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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
 | 1.11.2 | Explain the implications of the legal requirements for equality and diversity on own area of responsibilityEvaluate 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
 | 2.12.2 | 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: B11Links 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
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| 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
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