

LSI SE02 - SQA Unit Code HE0V 04

Advise employers about the benefits, processes and practices to recruit and retain a diverse workforce



Overview

This standard is about engaging with employers to enable them to understand the benefits of developing processes and practices to recruit and retain a diverse workforce. It includes providing support to the employer to review their employment practices, to facilitate workforce diversity, while at the same time meeting their business needs.

This standard is for all supported employment practitioners.

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Performance criteria

- You must be able to:*
- P1 identify local, regional and national sources of labour market intelligence
 - P2 access and interpret statistics on the nature of businesses operating on a local, regional and national basis
 - P3 develop and articulate the business case for a diverse workforce to employers in the local area
 - P4 make initial contact with employers across sectors to promote the business case for a diverse workforce
 - P5 provide support to employers to overcome perceived and actual barriers to employing and retaining a diverse workforce
 - P6 secure the employer's commitment to engage in the supported employment process
 - P7 enable employers to maintain productivity whilst customising jobs to meet the needs of individual job seekers
 - P8 propose reasonable adjustments that employers could make to facilitate the recruitment and selection, support, mentoring and management of a diverse workforce
 - P9 support employers to meet current national and European employment and equality legislation requirements for the workforce

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Knowledge and understanding

You need to know and understand:

- K1 local, regional and national sources of market intelligence and how to access them
- K2 key employers locally, regionally and nationally and their interest and engagement in supported employment
- K3 the business case for employers recruiting and retaining a diverse workforce
- K4 how to make initial contact with employers across different sectors in a way that engages and interests them
- K5 the main concerns and perceived barriers for employers in recruiting and retaining a diverse workforce and how to address them
- K6 how to secure the employer's commitment to engage in the supported employment process
- K7 the types of advice and awareness training employers may require to understand the support requirements of job seekers
- K8 ways in which jobs and recruitment and selection processes can be adapted to meet employer and job seeker needs
- K9 processes that employers may adopt to support employees who become sick, disabled or stressed while at work
- K10 how to support employers in developing their organisational culture to embrace diversity and inclusion
- K11 the type of reasonable adjustments that employers can be encouraged to make to attract, support, mentor and manage a diverse workforce
- K12 current national and European employment and equality legislation requirements for the workforce

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Developed by	Learning and Skills Improvement Service
Version number	1
Date approved	May 2012
Indicative review date	May 2015
Validity	Current
Status	Original
Originating organisation	Learning and Skills Improvement Service
Original URN	LSI SE02
Relevant occupations	Supported Employment Practitioner; Line managers; supervisors; team leaders; 2449 Welfare professionals n.e.c; 3219 Health associate professionals n.e.c ; 3564 Careers advisers and vocational guidance specialists;
Suite	Supported Employment
Key words	processes and practices; employers; business case; diverse workforce; market intelligence; engagement; reasonable adjustments; recruitment; selection; mentor; support; performance management