

Unit Title:	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (B11)
Unit Number	30
Level:	3
Credit value:	4
Guided learning hours:	20
Unit expiry date:	28/2/2015

Unit purpose and aim

This unit aims to equip the candidate with the awareness to understand the need to ensure equality of opportunity and the benefits of diversity. The candidate is able to consider how to apply and actively promote equality and diversity in own area of responsibility.

Learning Outcomes	Assessment Criteria	Exemplification
1 Understand own responsibilities under equality legislation, relevant codes of practice and own organisational policies	<p>1.1 Explain how equality of opportunity, diversity and inclusion relate to legal, industry requirements and organisational policies</p> <p>1.2 Describe how equality of opportunity, diversity and inclusion are considered in planning own area of responsibility</p>	<p>This may include:</p> <ul style="list-style-type: none"> • Legal and industry requirements • Organisational Policies. <p>This may include:</p> <ul style="list-style-type: none"> • Working arrangements • Systems in place to monitor, review and report on equality of opportunity and diversity • Employment policies and practices within the area of responsibility.
2 Be able to communicate an organisation's written equality, diversity and inclusion policy and procedures in own area of responsibility	2.1 Outline an organisations equality, diversity and inclusion policy and procedures	<p>This may include:</p> <ul style="list-style-type: none"> • Recruitment • Selection • Induction • Development • Promotion • Retention • Redundancy • Dismissal • Pay

Learning Outcomes	Assessment Criteria	Exemplification
		<ul style="list-style-type: none"> • all other Terms and Conditions – specific to organisation.
3 Be able to monitor equality, diversity and inclusion within own areas of responsibility	3.1 Monitor how equality, diversity and inclusion activities on own area of responsibility are in line with own organisation	This may include: <ul style="list-style-type: none"> • Objectives • Vision • Culture • Values • Operational plans • Diversity of the people in your area.

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:

- professional discussion with your assessor in respect of opportunity, diversity and inclusion in your area of responsibility
- reports you have written in respect of the impact on achieving business objectives

Details of relationship between the unit and national occupational standards

Management and Leadership NOS unit B11 Promote equality of opportunity and diversity in your area of responsibility

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 3 NVQ in Team Leading

Evidence Record Sheet

Unit B11 Manage or support equality of opportunity, diversity and inclusion in own area of responsibility

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

Signature of candidate: _____ Date: _____

Evidence reference	Evidence title	Assessment method	LO1		LO2	LO3
			1.1	1.2	2.1	3.1

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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