

CFATURC9

Establish and monitor equal opportunities policies and initiatives within the union and workplace v2



Overview

This unit is appropriate for you if your role involves:

1. advising on how to promote equality of opportunity and contributing to diversity programmes
2. monitoring the progress of equal opportunities policies and initiatives

The activities you are likely to be involved in:

1. promoting equality of opportunity and representation within the union
2. gathering and collating information on equality of opportunity practices in the workplace
3. evaluating existing policies and practices to enhance equality of opportunity

The element is:

1. establishing and monitoring the progress of equal opportunity policies and initiatives

CFATURC9

Establish and monitor equal opportunities policies and initiatives within the union and workplace v2

Performance criteria

You must be able to:

- P1 make sure that information on equal opportunities and diversity policy and practice is kept up to date
- P2 establish initiatives to promote equality of opportunity and disseminate information to representatives and members about their existence and progress
- P3 encourage, assist and advise representatives on the promotion of initiatives for equality of opportunity and the elimination of discrimination
- P4 select, summarise and explain clearly, relevant information and make it available to representatives and members
- P5 select model equal opportunity and diversity agreements for inclusion in negotiations on working conditions and practices
- P6 develop and implement monitoring policies and processes which are appropriate to the structure of the workplace
- P7 advise representatives on how to encourage employers to implement equal opportunities monitoring policies and processes
- P8 hold regular reviews with colleagues, members and other appropriate parties to identify positive and negative examples of equality of opportunity
- P9 monitor instances of lack of opportunity for individuals and groups and initiate appropriate policies and procedures to address these
- P10 evaluate existing procedures and agreements for their contribution to the promotion of equal opportunity, and propose modifications to maximise opportunities for all members
- P11 make sure that evaluation reports for equality of opportunity procedures and implementation are provided regularly to officers of the union and specialists

CFATURC9

Establish and monitor equal opportunities policies and initiatives within the union and workplace v2

Knowledge and understanding

You need to know and understand how to:

The nature and role of equality of opportunity

- K1 develop initiatives which will improve equality of opportunity and promote diversity in the workplace
- K2 identify and apply the initiatives and policies your union has to support equality of opportunity and representation
- K3 identify existing equality of opportunity policies and procedures
- K4 review and modify equality of opportunity policies and procedures
- K5 initiate new policies and procedures

Principles and concepts

- K6 identify the appropriate content for model equal opportunity and diversity agreements
- K7 monitor equal opportunities and diversity policies and agreements
- K8 maintain accurate, comprehensive and current information concerning equal opportunity policies, practices and union initiatives

External factors influencing equality of opportunity

- K9 identify and apply equal opportunity legislation and codes of practice

CFATURC9

Establish and monitor equal opportunities policies and initiatives within the union and workplace v2

Developed by	CFA Business Skills @ Work
Version number	1
Date approved	May 2007
Indicative review date	May 2009
Validity	Current
Status	Original
Originating organisation	ENTO
Original URN	UC9v2
Relevant occupations	Business, Administration and Law; Managers and Senior Officials; Education and training; Preparation for life and work; Protective Service Occupations; General; Skilled Trades Occupations; Elementary Occupations
Suite	Trades Union Representatives and Professionals
Key words	establish, monitor, equal, opportunities, policy, policies, union, workplace