

**ILM LEVEL 4
AWARD IN MANAGING
EQUALITY AND
DIVERSITY IN AN
ORGANISATION**



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ILM LEVEL 4 AWARD IN MANAGING EQUALITY AND DIVERSITY IN AN ORGANISATION (QCF)

[Qualification No. – 500/3877/1]

Note: This qualification specification should always be read in conjunction with the “Supporting Notes for ILM VRQs” document which is downloadable from ILM website or it can be accessed via your Quality Manager/External Verifier or from the ILM Customer Services Team by emailing at customer@i-l-m.com

Table of Contents

Qualifications Overview 3

Occupational Competency Requirements 4

Assessment Guidance 5

APPENDICES

Appendix A – Unit Specifications 7

Appendix B – Assessment 11

QUALIFICATION OVERVIEW:

ILM Level 4 Award in Managing Equality and Diversity in an Organisation		
Purpose of the qualification	The ILM Level 4 Award in Managing Equality and Diversity in an Organisation aims to develop a practising or potential manager's ability to understand the nature and origins of personal values, beliefs, attitudes and prejudices, and the impact that this can have on workplace behaviour. Participants will also gain an understanding of their own role and responsibility in the valuing and managing of diversity.	
Progression routes	ILM Level 4 Award, Certificate or Diploma in Management ILM Level 5 Award, Certificate or Diploma in Management	
Credit Value	3	
Induction	1 hour	
Tutorial Support	At least 1 hour	
Guided Learning Hours (this includes time for induction, tutorial support and the unit's guided learning hours)	16 hours	
To be completed within	3 years	
Structure	Mandatory Units	Credit Value
	M4.05 Managing Equality and Diversity in an Organisation	3 credits

OCCUPATIONAL COMPETENCY REQUIREMENTS FOR THE LEVEL 4 AWARD IN MANAGING EQUALITY AND DIVERSITY IN AN ORGANISATION

It is the centres responsibility to ensure that they have competent and suitably qualified staff involved in delivering, quality assuring and/or assessing qualifications.

The table below shows the occupational competence requirements of tutors, internal quality assurers and/or assessors. Given that occupational competence requirements will vary greatly between lower and higher level qualifications, this table will highlight if there is an additional requirement of any qualification specific occupational competency.

Tutors Occupational Competence Requirements	Evidence Indicators
A thorough knowledge and understanding of the qualification(s).	<ul style="list-style-type: none"> • Have a relevant qualification in the subject area that must be at equal or higher level or have an equivalent qualification. • Show evidence of information or documents prepared for learners such as a learner journey plan (SoW), lesson plan, learner guidance notes, tutorial support plan etc. for the ILM qualification. • Show evidence of participation in Continuing Professional Development (CPD) in relation to the relevant field and qualification requirements.
Relevant and credible experience in the field of the relevant qualification.	<ul style="list-style-type: none"> • Be able to prove that they have current experience of delivering training appropriate to the level and subject area of this qualification
A qualification in support of assessment and internal quality assurance.	<ul style="list-style-type: none"> • Ideally hold a valid and recognised teaching/training qualification.

Internal Quality Assurers and/or Centre Assessors Occupational Competence Requirements	Evidence Indicators
A thorough knowledge and understanding of the relevant qualification(s).	<ul style="list-style-type: none"> • Have a relevant qualification in the subject area that must be at equal or higher level or have an equivalent qualification. • Show evidence of carrying out CPD in order to familiarise themselves with current standards for assessment/verification in the subject area of this qualification.
Relevant and credible experience in the field of the relevant qualification.	<ul style="list-style-type: none"> • Demonstrate clear evidence of current experience in quality assurance and/or assessment appropriate to the level and subject area of this qualification
A qualification in support of assessment and/or internal quality assurance.	<ul style="list-style-type: none"> • Ideally hold an assessment qualification (e.g. TAQA or equivalent)
Experience and a working knowledge of the operational and assessment processes for the relevant qualification.	<ul style="list-style-type: none"> • Demonstrate an understanding of the organisation's management centric policies, procedures and practices. • Demonstrate knowledge and understanding of ILM's quality assurance policy, procedures and requirements.

