

Unit Title:	Promote equality of opportunity, diversity and inclusion across an organisation (B12)
Unit Number	28
Level:	5
Credit value:	6
Guided learning hours:	30
Unit expiry date:	28/02/2015

Unit purpose and aim

The purpose of this unit is to provide the candidate with the awareness and understanding of how to promote equality of opportunity, diversity and inclusion across an organisation. The candidate is able to communicate, analyse review and implement changes in policies and procedures in relation to equality of opportunity, diversity and inclusion.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to understand the benefits of an inclusive and diverse workforce	1.1 Examine the benefits of an inclusive and diverse workforce	This may include: <ul style="list-style-type: none"> Releasing the full potential of the workforce Being seen as a fair forward thinking ethical employer to others such as: Customers, Suppliers, Potential Staff and the Wider Community.
2 Be able to understand organisation's responsibilities under equality legislation and relevant codes of practice	2.1 Explain how legislation, equality, diversity, inclusion and relevant codes of practice apply to own organisation	This may include: <ul style="list-style-type: none"> Mechanisms and codes of practice in use on issues in all forms relating too; Discrimination, Harassment Employment policies and practices in the organisation.
3 Be able to benchmark equality, diversity and inclusion	3.1 Explain how to benchmark to equality, diversity and inclusion in own organisation	This may include: <ul style="list-style-type: none"> Identifying internal and external good practice Identifying specialist expertise Consultation with internal representatives Sector or industry – specific issues and or legislation.

Learning Outcomes	Assessment Criteria	Exemplification
4 Be able to communicate equality, diversity and inclusion policy and procedures	4.1 Communicate written equality, diversity and inclusion policy and procedures all relevant stakeholders	This may include: <ul style="list-style-type: none"> • Team meetings • Action Plans • Poster campaigns • Direct one to one.
5 Be able to review effectiveness of equality, diversity and inclusion issues	5.1 Analyse effectiveness of policy and procedures for equality, diversity and inclusion issues 5.2 Implement any change to the policy and procedures	This may include: <ul style="list-style-type: none"> • Systems for monitoring, feedback, consensus, response from staff evaluation sheets, progress reports and staff one to one reviews. This may include: <ul style="list-style-type: none"> • Reviews • Changes to legislation • Sector specific change.

Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which, on request, will need to be made available to the OCR external verifier. Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. An OCR Centre Authentication form is provided in the Centre Handbook.

Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities.

You may collect evidence for the unit through work in a private sector organisation, a public sector organisation or a not-for-profit organisation.

You must provide evidence that shows you have done this over a sufficient period of time on different occasions for your assessor to be confident that you are competent.

Guidance on assessment and evidence requirements

You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- A professional discussion with your assessor in respect of the promotion of equality of opportunity, diversity and inclusion across your organisation
- Reports you have written in respect of the impact on the promotion of equality of opportunity, diversity and inclusion across your organisation.

Details of relationship between the unit and national occupational standards

MSC B12 Promote equality of opportunity and diversity in your organisation.

Resources

Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850).

OCR Level 5 NVQ in Team Leading

Evidence Record Sheet

I confirm that the evidence provided is a result of my own work.

Unit B12 Promote equality of opportunity, diversity and inclusion across an organisation

Signature of candidate: _____ Date: _____

Evidence reference	Evidence title	Assessment method	LO1	LO2	LO3	LO4	LO5	
			1.1	2.1	3.1	4.1	5.1	5.2

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: _____ Name (in block capitals): _____ Date: _____

Countersignature of qualified assessor (if required) and date: _____

IV initials (if sampled) and date: _____ Countersignature of qualified IV (if required) and date: _____

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