

SQA Unit Code F336 04

Develop a culture and systems that promote equality and value diversity (SfJ AA2)



Overview

Summary

This unit is about developing a culture and systems within an organisation to promote equality and value diversity i.e. setting the context in which others in an organisation are themselves able to promote equality and value diversity.

There is one element

- 1 Develop a culture and systems that promote equality and value diversity

Target Group

The unit is for managers in organisations who have a functional senior responsibility and accountability for developing a culture and systems that promote equality and value diversity within their part of the organisation.

Performance criteria

- You must be able to:*
- P1 interpret relevant legislation and employment regulations to inform how equality and individuals' rights and responsibilities should be promoted, and diversity valued, in your organisation
 - P2 **evaluate** the effectiveness of your organisation's systems, policies, procedures and guidelines in promoting equality and valuing diversity
 - P3 take the appropriate actions to ensure that your organisation's systems, policies, procedures and guidelines do promote equality and value diversity
 - P4 **actively promote** equality and **value** diversity
 - P5 actively demonstrate by your behaviour the promotion of equality and valuing of diversity
 - P6 regularly review your organisation's systems and processes and improve them to address issues related to unfair and discriminatory practice
 - P7 actively support individuals whose rights have been compromised in having their complaints appropriately addressed
 - P8 actively challenge the discriminatory behaviour of individuals and institutional discrimination

Develop a culture and systems that promote equality and value diversity (SfJ AA2)

Knowledge and understanding

You need to know and understand:

- K1 how to interpret current and emerging relevant legislation and employment regulations that apply to the promotion of equality and the valuing of diversity
- K2 your duty of care under legislation and employment regulations
- K3 the benefits of diversity and the promotion of equality
- K4 how inequality and discrimination affect individuals, groups and communities and society as a whole
- K5 why the promotion of equality and valuing of diversity is of vital importance in the justice sector
- K6 how the promotion of equality and valuing of diversity can be actively promoted by you in your day-to-day work and in a way which inspires others to see its value
- K7 the meaning of the term 'organisational culture', who this is set by and your role in this
- K8 the affect of organisational culture on groups who are a minority in the workforce and how they may respond as a result
- K9 how the promotion of equality and valuing of diversity can be built into the culture and systems of your organisation and the reasons for doing this
- K10 how leadership roles and styles can be used in the promotion of equality and diversity and in challenging individual discrimination and institutional discrimination
- K11 how you can use complaints and grievance processes as a way of tackling discrimination and oppression
- K12 your own areas for personal growth in relation to promoting equality and valuing diversity and how this will benefit you as an individual
- K13 how the promotion of equality and valuing of diversity may be affected by systems and structures and your role in actively tackling these
- K14 the actions you may need to take to help other people promote equality and value diversity and how to do this effectively
- K15 what you need to do to support people whose rights have been compromised(including ensuring that adequate support systems are in place)
- K16 how you can actively challenge individual and organisational discrimination, the risks that you might be taking in doing this and why it is necessary to take these risks
- K17 who can support you in challenging individual and organisational discrimination
- K18 effective methods of evaluating the effectiveness of equality and diversity policies and procedures

Develop a culture and systems that promote equality and value diversity
(SfJ AA2)

- K19 how you can contribute to developing and implementing good and best practice in relation to equality and diversity
- K20 why you should seek support when you are having difficulty understanding how to promote equality and diversity, where this support can be gained and how to use it effectively

Additional Information

Scope/range related to performance criteria

1. **Evaluate**
 - 1.1. formal (eg equality impact assessments)
 - 1.2. informal
2. **Actively promote and value by:**
 - 2.1. profiling the workforce and promoting a diverse workforce
 - 2.2. acting as a mentor / role model for people in relation to equality and diversity
 - 2.3. involving diverse groups in different pieces of work
 - 2.4. setting objectives for own team to promote equality and value diversity
 - 2.5. ensuring that the organisational processes that you are responsible for are fair (e.g. recruitment and selection)
 - 2.6. regularly seeking the views of under-represented groups on their experiences (in the organisation and the local population) and acting on them
 - 2.7. communicating the importance of equality and diversity at every opportunity linking it to the wider work of the organisation

Glossary

In performance criterion 1. legislation and employment regulations relate to:

1. age
2. employment
3. dependents – people who have caring responsibilities and those who do not
4. disability
5. gender and transgender
6. human rights (including those of children)
7. language
8. learning disabilities
9. marital status / civil partnership
10. mental health / illness
11. political opinion
12. racial group
13. religious belief and non-belief
14. sexual orientation
15. Welsh language.

Develop a culture and systems that promote equality and value diversity (SfJ AA2)

In performance criteria 2 and 3, organisation's systems, policies, procedures and guidelines will include those relating to:

1. the management and development of people in your organisation (ie recruitment, selection, management, appraisal, training and development, disciplinary etc)
2. the services offered by your organisation to the public
3. the views of staff (e.g. through staff surveys)
4. complaints processes
5. grievance procedures

Links to other NOS

This unit is a key requirement for senior managers in the justice sector as the promotion of equality and valuing of diversity is an essential component of all actions in the sector.

SQA Unit Code F336 04

Develop a culture and systems that promote equality and value diversity
(SfJ AA2)

Developed by Skills for Justice

Version number 1

Date approved June 2006

Indicative review date June 2008

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN NAA2

Relevant occupations Public Services; Public Service and Other Associate Professionals

Suite Resettlement of Offenders

Key words communicating, valuing the contribution of others
