



## Unit DR6P 04 (706)

## Promote Equality of Opportunity and Diversity in Your Area of Responsibility

### Unit Summary

This Unit is about actively promoting equality of opportunity and diversity 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 responsibility, and active commitment to, the need to ensure equality of opportunity and the benefits of diversity. The 'area of responsibility' may be, eg, a branch or department or functional area or an operating site within an organisation.

In order to achieve this Unit you must demonstrate that you meet all the requirements of the Units. This means all of the stated outcomes and behaviours and every item of knowledge and understanding. Your assessor must be able to observe you in the workplace or you must provide the following **tangible evidence** to your assessor. Please note that **simulation** is **not** allowed for this Unit, ie all your evidence must relate to real work activities.

*Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:*

#### Communication Higher

- ◆ Produce and respond to oral communication on a complex topic.

#### Working With Others Higher

- ◆ Work with others in a group to analyse, plan and complete a complex activity.

*I have completed the requirements of this Unit.*

Candidate name: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I can confirm the candidate has completed all requirements of this Unit.*

Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_

IV signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessment centre: \_\_\_\_\_

**You must be able to**

- 1 Ensure commitment in your area of responsibility to promoting equality of opportunity and diversity, including making it a priority area 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 and diversity.
- 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 company's written equality and diversity policy is clearly communicated to all people in your area of responsibility and other relevant parties.
- 6 Implement the organisation's written equality and diversity 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 and diversity issues.
- 8 Seek and make use of specialist expertise in relation to equality and diversity 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 and diversity within your area of responsibility, identifying required actions and changes to practice.

**Behaviours**

This means you:

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

**Evidence of Performance**

The following provides guidance on **possible** examples of evidence.

**Policies, systems, procedures and reports you have originated or instigated in relation to equality of opportunity and diversity:**

- ◆ 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
- ◆ equality of opportunity and diversity values and policy statements you have developed, initiated and/or agreed relating to your area of responsibility

**Records of actions you have taken to implement policy and address any problems identified:**

- ◆ 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
- ◆ 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
- ◆ 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)

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<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
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## Promote Equality of Opportunity and Diversity in Your Area of Responsibility

<b>You need to know and understand</b>		<b>Evidence</b>
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
<b>General knowledge and understanding</b>		
K1	Different definitions of diversity.	
K2	The different forms which discrimination and harassment might take.	
K3	The business case for ensuring equality of opportunity and promoting diversity.	
K4	The probable effects of not promoting equality of opportunity and diversity within your area of responsibility.	
K5	How commitment in your area of responsibility to promoting equality of opportunity and diversity might be demonstrated.	
K6	Why it is important to make equality and diversity a priority area and how to do so effectively.	
K7	Why it is important to lead by example in terms of your behaviour, words and actions supporting a commitment to equality of opportunity and diversity.	
K8	How to recognise when the behaviour, words and actions of others does and does not support a commitment to equality of opportunity and diversity.	
K9	How and where to identify your personal responsibilities and liabilities under equality legislation and any relevant codes of practice.	
K10	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.	
K11	How to communicate the company's written equality and diversity policy to people who work in your area of responsibility and other relevant parties.	
K12	The importance of implementing a company's written equality and diversity policy and any supporting action plan.	
K13	The type of resources which might be required to support implementation of an equality and diversity policy and supporting action plan.	
K14	How and when to consult with people in your area of responsibility or their representatives on equality and diversity issues.	
K15	Sources of specialist expertise in relation to equality and diversity.	
K16	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.	
K17	How to monitor, review and report on progress in relation to equality of opportunity and diversity within your area of responsibility.	
<b>Knowledge and understanding in the context of your business</b>		
K18	The vision, objectives and operational plans for your area of responsibility.	
K19	The planning and decision-making processes within your area of responsibility.	
K20	The overall vision, values, objectives, plans and culture of the business.	
K21	The diversity of people working in your area of responsibility.	
K22	Your area's current and potential customers and their needs.	
K23	Other relevant parties with an interest in diversity in your area of responsibility.	
K24	The company's written equality and diversity policy and any accompanying action plan and how they are communicated to people who work for the business, people in your area and to other relevant parties.	
K25	Sources of specialist expertise in relation to equality and diversity used in your area of responsibility.	

<b>You need to know and understand (cont)</b>		
K26	The support and resources allocated to and across your area of responsibility to promote equality of opportunity and diversity.	
K27	Employment policies and practices within the organisation — including recruitment, selection, induction, development, promotion, retention, redundancy, dismissal, pay and other terms and conditions.	
K28	Working arrangements, resources and business processes in your area of responsibility.	
K29	Systems in place in your area of responsibility for monitoring, reviewing reporting on progress in relation to equality of opportunity and diversity.	
K30	Allocated responsibilities for promoting equality of opportunity and diversity in your area of responsibility and the business in general.	
<b>Industry or sector specific knowledge and understanding</b>		
K31	Sector-specific legislation, regulation, guidelines and codes of practice relating to equality and diversity.	
K32	Equality and diversity issues and developments that are particular to the sector.	
K33	Information sources on equality and diversity in the sector.	

Notes/Comments
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Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_