



Australian Government

BSBDIV601 Develop and implement diversity policy

Release: 1

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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 research diversity and its importance to organisational activity and to draft, plan and implement diversity policy.

It applies to individuals working in organisations with staff and clients from different cultures, races or religions, multiple generations, or where there are other forms of diversity in the workforce.

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

Unit Sector

Workforce Development – Diversity

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Research diversity	1.1 Analyse existing practices and information in relation to diversity 1.2 Identify potential benefits of diversity and analyse in relation to business objectives 1.3 Consult key stakeholders about their requirements for a diversity policy 1.4 Access diversity policies from similar organisations and review for relevance to own organisation
2 Draft policy and plan for implementation	2.1 Draft diversity policy 2.2 Develop action plans for policy

ELEMENT	PERFORMANCE CRITERIA
	2.3 Consult key stakeholders for feedback on draft policy and action plans 2.4 Determine relationships and links with other related policies 2.5 Revise policy for implementation
3 Implement diversity policy	3.1 Explain and interpret policy to key stakeholders 3.2 Promote policy across the organisation through a range of communication channels 3.3 Identify intended and unintended impacts of policy implementation 3.4 Develop tools, benchmarks and other indicators for planning and measuring impact of policy implementation 3.5 Monitor business activities, team plans and staff performance to ensure diversity policy is effectively implemented
4 Review diversity policy	4.1 Gather and analyse information about diversity, the policy and its implementation 4.2 Consult key stakeholders to provide feedback on the policy 4.3 Develop and approve recommendations for changes to the policy 4.4 Refine diversity policy in accordance with feedback and recommendations

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.4, 2.1, 2.2, 2.4, 2.5, 3.1, 3.3, 3.4, 3.5, 4.1, 4.3	- Identifies, analyses and evaluates complex information to determine business requirements - Monitors reported information to determine efficiency of policy
Writing	1.3, 2.1, 2.2, 2.3, 2.5, 3.2, 3.4, 4.2, 4.3, 4.4	- Develops detailed procedural material according to organisational and legislative requirements - Records and collates feedback from stakeholders - Prepares factual and informative documentation to suit purpose and audience

Oral Communication	1.3, 2.3, 3.1, 3.2, 4.2	- Presents information and opinions using language and non-verbal features appropriate to audience - Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
Navigate the world of work	1.2, 2.1, 2.5, 3.4, 4.3, 4.4	- Works autonomously making high level decisions to achieve and improve organisational goals - Develops and implements strategies that ensure organisational policies, procedures and regulatory requirements are being met - Monitors and reviews the organisation's policies, procedures and adherence to legislative requirements in order to implement and manage change
Interact with others	1.3, 2.3, 3.1, 3.2, 4.2	- Adapts personal communication style to build a positive working relationship and show respect for the opinions, values and particular needs of others - Plays a lead role in situations requiring effective collaborative skills, demonstrating high level negotiation skills and ability to influence others - Shares knowledge, information and experience openly as an integral part of the working relationship
Get the work done	1.1, 1.2, 1.4, 2.1, 2.2, 2.4, 2.5, 3.2-3.5, 4.1, 4.3	- Develops plans for complex, high impact activities with strategic implications for the organisation - Gathers and analyses data and seeks feedback to improve plans and processes - Makes high impact decisions in a complex and diverse environment, using input from a range of sources - Identifies key factors that impact on decisions and their outcomes, drawing on experience, competing priorities, and decision making strategies where appropriate

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBDIV601 Develop and implement diversity policy	BSBDIV601A Develop and implement diversity policy	Updated to meet Standards for Training Packages Minor edits to clarify	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		intent of Performance Criteria	

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>