

Level Four – Advanced

The learner will attain competence in dealing with complex work tasks

Objectives

The learner will be able to interact with individuals and groups, maintain relationships, and exchange information and advice on the full range of matters related to his or her trade union and occupational role.

Autonomy in using the target language

Structure (degree of flexibility)

Combines and recombines a wide range of complex sentences, pronouns, tenses and aspects to deal with familiar and all but extremely unfamiliar matters. Expresses factual, descriptive, comparative and evaluative information independently.

Vocabulary (appropriateness of language)

Vocabulary sufficient and appropriate to a wide range of oral and written communication tasks. Recognises accurately current colloquialisms and different writing conventions for trade union, business and social purposes. Identifies and extends repertoire to deal with unfamiliar matters and situations.

Register (cultural adaptation)

Uses appropriate language to interact spontaneously with people in familiar and unfamiliar work and social roles and relationships and cultural settings. Varies register to match the tone, status and emotive content of the setting.

Contexts (recipients and environments)

Interacts spontaneously with people familiar or unfamiliar with the content of the communication and in simple and complex interpersonal and group settings.



Level Four - Suggested themes

A. Organising in the workplace

- ☐ The right to join a trade union
- ☐ Strike-free and single union deals (where relevant)
- ☐ Multi- and single-unionism
- ☐ Union finances

B. Managers and employers

- ☐ Employers' organisations
- ☐ Management strategies (Human Resource Management)
- ☐ Grievance
- ☐ Discipline and dismissal
- ☐ Industrial tribunals
- ☐ Flexible working

C. Education and training

- ☐ Paid educational leave
- ☐ Vocational training
- ☐ Apprenticeships
- ☐ Youth training schemes
- ☐ Younger workers

D. Collective bargaining

- ☐ Patterns of bargaining in different countries
- ☐ European collective bargaining
- ☐ Local trade union representatives
- ☐ Negotiating skills
- ☐ Strikes
- ☐ Regulatory frameworks
- ☐ Case Study: working time



E. Migrant labour and cross border issues

- ☐ Living conditions
- ☐ Legislation
- ☐ Harmonisation
- ☐ Contracts
- ☐ Policing
- ☐ Racism
- ☐ Schengen Treaty
- ☐ Fortress Europe

F. The changing world of work

- ☐ The public sector (privatisation)
- ☐ Technological changes
- ☐ New production techniques
- ☐ Just-in-Time: Japanisation
- ☐ Redundancy
- ☐ Unemployment
- ☐ Sectoral change

G. Union organisation

- ☐ Regional and national structures
- ☐ Confederations: political/religious/non-partisan
- ☐ Strikes
- ☐ Trade Unions and Politics



Level Four Competences

Dealing with complex work tasks

Competence in a broad range of complex or technical language tasks, performed in a wide variety of contexts and with a substantial requirement to select and adapt appropriate language strategies. The individual is expected to make and respond to a wide range of spontaneous target language interventions and to infer or express implicit and multiple meaning for a wide variety of work (trade union) and social purposes.

Listening

- ❑ Obtain information about complex work tasks by listening from speech of others present and on the telephone; from a wide range of broadcast materials on familiar as well as unfamiliar topics; the learner will be able to cope with a variety of accents, including those of non-native speakers of the target language, as well as a range of colloquialisms.
- ❑ Obtain information, ideas and opinions from complex sources, e.g. from debates, group discussions, speeches on a wide range of topics of relevance to the trade union representative.

Speaking

- ❑ Deal orally with complex work tasks face-to-face and on the telephone
- ❑ Contribute to routine and non-routine business discussions, e.g. participate in and chair meetings at a European level as representative of his/her organisation
- ❑ Give and seek complex information to achieve work tasks, e.g. in presenting his or her trade union position in negotiations connected with collaborative projects with organisations from other member states; in explanations concerning complex funding arrangements; in the delivery of verbal summaries of reports, analyses and in making recommendations.
- ❑ Present and respond to complex lines of reasoning, e.g. in discussions and debates at a European level, including European Works Council meetings; in informal discussions on political, economic and social issues.
- ❑ Deliver unscripted presentations, e.g. in informal and formal situations abroad as representatives of his or her trade union organisation, at seminars, conferences and social gatherings, in the appropriate register for the target audience and according to the appropriate social and cultural norms of the context.



Reading

- ❑ Obtain information about complex work tasks by reading, in order to be able to handle every expected type of work situation
- ❑ Obtain information, ideas and opinions from complex texts, e.g. articles, reports, discussion documents, advertisements, instructions and procedural documents; memos, formal and informal correspondence; a wide range of training materials; funding applications to European bodies.
- ❑ Extract information from a number of sources, as above, plus regulatory documentation, contractual agreements, recognition agreements, bargaining arrangements; policy documents; work- and trade union related legislation.

Writing

- ❑ Produce written materials to deal with complex tasks, in order to operate within most professional and social contexts as trade union representatives at national and European level.
- ❑ Produce technical texts, e.g. reports, proposals and policy documents; agreements, contracts and procedural documentation; training materials; applications for joint activities and funding to European bodies.
- ❑ Exchange complex correspondence, e.g. formal and informal correspondence in a variety of text-types, lengths and formats, on a wide range of issues relevant to European trade unionism.
- ❑ Convey information, ideas and opinions in written form, e.g. reports, minutes of meetings, notes, summaries of reports and meetings and agreements; articles for trade union newsletter or journal in target language country.



LEVEL FOUR Text types

As for Level Three, with the addition of:

Listening

- ❑ Group discussions and meetings, including unfamiliar material.
- ❑ Variety of accents, including non-native speakers of the target language.
- ❑ Parliamentary debates on topics of relevance to European trade union representatives.
- ❑ European Works Council meetings.
- ❑ Detailed training videos (including interactive videos) on e.g. health and safety.

Reading

- ❑ Complex work-related material on matters of direct interest.
- ❑ European directives on work-related and trade union matters.
- ❑ Policy documents.
- ❑ Agreements and contracts beyond the learner's immediate occupational sphere.
- ❑ Documentation on regulatory frameworks.
- ❑ Training materials on a wide range of trade union issues.

Writing

- ❑ Joint applications to European bodies, including contracts.
- ❑ Policy documents.
- ❑ Training materials.
- ❑ Most complex formal and informal correspondence.
- ❑ Articles for trade union newsletter or journal in target language country.
- ❑ Minutes of European-level meetings.

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