Unit Title:	**Manage or support equality of opportunity, diversity and inclusion in own area of responsibility**
OCR unit number:	22
Sector unit number:	B11
Level:	3
Credit value:	4
Guided learning hours:	20
Unit reference number	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.

Learning Outcomes	Assessment Criteria	Teaching Content
The Learner will: 1 Understand own responsibilities under equality legislation, relevant codes of practice and own organisational policies	**The Learner can:** 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: • legal and industry requirements • organisational policies. This may include: • 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: • recruitment • selection • induction • development • promotion • retention • redundancy • dismissal • pay

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Learning Outcomes	Assessment Criteria	Teaching Content
		• 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: • 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

Please refer to the OCR Centre Handbook available from the OCR website www.ocr.org.uk.

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

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National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

Occupational standards	**Unit number**	**Title**
Management and Leadership	B11	Promote equality of opportunity and diversity in your area of responsibility

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing		Use ICT systems	
Reading	✓	Analysing		Find and select information	
Writing	✓	Interpreting		Develop, present and communicate information	

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)* on the OCR website www.ocr.org.uk