and campaigns within the policies of the union
UC7	Enhance the role of the union representative
UC8	Promote equality and fair treatment for all union members
UC9	Establish and monitor equality policies and initiatives within the union and workplace
ORGANISING	
UO1	Maintain the efficiency of local union organisation
UO2	Develop and support union organisation in the workplace
UO3	Plan, implement and co-ordinate local union participative structures and processes
UO4	Prepare and present information to the media
UO5	Leadership in a democratic organisation
LEARNING UNITS	
UL1	Promote learning and union initiatives
UL2	Develop a learning agenda and strategy for the promotion of union learning
UL3	Support union members in planning and managing their learning
UL4	Enable union members to access learning opportunities and resources
HEALTH & SAFETY UNITS	
US1	Represent the health and safety interests of those at work
US2	Contribute to the control of risks as a union health and safety representative
US3	Contribute to workplace health and safety committees
US4	Present health and safety cases to employers and assist in negotiations in the workplace
REPRESENTING UNITS	
UR1	Support and advise on the representation of individual union member and collective interests
UR2	Contribute to the formulation and implementation of the union collective bargaining strategy
UR3	Develop union recognition rights with employers
UR4	Establish and maintain union collective agreements with employers
UR5	Contribute to the resolution of industrial disputes in the workplace

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UR6	Prepare for workplace negotiations
UR7	Advise on workplace negotiations
UR8	Support workplace negotiations
UR9	Lead workplace negotiations
UR10	Prepare and present cases on behalf of union members
UR11	Provide specialist advocacy services on behalf of union members

6. Current needs

This section provides an overview of the current skill needs of union representatives and professionals. There is no data available which provides a breakdown of the skill needs of the profession by nation. As such, this section present a UK overview of the skills needs of the profession.

6.1 Recruitment needs

Unions have a varied approach to identifying their needs for union representatives and professionals. They:

- recruit as needs are identified
- train anyone who would like to be a representative or professional
- identify needs to meet workplace agreements.

It is not possible to establish the exact number of Union Representatives and Professionals currently needed in the UK, as Unions are unable to provide this data and generic literature on skills demands do not have any data in relation to skills demand in this area.

Most unions state that they have sufficient union representatives and professionals but could always use more. When vacancies occur they are not likely to be hard to fill.

There is a greater need for trade union professionals and representatives in urban areas where there is a greater concentration of businesses/employers¹⁸

6.2 Competencies needed¹⁹

Union have identified competencies needed as:

- recruitment and retention
- organising
- advising members in legal, contractual and professional issues
- casework
- it
- dealing with disciplinary and grievance issues
- representing members
- project management
- communication
- negotiation
- management and leadership
- policy development and implementation
- advocacy
- training and development
- equality
- health and safety
- pensions
- legislation and employment law
- partnership working

¹⁸ Ento (2009) *Labour market intelligence for trade union professionals and representatives*, page 28

¹⁹ TUC (2011b) *Trade Union Professional and Representatives Qualification Strategies*, page 18

6. Current needs

- continuous Professional Development (CPD)
- finance and budgeting

7. Future needs

There is no data on the specific skills required by trade union professionals and representatives in the future, either UK-wide or by country²⁰. However from the data that is available, it is anticipated that unions would:

- recruit as needs are identified
- train anyone who would like to be a representative or professional
- identify needs such as to meet workplace agreements and other initiatives.

7.1 Recruitment needs

In the future it is anticipated that trade unions representatives and professionals will be recruited as needs are identified. The age profile of union representatives and professionals shows that more than half of all trade union representatives and professionals are over 45 years. This is of concern because it means that a large number of experienced representatives and professionals will retire during the next 10 years. The unions will require considerable resource in recruitment and training/accreditation to maintain the optimum numbers.

7.2 Skill needs²¹

Unions have stated that the future skill needs for trade union representatives and professions will be the same as the current competencies needs plus:

- reflecting the needs of our members when there are changes in how they work, for example home working
- creative ways of recruiting and retaining members
- identifying, developing and encouraging more people to become reps
- partnership working
- developing positive negotiating relationships
- strategic planning.

7.3 Influences of future need

Some unions identified the following which may influence the future needs for union representatives and professionals:

- increasing membership, more recognition agreements
- the economic climate
- an increased emphasis on partnership working and developing positive negotiating relationships
- strategic planning
- changes in education policy/sector specific legislation
- adult learning requirements
- member companies requirements.

7.4 Future priorities

The priorities of unions are:

²⁰ Ento (2009) *Labour market intelligence for trade union professionals and representatives*, page

²⁹
²¹ TUC (2011b) *Trade Union Professional and Representatives Qualification Strategies*, page 19

7. Future needs

- to ensure that there are sufficient union representatives and professionals to:
 - fully represent their members
 - meet employers' needs and requests
 - meet the requirements of individual union initiatives, agendas and structures
 - meet the requirements of Government initiatives/requirements
 - recruit and replace union representatives and professionals who retire/leave and reduce the average age of union representatives and professionals

The above is taken from the 2008 labour market report undertaken by Ento. Due to the nature of data on trade unions, CFA was unable to provide an update on the future skill needs of the sector. However it is expected that budget cuts imposed by the government will have a significant impact on the future skills of trade union professional across the UK.

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