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| Title: | | **Managing equality and diversity in own area** | | |
| Level: | | 4 | | |
| Credit value: | | 4 | | |
| Unit guided learning hours | | 12 | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand equality and diversity law, legislation and internal policies in relation to own area of responsibility | | | 1.1  1.2 | Explain the implications of the legal requirements for equality and diversity on own area of responsibility  Evaluate own organisation’s policies and procedures relating to equality and diversity |
| 1. Be able to influence the management of equality and diversity in own area of responsibility | | | 2.1  2.2 | Evaluate the organisation’s implementation of equality and diversity legal requirements and internal policies  Make recommendations for improving the management of equality and diversity in own area of responsibility. |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | Be able to evaluate and influence the management of equality and diversity law, legislation and internal policies within own area of responsibility. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2004 NOS: B11  Links to KSF: Core Dimension 6 ‘Equality & Diversity’ and provides evidence to support levels 3 & 4 | |
| 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) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | N/A | |
| Location of the unit within the subject/sector classification system | | | 15.3 Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Equality and diversity defined * Diversity and its impact on the organisation * Legislation and how it affects individuals, organisational policies and procedures * Examining personal values, beliefs, attitudes and prejudices * Language and diversity * Harassment, bullying and victimisation in the workplace * Dress codes and discrimination * The business case for diversity | | | |
| 2 | * Creating a diverse workforce * Promoting equality outcomes * Diversity monitoring * Equality impact assessments * Examining the organisation/team in relation to diversity * Business diversity action planning * Promoting equality and diversity * Inclusively and creating an inclusive culture * Examples of good practice in equality and diversity * Challenging inequalities and discrimination in the workplace | | | |