

Overview

This unit is about promoting equality and valuing the diversity of people and is appropriate to people working at all levels and in all posts. It should form the basis of everything that any worker in the sector does. The term 'people' is used broadly to cover any child, adult, group, community or agency that workers come into contact with, either directly or indirectly. It includes members of the public, individuals and colleagues in the workplace.

There is one element

1. AA1.1 promote equality and value diversity

Explanatory notes In performance criterion 'a' and 'b' 'act' might relate to direct or indirect interactions with people.

In performance criterion 'a' legislation, employment regulations and policies, and codes of practice will include:

1. age
2. employment
3. dependents – people who have caring responsibilities and those who do not
4. disability
5. gender and transgender
6. human rights (including those of children)
7. language
8. learning difficulties
9. marital status / civil partnership
10. mental health / illness
11. political opinion
12. racial group
13. religious belief and non-belief
14. sexual orientation
15. Welsh language

In performance criteria 'b' and 'c', this would include:

16. How you would interact with people
17. When you interact
18. Why you interact
19. What is the nature of the interaction
20. What information you record and how you record it

In performance criterion 'j', an appropriate source for support might be:

ASTAA1

Promote equality and value diversity

21. Colleagues
22. External agencies, associations and groups with a focus on equality and diversity
23. Learning and development opportunities
24. Line manager
25. Specific support services arranged within the organisation
26. Staff association / trade union
27. Written / electronic materials

ASTAA1

Promote equality and value diversity

Performance criteria

- You must be able to:*
- P1 act in accordance with relevant legislation, employment regulations and policies, and codes of practice related to promoting equality and valuing diversity
 - P2 act in ways that acknowledge, recognise and value individuals' background and beliefs, and also respect diversity
 - P3 do not discriminate against people
 - P4 provide individuals with the information they need to make informed decisions about exercising their rights
 - P5 provide information in a format appropriate to the individual
 - P6 take account of how your behaviour affects individuals and their experience of your organisation's culture and approach
 - P7 seek feedback from individuals on your behaviour and use this to improve what you do in the future
 - P8 challenge people when they are not promoting equality and valuing diversity
 - P9 actively **help others** to promote equality and value diversity
 - P10 seek support from appropriate sources when you are having difficulty understanding how to promote equality and value diversity

ASTAA1

Promote equality and value diversity

Knowledge and understanding

You need to know and understand:

- K1 the relevant legislation, employment regulations and policies, and codes of practice that apply to the promotion of equality and diversity and how you need to apply these
- K2 the benefits of diversity and the promotion of equality
- K3 the wide variety of forms that discrimination may take and how these manifest themselves
- K4 how inequality and discrimination affects individuals, groups and communities and society as a whole
- K5 why the promotion of equality and valuing of diversity is of vital importance if you are to work effectively
- K6 what the promotion of equality and valuing of diversity means for you in your day-to-day work
- K7 how you can promote equality and diversity whilst protecting people from the risk of harm
- K8 your own areas for personal growth in relation to promoting equality and valuing diversity and how this will benefit you as an individual
- K9 the effect of cultural differences on verbal and non-verbal communication
- K10 how to behave and communicate in ways that:
 - K10.1. support equality and diversity
 - K10.2. do not exclude or offend people
 - K10.3. challenge discrimination effectively
 - K10.4. respect individuals' differences
 - K10.5. do not abuse the status and power that you have
 - K10.6. recognise the difficulties in communication and language in your area of work
- K11 how your behaviour contributes to your organisation's culture and your responsibility for developing a positive culture for all
- K12 how your behaviour can effect others and their experience of the organisation
- K13 how joint working with other agencies and workers can help in the promotion of diversity
- K14 how to provide the information that individuals are entitled to receive and ensure it is clear and helpful
- K15 the actions (yours and other's) that undermine equality and diversity and what to do about this (including when these people are senior to you)
- K16 what to do about systems and structures when they do not promote equality and value diversity
- K17 the actions you can take to help other people promote equality and value diversity and how to do this effectively
- K18 the actions you can take to value the people you are interacting with and enable them to interact with you

ASTAA1

Promote equality and value diversity

K19 why you should seek support when you are having difficulty promoting equality and valuing diversity, where this support can be gained and how to use it effectively

ASTAA1

Promote equality and value diversity

Additional Information

Scope/range

1. Help others by

- 1.1 supporting them when they are promoting equality and valuing diversity
- 1.2 sharing information about how to promote equality and value diversity

Links to other NOS

This unit is designed to underpin all other units as promoting equality and valuing diversity is an essential component of all actions in the sector.

ASTAA1

Promote equality and value diversity

Developed by Asset Skills

Version number 1

Date approved December 2007

Indicative review date December 2009

Validity Current

Status Imported

Originating organisation Skills for Justice

Original URN AA1

Relevant occupations Health, Public Services and Care; Public Services; Elementary Occupations; Elementary Security Occupations

Suite Parking Control Occupations

Key words Diversity, equality, values