

## **FM4L 04 (CFAMLB11) Promote Equality of Opportunity, Diversity and Inclusion in Your Area of Responsibility**

### **Overview**

#### **What this Unit is about**

This Unit is about actively promoting equality of opportunity, diversity and inclusion in your area of responsibility. It is intended to go beyond compliance with equality legislation and move towards a situation where there is awareness in your area of, and active commitment to, the need to ensure equality of opportunity and the benefits of diversity and inclusion. The 'area of responsibility' may be, for example, a branch or department or functional area or an operating site within an organisation.

#### **Who is the Unit for?**

The Unit is recommended for first line managers and middle managers.

#### **Links to other Units**

This Unit links to a number of Units in the overall suite of National Occupational Standards for Management and Leadership which involve managing or working with people.

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### **Skills**

Listed below are the main generic 'skills' that need to be applied in promoting equality of opportunity, diversity and inclusion in your area of responsibility. These skills are explicit/implicit in the detailed content of the Unit and are listed here as additional information.

- ◆ Communicating
- ◆ Leadership
- ◆ Motivating
- ◆ Monitoring
- ◆ Information management
- ◆ Evaluating
- ◆ Valuing and supporting others
- ◆ Consulting
- ◆ Balancing competing needs and interests
- ◆ Influencing and persuading
- ◆ Planning
- ◆ Reporting
- ◆ Decision-making
- ◆ Reviewing
- ◆ Risk management

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### Performance Criteria

*You must be able to:*

- 1 Ensure commitment within your area of responsibility to promoting equality of opportunity, diversity and inclusion, including making them priority areas in terms of informing the vision and objectives for your area and planning and decision-making.
- 2 Ensure that your behaviour, words and actions and those of people working in your area of responsibility support a commitment to equality of opportunity, diversity and inclusion.
- 3 Identify your personal responsibilities and liabilities under equality legislation and any relevant codes of practice.
- 4 Identify the diversity and needs of your area's current customers and potential customers and identify areas where needs could be better satisfied and where the diversity of customers could be improved.
- 5 Ensure that the organisation's written equality, diversity and inclusion policy is clearly communicated to all people in your area of responsibility and other relevant parties.
- 6 Implement the organisation's written equality, diversity and inclusion policy in your area, including relevant parts of any accompanying organisation-wide action plan, seeking and making the required resources available.
- 7 Ensure regular consultation with people in your area of responsibility or their representatives on equality, diversity and inclusion issues.
- 8 Seek and make use of specialist expertise in relation to equality, diversity and inclusion issues.
- 9 Ensure that working arrangements, resources and business processes in your area of responsibility respond to different needs, abilities, values and ways of working.
- 10 Monitor, review and report to the relevant people on progress in relation to equality of opportunity, diversity and inclusion within your area of responsibility, identifying required actions and changes to practice.

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### **Behaviours**

*You will exhibit the following behaviours:*

- 1 You use communication styles that are appropriate to different people and situations.
- 2 You understand individuals' needs, feelings and motivations and take an active interest in their concerns.
- 3 You encourage and support others to make the best use of their abilities.
- 4 You use a range of leadership styles appropriate to different people and situations.
- 5 You show a clear understanding of different customers and their needs.
- 6 You treat individuals with respect and act to uphold their rights.
- 7 You show integrity, fairness and consistency in decision-making.
- 8 You make time available to support others.
- 9 You comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes.

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### **Knowledge and Understanding**

*You need to know and understand:*

### **General Knowledge and Understanding**

- 1 Different definitions of diversity and inclusion.
- 2 The different forms which discrimination and harassment might take.
- 3 The business case for ensuring equality of opportunity and promoting diversity and inclusion.
- 4 The probable effects of not promoting equality of opportunity, diversity and inclusion within your area of responsibility.
- 5 How commitment within your area of responsibility to promoting equality of opportunity, diversity and inclusion might be demonstrated.
- 6 Why it is important to make equality, diversity and inclusion priority areas and how to do so effectively.
- 7 Why it is important to lead by example in terms of your behaviour, words and actions supporting a commitment to equality of opportunity, diversity and inclusion.
- 8 How to recognise when the behaviour, words and actions of others does and does not support a commitment to equality of opportunity, diversity and inclusion.
- 9 How and where to identify your personal responsibilities and liabilities under equality legislation and any relevant codes of practice.
- 10 The importance of identifying the diversity and needs of your area's current and potential customers in order to identify areas for improvement and how to do so effectively.
- 11 How to communicate the organisation's written equality, diversity and inclusion policy to people who work in your area of responsibility and other relevant parties.
- 12 The importance of implementing an organisation's written equality, diversity and inclusion policy and any supporting action plan.
- 13 The type of resources which might be required to support implementation of an equality, diversity and inclusion policy and any supporting action plan.
- 14 How and when to consult with people in your area of responsibility or their representatives on equality, diversity and inclusion issues.
- 15 Sources of specialist expertise in relation to equality, diversity and inclusion.

