UNIT CODE	PSPGEN029
UNIT TITLE	**Value diversity and inclusion**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to value diversity in the workplace. It includes promoting the benefits of diversity and contributing to diversity outcomes.
	This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.
	Those undertaking this unit work independently, possibly supervising others, performing complex tasks in a range of familiar contexts.
	The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
	No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	General
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Promote the benefits of diversity and inclusion.	1.1 Analyse the diversity of the workgroup to identify the strengths and differences that benefit both staff and the organisation. 1.2 Explain workplace diversity issues, benefits and risks to others, using language and supporting material suitable to their needs and the situations they are likely to experience. 1.3 Identify and promote diversity training and awareness programs. 1.4 Use opportunities for leadership in, and advocacy of workplace diversity.

2. Contribute to diversity and inclusion organisation outcomes.	2.1 Maintain knowledge of diversity principles and practices that apply to the workplace. 2.2 Assist others to ensure work practices contribute to diversity benefits. 2.3 Develop a range of communication styles suitable for the workplace and its clients. 2.4 Provide managers with feedback on diversity policies, strategies and practice(s) and services.

FOUNDATION SKILLS	
Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.	
Reading skills to:	■ access, read and interpret a variety of complex text to determine legal and organisation requirements of the work group.
Oral communication skills to:	■ translate organisation policies and procedures information diversity relevant to the needs of work group members.
Initiative and enterprise skills to:	■ provide management with information to address issues that occur in the workplace before they escalate. ■ refer issues outside own level of responsibility.
UNIT MAPPING INFORMATION	Release 1. This unit supersedes and is not equivalent to PSPGEN029 Value diversity.
LINKS	Companion Volume Implementation Guide

TITLE	**Assessment Requirements for PSPGEN029 Value diversity**
PERFORMANCE EVIDENCE	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion each of the following: ■ use communication styles to suit different audiences and purposes ■ communicate with people from diverse backgrounds ■ identify behaviours which are not consistent with valuing diversity in the workplace ■ explain complex and formal documents, including legislation and codes of conduct, and apply them to work practices ■ demonstrate a clear commitment to the principles and practices of workplace diversity.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:
	
	- jurisdictional legislation and standards that underpin or impact on diversity and inclusion in the organisation
	- aspects of diversity:
	  - definitions
	  - benefits
	  - challenges
	
	- principles of inclusion
	- direct and indirect discrimination
	- identifying and avoiding of bias in language and organisation communications
	- organisation policies, practices, procedures and reporting requirements related to diversity and inclusion.

ASSESSMENT CONDITIONS	Skills must be demonstrated in either: - a workplace environment or - a simulated environment. Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment. Assessment must ensure access to: - organisational procedures, protocols and codes of conduct - legislation, regulations, and guidelines relating to workplace diversity. Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide