



Australian Government

DEFGEN010 Supervise equity and diversity in the workplace

Release: 2

DEFGEN010 Supervise equity and diversity in the workplace

Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFEQ002B Supervise equity and diversity in the workplace.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice.

Application

This unit involves the skills and knowledge required to supervise equity and diversity in the workplace.

It includes the skills required to foster and promote equity and diversity practices in the workplace. The unit requires personnel to identify and access information and support sources related to equity and diversity, to implement equity and diversity programs, and to supervise and monitor equity and diversity processes within the workplace.

This unit applies to those working as team leaders in Defence. Those undertaking this unit would work autonomously, with supervision responsibilities, performing complex tasks, in a broad range of contexts.

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

Pre-requisite Unit

Not applicable.

Competency Field

General

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Access sources of information and assistance related to equity and diversity policies and practices	1.1	Identify sources of information on equity and diversity
	1.2	Access information and support as required
2 Implement equity and diversity strategies	2.1	Identify equity and diversity strategies and communicate to team members
	2.2	Use training and awareness programs to promote and encourage the benefits of equity and diversity
	2.3	Provide assistance to maximise individual contribution to the attainment of the team objectives
	2.4	Provide feedback on equity and diversity strategies to managers
3 Supervise and monitor the application of equity and diversity in the team	3.1	Apply processes to resolve grievances and complaints related to equity and diversity
	3.2	Take prompt action to correct inappropriate behaviour in the workplace
	3.3	Compile and forward reports on equity and diversity issues

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 may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit supersedes and is equivalent to DEFEQ002B Supervise equity and diversity in the workplace.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFGEN010 Supervise equity and diversity in the workplace

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and includes:

- applying equity and diversity legislation and guidelines related to unacceptable behaviour
- writing to the level required to complete workplace forms and reports
- fostering and promoting equity and diversity practices in the workplace through supervising and monitoring equity and diversity processes
- implementing equity and diversity strategies
- resolving grievances and complaints without bias

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- relevant equity and diversity legislation, principles, resources, policies and practices
- types of unacceptable behaviour in the workplace
- composition, roles and responsibilities of team members
- techniques for giving and receiving feedback in a constructive manner
- techniques for supporting others
- verbal and non-verbal communication techniques

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

Links

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