



Oxford Cambridge and RSA

## OCR Level 2 NVQ Certificate in Team Leading – Unit 6

Unit Title:	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (B11)
OCR Unit Number:	6
Unit Number:	M/600/9628
Level:	3
Credit value:	4
Guided learning hours:	20

### Unit purpose and aim

This unit aims to equip the candidate with the awareness to understand the need to ensure equality of opportunity and the benefits of diversity. The candidate is able to consider how to apply and actively promote equality and diversity in own area of responsibility.

Learning Outcomes	Assessment Criteria	Exemplification
1 Understand own responsibilities under equality legislation, relevant codes of practice and own organisational policies	<p>1.1 Explain how equality of opportunity, diversity and inclusion relate to legal, industry requirements and organisational policies</p> <p>1.2 Describe how equality of opportunity, diversity and inclusion are considered in planning own area of responsibility</p>	<p>This may include:</p> <ul style="list-style-type: none"><li>• Legal and industry requirements</li><li>• Organisational Policies.</li></ul> <p>This may include:</p> <ul style="list-style-type: none"><li>• Working arrangements</li><li>• Systems in place to monitor, review and report on equality of opportunity and diversity</li><li>• Employment policies and practices within the area of responsibility.</li></ul>
2 Be able to communicate an organisation's written equality, diversity and inclusion policy and procedures in own area of responsibility	2.1 Outline an organisation's equality, diversity and inclusion policy and procedures	<p>This may include:</p> <ul style="list-style-type: none"><li>• Recruitment</li><li>• Selection</li><li>• Induction</li><li>• Development</li><li>• Promotion</li><li>• Retention</li><li>• Redundancy</li><li>• Dismissal</li><li>• Pay</li></ul>

Learning Outcomes	Assessment Criteria	Exemplification
		<ul style="list-style-type: none"> <li>all other Terms and Conditions – specific to organisation.</li> </ul>
3 Be able to monitor equality, diversity and inclusion within own areas of responsibility	3.1 Monitor how equality, diversity and inclusion activities in own area of responsibility are in line with own organisation	<p>This may include:</p> <ul style="list-style-type: none"> <li>Objectives</li> <li>Vision</li> <li>Culture</li> <li>Values</li> <li>Operational plans</li> <li>Diversity of the people in your area.</li> </ul>

## Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which will need to be made available to the OCR external verifier.

Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. Assessment must be based on naturally occurring evidence from the workplace.

## Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities. Simulation is not allowed for this unit.

## Guidance on assessment and evidence requirements

You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- professional discussion with your assessor in respect of opportunity, diversity and inclusion in your area of responsibility
- reports you have written in respect of the impact on achieving business objectives

## Details of relationship between the unit and national occupational standards

This unit is based on the NOS produced by the Management Standards Centre (MSC)

Management and Leadership NOS unit B11 Promote equality of opportunity and diversity in your area of responsibility

**NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).**

## Resources

---

Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work.

## Additional information

---

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## OCR Level 2 NVQ Certificate in Team Leading

### Evidence Record Sheet

#### Unit 6 Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (B11)

I confirm that the evidence provided is a result of my own work.

Signature of candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Evidence reference	Evidence title	Assessment method	LO1		LO2	LO3
			1.1	1.2	2.1	3.1

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: \_\_\_\_\_ Name (in block capitals): \_\_\_\_\_ Date: \_\_\_\_\_

Countersignature of qualified assessor (if required) and date: \_\_\_\_\_

IV initials (if sampled) and date: \_\_\_\_\_ Countersignature of qualified IV (if required) and date: \_\_\_\_\_

(Page of )