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### **General Knowledge and Understanding (cont)**

- 16 How to provide working arrangements, resources and business processes in your area of responsibility that respond to different needs, abilities, values and ways of working.
- 17 How to monitor, review and report on progress in relation to equality of opportunity, diversity and inclusion within your area of responsibility.

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### **Knowledge and Understanding**

*You need to know and understand:*

### **Industry/sector specific Knowledge and Understanding**

- 1 Sector-specific legislation, regulations, guidelines and codes of practice relating to equality, diversity and inclusion.
- 2 Equality, diversity and inclusion issues and developments which are particular to the industry or sector.
- 3 Information sources on equality and diversity and inclusion in the industry or sector, including those at an international level.

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### Knowledge and Understanding

*You need to know and understand:*

### Context specific Knowledge and Understanding

- 1 The vision, objectives and operational plans for your area of responsibility.
- 2 The planning and decision-making processes within your area of responsibility.
- 3 The overall vision, values, objectives, plans and culture of the organisation.
- 4 The diversity of the people working in your area of responsibility.
- 5 Your area's current and potential customers and their needs.
- 6 Other relevant parties with an interest in diversity and inclusion in your area of responsibility.
- 7 The organisation's written equality, diversity and inclusion policy and any accompanying action plan and how they are communicated to people who work for the organisation, people in your area and to other relevant parties.
- 8 Sources of specialist expertise in relation to equality, diversity and inclusion used in your area of responsibility.
- 9 The support and resources allocated to and across your area of responsibility to promote equality of opportunity, diversity and inclusion.
- 10 Employment policies and practices within the organisation — including recruitment, selection, induction, development, promotion, retention, redundancy, dismissal, pay and other terms and conditions.
- 11 Working arrangements, resources and business processes in your area of responsibility.
- 12 Systems in place in your area of responsibility for monitoring, reviewing and reporting on progress in relation to equality of opportunity, diversity and inclusion.
- 13 Allocated responsibilities for promoting equality of opportunity, diversity and inclusion in your area of responsibility and the organisation in general.



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### **Evidence Requirements**

*To achieve this Unit you will need to ensure that your evidence covers all Performance Criteria, behaviours and Knowledge and Understanding.*

The following table provides you with possible examples of evidence.

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### Evidence Requirements

PC	Evidence of Performance Criteria: ♦ possible examples of evidence	Behaviours	Knowledge and Understanding		
			General	Industry specific	Context specific
PC1	<b>Policies, systems, procedures and reports you have originated or instigated in relation to equality of opportunity and diversity:</b>				
PC2	♦ records of training, consultations, working groups, project teams, committees and other forums you have organised and/or participated in to raise awareness of and review legal obligations, and to develop, review and implement policies in relation to equality of opportunity and diversity relating to your area of responsibility	1, 2, 4, 5, 6, 7, 9	1, 2, 3, 4, 5, 6, 7, 9, 11, 12, 14, 15	1, 2, 3	1, 2, 3, 6, 7, 8, 9, 13
PC3					
PC5					
PC7					
PC8					
PC9	♦ equality of opportunity and diversity values and policy statements you have developed, initiated and/or agreed relating to your area of responsibility	1, 2, 4, 5, 6, 7, 9	1, 2, 3, 4, 5, 6, 7, 9, 11, 12, 14, 15	1, 2, 3	1, 2, 3, 6, 7, 8, 9, 13
<b>Records of actions you have taken to implement policy and address any problems identified:</b>					
PC1	♦ monitoring systems you have designed or introduced, reviews of equality of opportunity and diversity in the practices and Outcomes in your area of responsibility that you have undertaken or initiated (eg recruitment practices, employment or service use levels relative to the relevant population), and reports you have prepared and proposals you have made or agreed as a result	1, 2, 3, 4, 5, 6, 7, 8, 9	1, 2, 3, 4, 5, 7, 8, 9, 10, 12, 17	1, 2, 3	2, 4, 5, 6, 7, 8, 9, 10, 11, 12
PC2					
PC3					
PC4					
PC5	♦ systems and procedures, roles and responsibilities you have developed, consultations and training you have organised and other actions you have initiated or taken to implement policy and bring about changes in behaviour and working practices	1, 2, 3, 4, 5, 6, 7, 8, 9	1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16	1, 2, 3	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13
PC6					
PC8					
PC9					
PC10	♦ personal statements (reflections on your own attitudes and behaviours and actions you have taken in relation to equality of opportunity and diversity in the workplace)	2, 4, 5, 6, 7, 9	1, 2, 3, 4, 5, 6, 7, 9	1, 2, 3	1, 2, 3, 4, 7, 8, 9, 10, 11, 12





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**Notes/Comments**

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_ **Date** \_\_\_\_\_