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| UNIT CODE | PSPGEN047 |
| UNIT TITLE | Promote diversity and inclusion |
| APPLICATION | <p>This unit describes the performance outcomes, skills and knowledge required to promote diversity and inclusion within an organisation.</p> <p>This unit applies to those working in generalist and specialist roles within the public sector. Those undertaking this unit work independently performing complex tasks in a range of familiar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p> |
| PREREQUISITE UNIT | Nil |
| COMPETENCY FIELD | General |
| UNIT SECTOR | |

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| ELEMENTS | PERFORMANCE CRITERIA |
| <i>Elements describe the essential outcomes</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1. Provide diversity and inclusion input to strategies, policies and plans. | 1.1 Collect, analyse and use workplace diversity data to achieve a more diverse workforce. 1.2 Ensure input to strategies, policies and plans is responsive to all stakeholders. 1.3 Develop diversity and inclusion strategies in consultation with stakeholders. 1.4 Develop measures to evaluate the effectiveness and outcomes against policies. 1.5 Include actions to address the implementation of workplace diversity and inclusion objectives in workplace business plans. 1.6 Incorporate reporting and feedback processes into strategies and plans. |

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| 2. Attract, develop and promote a diverse workforce. | <p>2.1 Integrate diversity principles and underpin human resources policies and practices in the work area.</p> <p>2.2 Promote and implement strategies to increase the recruitment and retention of equity groups according to organisation policy.</p> <p>2.3 Identify barriers that prevent the equitable recruitment, retention and progression of staff and develop strategies to address them.</p> <p>2.4 Identify and tailor development opportunities to address the needs of a diverse workforce in accordance with objectives and resourcing constraints.</p> <p>2.5 Identify and mentor individuals with the capacity to operate in a variety of settings to maximise their contribution to the organisation and its clients.</p> <p>2.6 Create a harmonious and supportive work environment by valuing and promoting the benefits of a diverse workforce to those working within the business unit and the organisation.</p> |
| 3. Monitor diversity outcomes | <p>3.1 Evaluate employee data and feedback from staff and interviews to identify changes and trends in diversity outcomes for the work area.</p> <p>3.2 Monitor progress against workplace diversity effectiveness measures and policy and legal obligations, report outcomes and adjust the diversity strategies or objectives to ensure their continued relevance and success.</p> |

| FOUNDATION SKILLS | |
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| <i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i> | |
| Oral communication skills to: | <ul style="list-style-type: none"> ■ use a variety of words and language structures to explain complex ideas to diverse audiences ■ interpret and explain complex, formal documents and assist others to apply them in the workplace. |
| Writing skills to: | <ul style="list-style-type: none"> ■ prepare written advice and reports requiring reasoning and accuracy of expression. |
| Numeracy skills to: | <ul style="list-style-type: none"> ■ interpret and apply quantitative data to measure workplace effectiveness. |
| UNIT MAPPING INFORMATION | Release 1. This unit supersedes and is not equivalent to PSPGEN047 Promote diversity. |
| LINKS | Companion Volume Implementation Guide |

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| TITLE | Assessment Requirements for PSPGEN047 Promote diversity and inclusion |
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| PERFORMANCE EVIDENCE | <p>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 for each of the following:</p> <ul style="list-style-type: none"> ■ explain the relationship between management of diversity and organisational effectiveness ■ develop, monitor and report on the progress of diversity strategies including: <ul style="list-style-type: none"> ○ analysis of diversity data ○ planning and developing diversity objectives and effectiveness measures ■ communicate with people from diverse backgrounds ■ respond to diversity ■ manage a diverse work team. |
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| KNOWLEDGE EVIDENCE | <p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ equal employment opportunity, access and equity principles ■ jurisdictional legislation and standards that underpin or impact on diversity and inclusion in the organisation ■ aspects of diversity: <ul style="list-style-type: none"> ○ definitions ○ benefits ○ challenges ○ avoidance of bias in language ■ principles of inclusion ■ direct and indirect discrimination ■ identifying and avoiding of bias in language and organisation communications ■ organisation policies, practices and procedures including reporting requirements and grievance procedures related to diversity and inclusion ■ strategies to overcome challenges associated with workplace diversity ■ equal employment opportunity, access and equity principles. |
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| ASSESSMENT CONDITIONS | <p>Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions</p> <p>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.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none">■ legislation, regulations, policies and guidelines■ definition and benefits of workplace diversity■ organisational procedures, protocols and codes of conduct■ sources of information on diversity issues including data and reports relating to diversity in the organisation. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p> |
| LINKS | Companion Volume Implementation Guide |