**Learner workbook**

**NCFE Level 2 Award in Equality and**

**Diversity**

**QN: 601/3144/5**

**NCFE Level 2 Certificate in Equality and**

**Diversity**

**QN: 601/3145/7**

**Unit 03: Equality and diversity in the workplace (K/506/2236)**

# **Instructions**

You should use this workbook to provide evidence of how the learner has met **each** individual assessment criteria for **all** learning outcomes in Unit 03. Below is a list of suggested evidence which may be used to demonstrated attainment. Please consult your External Quality Assurer (EQA) if you have any questions about suitability of evidence.

**Types of evidence**

* learner work produced in response to assessment materials provided by the exam board, including groups of questions, past papers or similar materials such as practice or sample papers
* banked unit components already completed (ie external assessments or internal assessments already external quality assured)
* completed but not external quality assured, or partially completed internal assessments
* learner work produced in centre-devised tasks that reflect the qualification specification, that could be used to reflect performance at a grade – this can include:
* substantial class or homework (including those that took place during remote learning)
* internal tests or practice assessments taken by learners
* project work
* recordings (eg of practical performance)
* evidence from work experience/placement where relevant to the qualification
* tracker of achievement and attainment over the course when used in conjunction with other forms of evidence (this cannot be used in isolation, as by itself it would not support QA/appeal review)
* witness testimonies or teacher observation records when used in conjunction with other forms of evidence

# **Learning outcome 1**

**The learner will:** Understand the meaning of equality and diversity in the workplace

1. Describe what equality and diversity means to organisations in relation to:

* recruitment
* pay
* conditions
* promotion opportunities
  1. Describe the benefits to an organisation of having a diverse workforce

1.3 Describe how organisations can promote and maintain equality and diversity in the workplace

* 1. Describe the difficulties that can arise in trying to establish and maintain a diverse workplace
  2. Describe how equality and diversity can be promoted and maintained by employees

# **Learning outcome 2**

**The learner will**: Understand how equality and diversity is monitored in the workplace

* 1. Describe policies, codes of conduct and guidance relating to equality within the workplace

that encourage and protect equality and diversity

2.2 Describe how equality and diversity is monitored in the workplace

2.3 Describe an organisation’s sanctions on employees for breach of their policies, codes of conduct or guidelines where equality and diversity is concerned

2.4 Describe the consequences for an organisation of not trying to create or maintain a diverse and equal environment, looking at:

* legal consequences
* economic/business consequences
* social/moral consequences

2.5 Outline any additional duties placed on public sector organisations under current equality legislation

# **Learning Outcome 3**

**The learner will:** Understand how equality and diversity is monitored in the workplace

3.1 Describe the rights individuals have under current legislation

3.2 Describe the responsibilities for equality and diversity in the workplace of:

* employees
* employers

3.3 Describe the difference between positive action and positive discrimination

3.4 Explain the importance of making sure equality and diversity procedures are followed in the workplace

3.5 Describe the types of organisation that provide support and information about the rights of individuals in relation to equality and diversity

3.6 Describe the services that these organisations can offer to individuals

### **Contact us**

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