



Australian Government

Department of Education, Employment and Workplace Relations

BSBDIV601A Develop and implement diversity policy

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to research diversity, draft policy, plan for implementation, and implement diversity policy. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit covers the cycle of policy development with a specific focus on diversity and its importance to organisational activity. The policy takes a whole of organisation approach and sees diversity as an asset to the organisation.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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 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 policy

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- high level research and analytical skills to review business needs and to determine how diversity approaches apply
- interpersonal skills to consult and negotiate with people at all levels, and to present ideas for change and foster support for them
- planning and organising skills to implement and monitor diversity policy.

Required knowledge

- business operations including:
 - familiarity with structure, roles and responsibilities
 - business plans and strategic direction
 - issues that can be linked to diversity
- diversity within the community and business environment:
 - cultures
 - beliefs
 - traditions and practices
- equal opportunity theory
- productive diversity - contemporary theory about diversity and its potential contribution to business advantage
- legislation, codes of practice and national standards, for example:
 - Commonwealth Human Rights and Equal Opportunity Act
 - Commonwealth Racial Discrimination Act/s
 - Commonwealth Sex Discrimination Act
 - Commonwealth Disability Discrimination Act
 - relevant state/territory legislation.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- development of a comprehensive diversity policy with details of an implementation strategy and how it will be monitored and reviewed OR
- critical analysis of an existing diversity policy with an evaluation of its effectiveness and recommendations for improvement
- knowledge of relevant legislation, codes of practice and national standards.

Context of and specific resources for assessment

Assessment must ensure:

- access to workplace documents and data.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- assessment of written reports evaluating the effectiveness of diversity policies and their implementation
- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- observation of presentations
- review of action plans to support diversity policy implementation
- review of documentation promoting the policy across the organisation
- evaluation of recommendations for policy changes.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- other units from the BSB60407 Advanced Diploma of Management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information may include:

- complaints and grievances e.g. sexual harassment, racial discrimination
- customer analysis and feedback
- equal opportunity targets
- recruitment patterns
- stakeholder opinions
- statistical data

Diversity includes differences in:

- age
- belief systems and values
- culture
- expertise, experience and working styles
- gender
- interests
- interpersonal style
- language, literacy and numeracy
- physical differences
- politics
- race
- religion
- sexual orientation
- thinking and learning styles

Business objectives may include:

- business goals and plans
- future directions statements
- vision or mission statements

Key stakeholders may include:

- customers and clients
- heads of business units
- managers and supervisors
- organisation executives
- staff working in a range of job roles and functions

Diversity policy may include:

- benefits of recognising diversity
- human resources practices

RANGE STATEMENT	
	• key diversity issues for the organisation • organisational vision and purpose about diversity • policies the organisation will commit to • proposed action • reasonable adjustments
Action plans may include:	• financial plans • promotional strategies • resource requirements • risk management issues and strategies • sales and distribution projections • specific actions, initiatives and tasks to be undertaken • staffing/responsibility requirements and arrangements • time lines
Communication channels may include:	• face-to-face meetings • inclusion in training events • internet and intranet • posters, leaflets and fliers • presentations and speeches

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Workforce Development - Diversity
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Co-requisite units

Co-requisite units		