ASSESSMENT GUIDANCE FOR THE LEVEL 4 AWARD IN MANAGING EQUALITY AND DIVERSITY IN AN ORGANISATION

A brief introduction on ILM's Assessment Strategy can be found in *Supporting notes for ILM VRQs*. For detailed information, centres are encouraged to refer to the various assessment guides that are available from the ILM Customer Services Team at customer@i-l-m.com or refer to the Centre Manual (www.i-l-m.com/centres.aspx). This segment gives you specific guidance around assessments for the Level 4 Award in Managing Equality & Diversity in an Organisation.

Appendix B in this document outlines the assessments and mark sheets for the units in this qualification. Centres should use the prescribed assessments. However some flexibility is permitted. In exceptional circumstances and to meet a specific need a centre may deviate from the prescribed assessment subject to prior written approval from ILM. Equal opportunities issues are relevant to all units of study and these aspects should be explicitly addressed in the delivery and assessment of this programme. The table below gives a brief overview of the units and assessment(s):

Unit	Assessment
M4.05 Managing Equality and Diversity in an Organisation	Reflective Review

Learners are likely to come from a variety of backgrounds, in that they will have had different training and work experiences, differing ambitions and opportunities, centres therefore can encourage learners to select topics for assessment in their own organisation and/or area of work, (or within another organisation if they are currently unemployed or self-employed). They should ensure learners are able to present their work as simple and clearly as possible. An approximate word count is given for each assessment. This should only be seen as a guide to help achieve a balanced piece of work.

Centres must ensure that learners adequately complete all sections of the assessment. To ensure all learning outcomes are assessed, section passes have been provided in the assessments. To assist this practice, ILM normally applies a pass mark of 50% in each section as reflecting a minimum pass. Centres must note that compensation between learning outcomes is not allowed in any QCF unit.

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A P P E N D I X - A

UNIT SPECIFICATIONS FOR THE ILM LEVEL 4 AWARD IN MANAGING EQUALITY AND DIVERSITY IN AN ORGANISATION

Title:	Managing equality and diversity in an organisation (M4.05)
Level:	4
Credit value:	3
Learning outcomes (the learner will)	Assessment criteria (the learner can)
1 Manage equality and diversity in own specific functional area	<p>1.1 Examine the type of culture within the organisation in relation to equality and diversity</p> <p>1.2 Explain the development activities necessary to implement equality and diversity actions relevant to own specific functional area</p> <p>1.3 Explain how they will manage equality and diversity on an ongoing basis in own functional area</p>
Additional information about the unit	
Unit purpose and aim(s)	To explore the nature and origins of personal values, beliefs, attitudes and prejudices, and the impact that this can have on workplace behaviour and, in so doing, develop an understanding of the participant's role and responsibility in the valuing and managing of diversity.
Unit review date	31/12/2014
Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate)	<p>Links to Management & Leadership 2008 NOS: B11</p> <p>Links to KSF: Core Dimension 6 'Equality & Diversity' and provides evidence to support levels 3 & 4</p>
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	
Support for the unit from a sector skills council or other appropriate body (if required)	<p>Council for Administration (CfA)</p> <p>NHS Knowledge & Skills Framework</p>
Location of the unit within the subject/sector classification system	Business Management
Name of the organisation submitting the unit	Institute of Leadership & Management
Availability for use	Restricted to ILM

Units available from	01/05/2008
Unit guided learning hours	14
Additional Guidance about the Unit	
Indicative Content:	
1	<ul style="list-style-type: none"> • Equality and diversity defined • Diversity and its impact on the organisation • Legislation and how it effects individuals, organisational policies and procedures • Examining personal values, beliefs, attitudes and prejudice • Language and diversity • An overview of harassment, bullying and victimisation in the workplace • Case studies: implementing reasonable adjustments in the workplace • Examining the organisation/team in relation to diversity • Case studies: employee relations • Business diversity action planning • Examples of good practice in equality and diversity

