

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

OCR unit number: 25
 Level: 3
 Credit value: 4
 Guided learning hours: 20
 Unit accreditation no: M/600/9628

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. 'Practitioner' means anyone with a learning and development responsibility as part of their role.

Learning Outcomes	Assessment Criteria	Exemplification
1 Understand own responsibilities under equality legislation, relevant codes of practice and own organisational policies	1.1 Explain how equality of opportunity, diversity and inclusion relate to legal, industry requirements and organisational policies 1.2 Describe how equality of opportunity, diversity and inclusion are considered in planning own area of responsibility	This may include: <ul style="list-style-type: none"> • Legal and industry requirements. • Organisational Policies This may include: <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	This may include: <ul style="list-style-type: none"> • Recruitment • Selection • Induction • Development • Promotion • Retention • Redundancy • Dismissal • Pay • all other Terms and Conditions – specific to organisation

Learning Outcomes	Assessment Criteria	Exemplification
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 and includes a declaration for assessors to sign. It is a requirement of the Ofqual Common Criteria for all Qualifications that proof of authentication is received.

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. Simulation is not allowed for this unit.

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).