



**Australian Government**

# **BSBLDR504 Implement diversity in the workplace**

**Release: 1**

# BSBLDR504 Implement diversity in the workplace

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Application

This unit describes the skills and knowledge required to manage a diverse workforce. It covers scoping workforce diversity and developing, implementing and reviewing diversity policy and procedures in the workplace.

It applies to managers within a diverse workforce environment who exercise significant discretion and autonomy within a structured business context. They identify, analyse, synthesise and act on information from a range of sources, and deal with unpredictable problems. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

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

## Unit Sector

Management and Leadership - Leadership

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Scope workforce diversity	1.1 Establish the nature of diversity in the industry sector, community and workplace 1.2 Qualify and quantify the sources of diversity in the industry sector, community and workplace 1.3 Research and identify the benefits of having a diverse workforce 1.4 Identify and analyse legislation, regulation and enterprise policy that impacts on workplace diversity 1.5 Research and identify opportunities and barriers to inclusive engagement
2. Integrate diversity into workplace operations	2.1 Develop and review workplace policies, procedures and planning in accordance with the scope of diversity 2.2 Establish where diversity integration meets the needs of the enterprise and diverse persons 2.3 Review existing policies, plans and procedures to identify areas where diversity can achieve positive impact 2.4 Monitor and review workplace processes to guide implementation
3. Implement diversity across the workplace	3.1 Consult with management and teams to champion the diversity implementation 3.2 Ensure work teams incorporate diversity processes into work activity 3.3 Establish and enable enterprise and individual support processes 3.4 Provide for training and coaching in diversity implementation 3.5 Promote and model inclusive behaviours
4. Review and evaluate diversity in the workplace	4.1 Conduct regular reviews of diversity integration with relevant persons 4.2 Evaluate workplace diversity against workplace policies, procedures and planning objectives 4.3 Identify and recommended improvements to diversity integration

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.2, 1.3, 1.5, 2.1, 2.3	<ul style="list-style-type: none"> <li>Collects, analyses, compares and evaluates textual information from a range of resources to inform planning</li> </ul>
Writing	2.4	<ul style="list-style-type: none"> <li>Researches, plans and prepares workforce plans for relevant stakeholders incorporating appropriate vocabulary, grammatical structure and conventions</li> </ul>
Navigate the world of work	1.4	<ul style="list-style-type: none"> <li>Recognises, understands and applies applicable legislation and organisational policies and procedures in the context of own work and workforce planning</li> </ul>
Interact with others	3.1, 3.2, 3.5	<ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with team members</li> <li>Selects and uses appropriate conventions and protocols to seek feedback</li> <li>Adapts personal communication style to model behaviours, build trust and positive working relationships and to show respect for diversity</li> </ul>
Get the work done	1.1, 2.1, 2.2, 3.3, 3.4, 4.1-4.3	<ul style="list-style-type: none"> <li>Takes responsibility for planning effective strategies, sequencing and prioritising tasks to achieve efficient and effective outcomes</li> <li>Applies problem solving processes to identify risks, evaluate options and determine solutions</li> <li>Reviews plans and evaluates outcomes to identify opportunities for improvement</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>E/N</b>
BSBLDR504 Implement diversity in the workplace	Not applicable	New unit	No equivalent unit

## **Links**

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) -

[http://companion\\_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13](http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13)