



Australian Government

BSBHRM615 Contribute to the development of diversity and inclusion strategies

Release: 1

BSBHRM615 Contribute to the development of diversity and inclusion strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to contribute to the development of diversity and inclusion strategies for an organisation. This includes developing objectives and strategies as well as monitoring and evaluating trends and processes.

It focuses on making provision for inclusivity to ensure that training, employment and promotional opportunities are provided to all cohorts to actively leverage diversity in the workplace.

The unit applies to individuals who assess factors that may affect the supply of workers; align workforce objectives with organisational plans; and design strategies to ensure a competent, diverse and inclusive workforce is available to meet anticipated changes.

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

Unit Sector

Technical Skills – Human Resources

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 opportunities for workforce diversity	1.1 Review current organisational practices for recruiting, training, and promoting staff 1.2 Review current data on staff turnover, workforce demographics and local, regional and international population demographics 1.3 Identify and assess factors that affect current and future supply of workers 1.4 Assess opportunities for diversity within the organisation

ELEMENT	PERFORMANCE CRITERIA
	1.5 Provide recommendations that support valuing and leveraging diversity to improve organisational practices and meet regulatory requirements
2. Develop diversity and inclusion strategies in collaboration with others	2.1 Confirm objectives to enhance diversity and inclusion within organisation with required stakeholders 2.2 Consult and establish management strategies that support valuing and leveraging diversity and inclusion 2.3 Communicate objectives and rationale to relevant stakeholders 2.4 Obtain agreement and endorsement for diversity and inclusion objectives and collaboratively establish targets 2.5 Contribute to development of required contingency strategies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Sources, evaluates and critiques ideas and information from a range of complex texts to assist with decisions, change management, and management of organisational requirements • Monitors reported information to evaluate progress of workforce diversity progress
Writing	• Records insights and results of analysis using clear, concise language • Researches and prepares plans for relevant stakeholders incorporating appropriate vocabulary grammatical structure and conventions
Oral Communication	• Presents information using language and non-verbal features appropriate to audience
Self-management	• Works autonomously making high level decisions to achieve and improve organisational goals
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with stakeholders in a range of work contexts
Planning and organising	• Develops plans to manage complex activities with strategic implications
Problem solving	• Coordinates and analyses all relevant information to inform decisions with the potential to affect organisational outcomes

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBDIV801 Conduct strategic diversity workforce planning
- BSBDIV802 Conduct strategic planning for diversity learning practices.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBHRM615 Contribute to the development of diversity and inclusion strategies

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- contribute to developing a diversity and inclusion strategy for at least one work area
- evaluate effectiveness of that strategy when implemented, and recommend improvements.

In the course of the above, the candidate must:

- research opportunities for workforce diversity and inclusion
- develop organisational workforce diversity and inclusion objectives and strategies
- critically analyse existing organisational workforce diversity and inclusion objectives with evaluation of their effectiveness and recommendations for improvement.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational workforce diversity and inclusion policies including:
 - regulatory requirements
 - rationale for workforce diversity within an organisation
 - policies that promote the leveraging of diversity
 - issues that can be linked to diversity
- strategies that support leveraging organisational diversity and inclusion
- common planning methodologies
- workforce trends affecting workforce planning methodologies
- diversity characteristics including:
 - cultural background and ethnicity
 - age
 - gender and gender identity
 - ability

- sexual orientation
- religious belief
- language
- education.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documents and resources relevant to performance evidence
- relevant legislation, regulations and codes of practice
- relevant organisational records, policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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