Australian Government

PSPGEN116 Facilitate the effective implementation of diversity and inclusion strategies

Release: 1

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Modification History

Supersedes and is not equivalent to PSPGEN047 Promote diversity.

Application

This unit describes the performance outcomes, skills and knowledge required to facilitate the implementation of diversity and inclusion strategies within an organisation.

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.

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 requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

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.*

1. Provide diversity and inclusion input to strategies, policies and plans.	1.1. Collect, analyse and use workplace diversity data to support decisions to enhance a more diverse workforce and promote equitable outcomes.
	1.2. Ensure input to strategies, policies and plans is responsive to all stakeholders.
	1.3. Develop diversity and inclusion strategies through co-design and in consultation with stakeholders.
	1.4. Develop measures to evaluate the effectiveness and outcomes against policies.
	1.5. Include actions to address implementation of workplace diversity and inclusion objectives in workplace business plans.
	1.6. Incorporate reporting and feedback processes into strategies and plans.
2. Facilitate and promote a diverse workforce.	2.1. Integrate diversity principles and underpinning human resources policies and practices in the work area.
	2.2. Identify strategies to increase the recruitment and retention of equity groups in accordance with organisational policy.
	2.3. Identify barriers that prevent the equitable recruitment, retention and progression of staff and develop strategies in consultation with others to address them.
	2.4. Identify and tailor development opportunities to address the needs of a diverse workforce in accordance with objectives and resourcing constraints.
	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.
3. Monitor diversity outcomes.	3.1. Evaluate data and feedback to identify changes and trends in diversity outcomes for the work area.
	3.2. Monitor progress against workplace diversity effectiveness measures and policy and legal obligations, report outcomes and adjust diversity strategies or objectives to ensure their continued relevance and success.

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.

SKILLS	DESCRIPTION

Oral communication skills to:	• 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:	• prepare written advice and reports requiring reasoning and accuracy of expression.
Numeracy skills to:	• interpret and apply quantitative data to measure workplace effectiveness.

Unit Mapping Information

Supersedes and is not equivalent to PSPGEN047 Promote diversity.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623