

Principles of equality and diversity in the workplace

VRQ

Learner name:

UBU46

Learner number:

J/506/1806





VTCT

VTCT is a UK Government-approved awarding organisation which has awarded world class qualifications since 1962. Through our strategic approach to sectors we support, we aim to advance education, research and the public dissemination of knowledge, by helping to introduce new initiatives into the education system, to improve the employability and career prospects of learners.

More than 1000 approved centres now work with VTCT, and the ever-expanding list extends across the UK, Ireland, and internationally. We acquired the internationally recognised awarding organisation and examination board ITEC in 2016, adding to our footprint. We also acquired education technology specialists Digital Assess in the same year, adding value for training providers with technology that can digitally capture and assess learners online, amongst other innovations.

iTEC was founded by Dr W.E. Arnould-Taylor who in 1947 was a distinguished physiologist who became a Fellow of the Royal Society of Medicine. Both Dr Arnould-Taylor and Wallace Sharps the founder of VTCT, devoted their lives to developing the standing of the industry and the furtherance of education in the sector. Today iTEC has a close working relationship with over 650 centres worldwide including Europe, South Africa, Asia Pacific and the USA.

VTCT is a registered charity investing in education and skills but also giving to good causes in the area of facial disfigurement.

Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)

Assessor tracking table

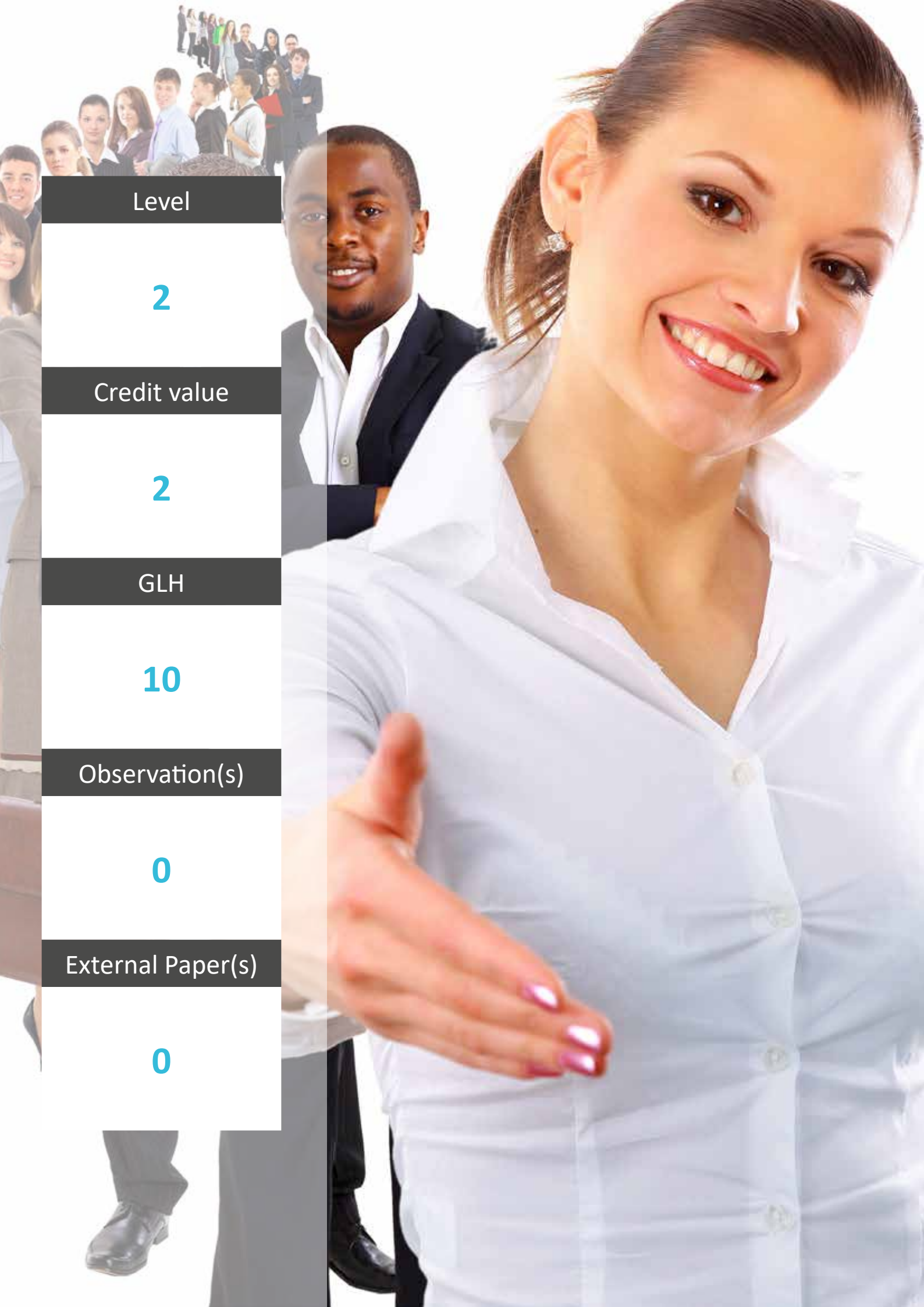
All assessors using this Record of Assessment book must complete this table. This is required for verification purposes.

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Principles of equality and diversity in the workplace

UBU46

The aim of this unit is to develop your knowledge and understanding of equality and diversity in the workplace. You will learn about your own responsibilities and those of an organisation to adhere to the legal requirements of equality and the potential consequences if they are not complied with.



Level

2

Credit value

2

GLH

10

Observation(s)

0

External Paper(s)

0

Learning outcomes

On completion of this unit you will:

1. Understand the implications of equality legislation
2. Understand organisational standards and expectations for equality and diversity and context in the workplace

Evidence requirements

3. Knowledge outcomes

There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

4. Tutor/Assessor guidance

Your tutor must refer to the 'Skills CFA Assessment Strategy' when delivering this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

For guidance on the assessment material for some individual units please refer to the 'Assessment Guidance'. This can be found on www.vtct.org.uk under the relevant qualification page.

5. External paper

There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

Relationship to National Occupational Standards

Management and Leadership (2012) National Occupational Standards:

- CFAM&LBA7 Promote equality of opportunity, diversity and inclusion

*This is not an exhaustive list.

Learning outcome 1

Understand the implications of equality legislation

You can:	Portfolio reference
a. Define the concept 'equality and diversity'	
b. Describe the legal requirements for equality of opportunity	
c. Describe the role and powers of organisations responsible for equality	
d. Explain the benefits of equal opportunities and diversity	
e. Explain the potential consequences for an organisation of failing to comply with equality legislation	

Learning outcome 2

Understand organisational standards and expectations for equality and diversity and context in the workplace

You can:	Portfolio reference
a. Explain how organisational policies on equality and diversity translate into day to day activity in the workplace	
b. Describe your own responsibilities for equality and diversity in the workplace	
c. Describe behaviours that support equality, diversity and inclusion in the workplace	

Notes

Use this area for notes and diagrams



Notes

Use this area for notes and diagrams



Notes

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