# TLIL0011 Implement equal employment opportunity strategies

**Release: 1**

# TLIL0011 Implement equal employment opportunity strategies

## Modification History

**Release 1.** This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Application

This unit involves the skills and knowledge required to implement equal employment opportunity (EEO) strategies.

It includes identifying and communicating agreed EEO strategies, responding to EEO enquiries, implementing and monitoring EEO strategies, and contributing to EEO policy reviews. It also includes implementing EEO policies, and evaluating and reporting on the implementation of EEO strategies in the workplace in accordance with regulatory and workplace requirements.

While work is performed individually the ability to work within a team environment may be required.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

L – Resource Management.

## Unit Sector

Not applicable.

## 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  Identify and communicate agreed** | **1.1**  EEO information and policy requirements are accessed for the workplace |

| | | | |
|---|---|---|---|
| | **EEO strategies** | **1.2** | EEO information is applied correctly to ensure relevant requirements are considered in workplace strategies |
| | | **1.3** | Support is provided to assist with consistent interpretation of EEO information |
| | | **1.4** | Negotiations are undertaken with management to ensure equity principles are understood throughout the workplace |
| | | **1.5** | Interpretation and advice are sought on legislative requirements, workplace objectives and constraints, and human resource management practices |
| **2** | **Respond to EEO enquiries** | **2.1** | Relationship skills of listening and supporting are used when responding to enquiries |
| | | **2.2** | Enquiries are analysed to identify necessary information required to respond sufficiently |
| | | **2.3** | Inclusive language is incorporated in communications |
| | | **2.4** | Sources of information are identified and accessed to support response |
| | | **2.5** | Arrangements are made to ensure EEO support can be provided to personnel within necessary timeframes |
| | | **2.6** | Responses are confirmed and recorded clearly and appropriately in accordance with workplace policies and procedures |
| | | **2.7** | Responses are checked for understanding and information is updated, as required |
| | | **2.8** | Situations are escalated, as required |
| | | **2.9** | Self-care strategies are implemented, as needed |
| | | **2.10** | Supervisory support to mitigate transference of personal judgement related to workplace events is reviewed |
| **3** | **Implement and monitor EEO strategies** | **3.1** | Strategies are reviewed to ensure they suit the situation and support policies, procedures and objectives |
| | | **3.2** | Strategies are implemented in accordance with workplace policies and procedures |
| | | **3.3** | Outcomes are measured against best practice benchmarks |
| | | **3.4** | Effectiveness of strategies is monitored |

|   |   | 3.5 | Outcomes are recorded and shared with appropriate personnel |
|---|---|---|---|
|   |   | 3.6 | Follow-up is actioned within agreed timeframes |
| 4 | Contribute to EEO policy review | 4.1 | Contributions are made to policy review processes |
|   |   | 4.2 | Consultation is undertaken with a diverse mix of stakeholders for fair equity representation |
|   |   | 4.3 | Outcomes from the consultation activities are presented to appropriate personnel |
|   |   | 4.4 | Improvement to EEO policy is discussed and agreed to |
| 5 | Implement EEO policies | 5.1 | Stakeholder groups are organised to facilitate policy changes |
|   |   | 5.2 | Feedback on the changes and impact to own work is obtained |
|   |   | 5.3 | Self-reflection of practices is encouraged in line with EEO policies |
|   |   | 5.4 | Development of strategies to implement the changes is supported |
|   |   | 5.5 | The impact of policy changes to work practices is monitored |
| 6 | Evaluate and report on EEO policy implementation | 6.1 | Data used to measure EEO policy performance is collected and statistically analysed |
|   |   | 6.2 | Policy effectiveness and impact on workplace practices and culture is confirmed |
|   |   | 6.3 | Reports are produced on EEO policy and performance, as required |
|   |   | 6.4 | Results of EEO strategies and performance are conveyed in a timely and appropriate way to relevant stakeholders |

# Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

# Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

# Unit Mapping Information

This unit replaces and is not equivalent to TLIL4032 Implement equal employment equity strategies.

# Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851