

# **Unit 6: Promote Equality of Opportunity, Diversity and Inclusion**

**Unit reference number: R/506/2053**

**QCF level: 5**

**Credit value: 5**

**Guided learning hours: 26**

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## **Unit summary**

Businesses have a legal responsibility to comply with statutory and regulatory requirements in respect of equality in the workplace. Many businesses also want to demonstrate their commitment to best practices in respect of equality, diversity and inclusion in the workforce. By doing so, they show themselves to be socially and ethically responsible businesses that have a positive corporate reputation. Their aim is to create and promote a business culture that is positively oriented around equality, diversity and inclusion requirements, and in doing so promote a healthy working environment that can contribute towards achieving business objectives.

Learners will gain understanding of how to evaluate organisational strategies, policies and practices that address equality, diversity and inclusion. They will learn about the use of external benchmarks and quality standards and developing performance indicators against which business performance are measured. Learners will also understand how to collect and analyse data used to measure the effectiveness of equality, diversity and inclusion activities.

Learners will learn how to promote equality, diversity and inclusion policies and practices, using techniques such as communicating relevant requirements and implementing positive action programmes.

## Learning outcomes and assessment criteria

To pass this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria outline the requirements the learner is expected to meet to achieve the unit.

| Learning outcomes   | Assessment criteria   |
|---|---|
| <p>1 Understand the principles underpinning equality, diversity and inclusion in the workforce</p>  | <p>1.1 Analyse the development of equality, diversity and inclusion policies and practices in the workforce</p> <p>1.2 Evaluate the application of approaches to equal opportunities</p> <p>1.3 Evaluate the impact of equality, diversity and inclusion policy on workforce performance</p> <p>1.4 Evaluate methods of managing ethical conflicts</p> <p>1.5 Evaluate the business benefits of effective equality, diversity and inclusion policies and practices</p> <p>1.6 Evaluate the impact of equality, diversity and inclusion on organisational practices</p> <p>1.7 Evaluate the requirements of legislation, regulation and codes of practice affecting equality, diversity and inclusion in the workforce</p> |
| <p>2 Be able to evaluate organisational strategies, policies and practices which address equality, diversity and inclusion requirements</p> | <p>2.1 Identify the extent to which equality, diversity and inclusion strategies, policies and practices are fit for purpose</p> <p>2.2 Identify strengths and weaknesses by benchmarking organisational equality, diversity and inclusion policies and practices internally and externally</p> <p>2.3 Identify a range of areas for improvement in human resource practices, organisational systems, procedures and/or processes</p> <p>2.4 Appraise the basis for setting criteria to evaluate the effectiveness of equality, diversity and inclusion strategies, policies and practices</p>  |

| Learning outcomes  | Assessment criteria   |
|--|---|
| <p>3 Be able to promote equality, diversity and inclusion policies and practices</p> | <p>3.1 Devise a communications strategy and plan that covers everyone within their area of responsibility</p> <p>3.2 Use communication media that are appropriate to the nature and structure of the organisation when promoting equality, diversity and inclusion</p> <p>3.3 Take action to ensure that equality, diversity and inclusion policies and practices are embedded in business practices</p> <p>3.4 Promote a culture where actual and potential discrimination is challenged</p> <p>3.5 Take action to ensure that organisational procedures, culture and values reinforce good practices and encourage people to challenge discrimination</p> |

## Unit amplification

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### **AC1.1: Analyse the development of equality, diversity and inclusion policies and practices in the workforce**

- *Equality*: the Equality Act 2010, protection people from discrimination in specific situations, including the workplace and from discrimination through association
- *Protected characteristics*:
  - o age
  - o marital status including civil partnership
  - o pregnancy or having a child
  - o disability
  - o race including colour, nationality, ethnic or national origin
  - o religion, belief or lack of religion/belief
  - o sex
  - o transsexuality
- *Diversity*: recognising individuals' differences; respecting individuals' differences
- *Inclusion*: application of human rights principles of fairness, respect, equality, dignity, autonomy; business culture; business values; business environment

### **AC1.2: Evaluate the application of approaches to equal opportunities**

- *Approaches to equal opportunities*: impact of equalities legislation to include the Equality Act 2010; legal and regulatory compliance responsible officers; equality policies; equality practices; monitoring; review; evaluation
- *Application*: recruitment; selection; promotion; tendering; procurement; customer relationships; stakeholder relationships

### **AC1.3: Evaluate the impact of equality, diversity and inclusion policy on workforce performance**

- *Impact on workforce performance*: productivity; inter-personal relationships; team dynamics; workforce cohesion; commitment; motivation; community involvement

### **AC1.4: Evaluate methods of managing ethical conflicts**

- *Conflicts*: disputes based on unfair treatment, unequal opportunities, discrimination, harassment, bullying, grievance, discipline
- *Managing conflicts*: internally, e.g. negotiation (informal, formal); internal procedures, e.g. grievance, discipline; mediation; external procedures, e.g. arbitration to include industrial tribunal; judicial

**AC1.5: Evaluate the business benefits of effective equality, diversity and inclusion policies and practices**

- *Business benefits:* range of expertise; quality of employees; productivity; profitability; team dynamics; workforce cohesion; commitment; motivation; community involvement; reputation

**AC1.6: Evaluate the impact of equality, diversity and inclusion on organisational practices**

- *Impact of policies and practices:*
  - equality – compliance with equality legislation; requirements of equality legislation are incorporated into policies and practices
  - diversity – explicit diversity policy that recognises and respects individuals' differences
  - inclusion – application of human rights principles of fairness, respect, equality, dignity, autonomy
  - employee behaviour in respect of equality, diversity and inclusion
  - monitoring, review and evaluation of equality, diversity and inclusion policies and practices; equality impact assessments

**AC1.7: Evaluate the requirements of legislation, regulation and codes of practice affecting equality, diversity and inclusion in the workforce**

- Legislation and the need to be compliant with national law in respect of equality, diversity and inclusion
- Regulation and the need to be compliant with regulations (legal, professional, industry-specific) in respect of equality, diversity and inclusion
- Codes of practice and the need to be compliant with best practice codes and requirements in respect of equality, diversity and inclusion