



Promote equality, diversity and inclusion in the workplace

VRQ

UBU66

Learner name:

Learner number:

T/506/1820





VTCT

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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.

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

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

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Promote equality, diversity and inclusion in the workplace

UBU66

The aim of this unit is to develop your knowledge and understanding of equality and diversity, and your ability to recognise positive approaches that promote it. You will learn how to ensure colleagues are aware of their responsibilities for equality, diversity and inclusion in the workplace. You will also be able to identify potential issues in the workplace and report them.

Level

3

Credit value

3

GLH

15

Observation(s)

0

External Paper(s)

0



Learning outcomes

On completion of this unit you will:

1. Understand the organisational aspects of equality, diversity and inclusion in the workplace
2. Understand the personal aspects of equality, diversity and inclusion in the workplace
3. Be able to support equality, diversity and inclusion in the workplace

Evidence requirements

1. 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.

2. 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.

3. 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 organisational aspects of equality, diversity and inclusion in the workplace

You can:	Portfolio reference
a. Explain the difference between equality, diversity and inclusion	
b. Explain the impact of equality, diversity and inclusion across aspects of organisational policy	
c. Explain the potential consequences of breaches of equality legislation	
d. Describe nominated responsibilities within an organisation for equality, diversity and inclusion	

Learning outcome 2

Understand the personal aspects of equality, diversity and inclusion in the workplace

You can:	Portfolio reference
a. Explain the different forms of discrimination and harassment	
b. Describe the characteristics of behaviour that supports equality, diversity and inclusion in the workplace	
c. Explain the importance of displaying behaviour that supports equality, diversity and inclusion in the workplace	

Learning outcome 3

Be able to support equality, diversity and inclusion in the workplace

You can:	Portfolio reference
a. Ensure colleagues are aware of their responsibilities for equality, diversity and inclusion in the workplace	
b. Identify potential issues relating to equality, diversity and inclusion in the workplace	
c. Adhere to organisational policies and procedures, and legal and ethical requirements when supporting equality, diversity and inclusion in the workplace	

Notes

Use this area for notes and diagrams



Notes

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