



Australian Government

DEFGEN027 Manage equity and diversity

Release: 1

DEFGEN027 Manage equity and diversity

Modification History

| Release | Comments |
|---------|--|
| 1 | <p>This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to DEFEQ003 Manage equity and diversity.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice |

Application

This unit describes the skills required to manage equity and diversity. Individuals will contribute to, implement and review equity and diversity programs in their workplace; encourage the development of their workforce; and communicate and display the values of the equity and diversity principles to their workforce.

This unit applies to those working as commanders, managers and equity advisers in Defence.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously while performing sophisticated tasks in a range of contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

| ELEMENTS | PERFORMANCE CRITERIA |
|--|---|
| Elements describe the essential outcomes | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, |

| | |
|---|---|
| | further information is detailed in the range of conditions section. |
| 1. Contribute to the development, implementation and review of equity and diversity strategies | <p>1.1 Identify equity and diversity issues in the workplace.</p> <p>1.2 Develop equity and diversity strategies in consultation with stakeholders, including people from key equity groups and the organisation’s clients.</p> <p>1.3 Promote strategies within the organisation.</p> <p>1.4 Incorporate achievable reporting and feedback processes into strategies.</p> <p>1.5 Monitor and review effectiveness and efficiency of strategies.</p> <p>1.6 Identify and act upon recommendations for enhancements.</p> |
| 2. Facilitate the development of a workforce that promotes and values equity and diversity | <p>2.1 Identify and model benefits of a diverse workforce and communicate them to those working within the organisation.</p> <p>2.2 Develop and adopt initiatives and resources to advance the position of equity and diversity groups within the organisation.</p> <p>2.3 Identify and utilise diversity factors associated with individuals to address business needs.</p> <p>2.4 Utilise diversity training and awareness programs to promote and encourage the benefits of a diverse workforce.</p> <p>2.5 Provide assistance to maximise individual contribution to the attainment of the organisations objectives.</p> <p>2.6 Apply strategies to resolve grievance and complaints and to maximise the benefits obtained through a diverse workforce.</p> |
| 3. Communicate with a diverse workforce | <p>3.1 Identify and address language and literacy issues to facilitate full participation of all members in work and development activities.</p> <p>3.2 Identify target audience and tailor communications strategies.</p> <p>3.3 Employ a range of communication strategies to meet the needs of a diverse workforce base.</p> <p>3.4 Identify and utilise resources to facilitate effective communication within the workplace.</p> |

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

| | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|---|---|---|---|---------|---|---|---|---|---------|---|---|---|---|--------------------|---|---|---|---|-------------|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Learning | | | | | Reading | | | | | Writing | | | | | Oral communication | | | | | Numeracy NA | | | | |

Performance variables:

| | | | | | | | | | | | | | | | | | | | |
|---------|---|---|---|---|---------|---|---|---|---|-----------------|---|---|---|---|-----------------|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Support | | | | | Context | | | | | Text complexity | | | | | Task complexity | | | | |

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEQ003 Manage equity and diversity.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>