

## Unit 273/680 Principles of equality and diversity in the workplace

<b>UAN:</b>	<b>J/506/1806</b>
<b>Level:</b>	2
<b>Credit value:</b>	2
<b>GLH:</b>	10
<b>Assessment type:</b>	E-volve or Portfolio of evidence
<b>Relationship to NOS:</b>	Management & Leadership (2012) National Occupational Standards: <ul style="list-style-type: none"> <li>CFAM&amp;LBA7 Promote equality of opportunity, diversity and inclusion</li> </ul>
<b>Assessment requirements specified by a sector or regulatory body:</b>	This unit is endorsed by Skills CFA Assessment Strategy Competence units (S/NVQ)
<b>Aim:</b>	This unit aims to develop knowledge and understanding regarding equality and diversity, and will introduce learners to the key principles underpinning equality and diversity in the workplace. Upon completion of this unit, learners will understand the implications of equality legislation and will understand organisational standards and expectations for equality and diversity in the workplace.

<b>Learning outcome</b>
The learner will: <ol style="list-style-type: none"> <li>understand the implications of equality legislation</li> </ol>
<b>Assessment criteria</b>
The learner can: <ol style="list-style-type: none"> <li>define the concept 'equality and diversity'</li> <li>describe the legal requirements for equality of opportunity</li> <li>describe the role and powers of organisations responsible for equality</li> <li>explain the benefits of equal opportunities and diversity</li> <li>explain the potential consequences for an organisation of failing to comply with equality legislation.</li> </ol>

## Assessment Guidance

### 1.1

- You are required to state precisely the meaning of both quality and diversity ensuring the difference between the two is made clear.

### 1.2

The Equality Act 2010 legally protects people from discrimination and helps achieve equal opportunities in the workplace and in wider society

- It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations
  - It sets out the different ways in which it's unlawful to treat someone.
- You are required to describe the legal requirements for equality of opportunity as set out in the Equality Act 2010.

### 1.3

The Equality and Human Rights Commission (EHRC) has 'a statutory remit to promote and monitor human rights; and to protect, enforce and promote equality across the nine "protected" grounds - age, disability, gender, race, religion and belief, pregnancy and maternity, marriage and civil partnership, sexual orientation and gender reassignment'

The Commission has responsibility for the promotion and enforcement of equality and non-discrimination laws in England, Scotland and Wales

In Northern Ireland, there is a separate Equality Commission (ECNI) and a Human Rights Commission (NIHRC)

- You are required to describe the role and powers of the EHRC, the ECNI, or the NIHRC, as appropriate.

### 1.4

- You are required to provide two or more examples to show how 'diversity management' and promoting 'equality of opportunity' work to benefit an organisation in terms of improving productivity, raising the profile of the organisation, entering new markets, or widening the pool of talent available for promotion.

### 1.5

The Legal Enforcement Powers available to the EHRC are Inquiries, Investigations, Unlawful Act notices, Agreements, Public Sector Duty Assessments and Compliance notices.

- In order to pass this criterion an explanation of each of the following must be provided:
  - Inquiries
  - Investigations
  - Unlawful Act Notices
  - Agreements
  - Public Sector Duty Assessments
  - Compliance notices

**Learning outcome**

The learner will:

2. understand organisational standards and expectations for equality and diversity and context in the workplace

**Assessment criteria**

The learner can:

- 2.1 explain how organisational policies on equality and diversity translate into day to day activity in the workplace
- 2.2 describe their own responsibilities for equality and diversity in the workplace
- 2.3 describe behaviours that support equality, diversity and inclusion in the workplace.

**Assessment Guidance****2.1**

Organisations should demonstrate good practice by having a written statement on equality and diversity, and this may be called a 'policy', a 'strategy', or something similar

The policy is a statement of intent to guide decision making, and how this intent is carried out in practice, in day-to-day operations, will be stated in relevant organisational procedures

- You are required to explain how equality and diversity is essential to two or more organisational procedures.

**2.2**

Employees are responsible for supporting the aims of their organisation's equality and diversity policies and for conforming to organisational procedures, and responsibilities for equality and diversity in the workplace will generally be specified in these documents.

- You are required to describe two or more of your responsibilities for equality and diversity in the workplace, in accordance with your organisation's policies and procedures.

**2.3**

Organisations expect high standards of behaviour from employees, and all employees need to be aware how their behaviour can affect others.

Discriminatory behaviour is not acceptable, and all employees should treat others with courtesy, respect and consideration.

- You are required to describe three or more behaviours, or ways in which employees interact with each other, which support equality, diversity and inclusivity in the workplace.

## **Additional Guidance if delivered as Portfolio based**

Candidates will be expected to have carried out research on the range stated in each of the above learning outcomes.

Candidates will be required to submit a report of a minimum of 2000 words to a maximum of 3500 words, to include the following:

- the meaning of both equality and diversity ensuring the difference between the two is made clear.
- the legal requirements for equality of opportunity as set out in the Equality Act 2010.
- the role and powers of the EHRC, the ECNI, or the NIHRC, as appropriate.
- how 'diversity management' and promoting 'equality of opportunity' work to benefit an organisation in terms of improving productivity, raising the profile of the organisation, entering new markets, or widening the pool of talent available for promotion.
- explanation of each of the following:
  - Inquiries
  - Investigations
  - Unlawful Act Notices
  - Agreements
  - Public Sector Duty Assessments
  - Compliance notices
- how equality and diversity is essential to organisational procedures.
- description of your responsibilities for equality and diversity in the workplace, in accordance with your organisation's policies and procedures.
- description of behaviours, or ways in which employees interact with each other, which support equality, diversity and inclusivity in the workplace.

**Any necessary additional** coverage could be generated through professional discussion.