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A P P E N D I X - B

ASSESSMENT FOR THE ILM LEVEL 4 AWARD IN MANAGING EQUALITY AND DIVERSITY IN AN ORGANISATION

ASSESSMENT: Reflective Review

Centre Number:	Centre Name:
Learner Registration No:	Learner Name:
TASK	
<p>The assignment is in three parts – each of which is designed to apply your knowledge of managing equality and diversity within the context of your organisation. If you work in a very large organisation, it may be sufficient to limit your review to your specific area of responsibility.</p> <p>Firstly, you are asked to examine the type of culture within your organisation in relation to equality and diversity. You should not rely solely on your own opinions, but should gather evidence from other people within your team/area of responsibility or organisation. You might, for instance, be able to obtain useful information from your HR department if one exists.</p> <p>Then, explain the development activities that you feel are, or would be, necessary to implement equality and diversity actions relevant to your specific functional area. In some cases, this will be describing what is already in place, if it is fully comprehensive. In other cases, it may be necessary to recommend activities to implement equality and diversity policies.</p> <p>The suggested word count range for this assignment is between 800 and 1500 words.</p> <p>Finally, you are asked to explain how you will manage equality and diversity on an ongoing basis in your functional area. You could consider the characteristics and culture of your existing team as well as planning for the future.</p>	
<i>Please use the headings below for this Reflective Review</i>	Assessment Criteria
<p>Review of the existing culture in relation to equality and diversity</p> <ul style="list-style-type: none"> Examine the type of culture within your team, area of responsibility or organisation in relation to equality and diversity. <p><i>(minimum 15 marks from 30 available)</i></p>	<ul style="list-style-type: none"> The type of culture within the organisation in relation to equality and diversity has been examined
<p>Development activities to implement equality and diversity</p> <ul style="list-style-type: none"> Explain the development activities that you feel are, or would be, necessary to implement equality and diversity actions relevant to your specific functional area. <p><i>(minimum 15 marks from 30 available)</i></p>	<ul style="list-style-type: none"> The development activities necessary to implement equality and diversity actions relevant to own specific functional area have been explained
<p>On-going management of equality and diversity</p> <ul style="list-style-type: none"> Explain how you will manage equality and diversity on an on-going basis in your functional area. <p><i>(minimum 20 marks from 40 available)</i></p>	<ul style="list-style-type: none"> How they will manage equality and diversity on an on-going basis in own functional area has been explained
By submitting this assessment you confirm that it is your own work	

MARK SHEET: REFLECTIVE REVIEW

Centre Number:		Centre Name:		
Learner Registration No:		1. Learner named below confirms authenticity of submission. 2. ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed. However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/>		
Criteria	Strengths	Areas for Improvement	Assr mark	QA mark
Review of the existing culture in relation to equality and diversity <ul style="list-style-type: none"> The type of culture within the organisation in relation to equality and diversity has been examined 			/30 marks (min15)	
Development activities to implement equality and diversity <ul style="list-style-type: none"> The development activities necessary to implement equality and diversity actions relevant to own specific functional area have been explained 			/ 30 marks (min15)	
On-going management of equality and diversity <ul style="list-style-type: none"> How they will manage equality and diversity on an on-going basis in own functional area has been explained 			/40 marks (min 20)	
Assessor's decision		Quality assurance use		
Total marks	Outcome (circle as applicable)	Total marks	Outcome (circle as applicable)	
Total 50 + overall, AND minimum in each section	PASS/REFERRAL	Total 50 + overall, AND minimum in each section	PASS/REFERRAL	
Section referral if applicable:		Date of IQA check:		
Name of assessor:		Name of IQA:		
Assessor signature and date:		IQA signature:		
ILM EV signature:		Date externally verified (where applicable):		