



Australian Government

PSPGEN047 Promote diversity

Release: 1

PSPGEN047 Promote diversity

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV505A Promote diversity. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to promote diversity within an organisation. It includes providing diversity input to strategies, policies and plans, attracting, developing and promoting a diverse workforce, and monitoring diversity outcomes.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently performing complex tasks in a range of familiar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Provide diversity input to strategies, policies and plans	1.1 Collect, analyse and use quantitative and qualitative workplace diversity data for planning strategies, policies and plans to achieve a more diverse workforce. 1.2 Compare workplace diversity data with data on the diversity of the organisation's client base and the community it serves to ensure strategies, policies and plans are responsive to all stakeholders. 1.3 Develop diversity strategies in consultation with stakeholders, including people from key equity groups and clients. 1.4 Develop measures to evaluate the effectiveness and outcomes of workplace strategies, policies and plans in relation to diversity. 1.5 Include actions to address the implementation of workplace diversity objectives in workplace business plans. 1.6 Incorporate reporting and feedback processes into strategies and plans.
2. Attract, develop and promote a diverse workforce	2.1 Integrate diversity principles and underpin human resources policies and practices in the work area. 2.2 Promote and implement strategies to increase the recruitment and retention of equity groups and others who don't fit the dominant organisational paradigm. 2.3 Identify barriers that prevent the recruitment, retention and progression of staff from diverse backgrounds and develop strategies to address them. 2.4 Identify and tailor development opportunities to address the needs of a diverse workforce in accordance with diversity objectives and resourcing constraints. 2.5 Identify and mentor individuals with the capacity to operate in a variety of business and cultural settings to maximise their contribution to the organisation and its clients. 2.6 Create a harmonious and supportive work environment by valuing and promoting the benefits of a diverse workforce to those working within the business unit and/or the organisation.
3. Monitor diversity outcomes	3.1 Evaluate employee data and feedback from staff or interviews to identify changes and trends in diversity outcomes for the work area. 3.2 Monitor progress against workplace diversity effectiveness measures and policy and/or legal obligations, report outcomes and make adjustments to the diversity strategy or objectives to ensure its continued relevance and success.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV505A Promote diversity.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN047 Promote diversity

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing diversity data
- planning and developing diversity objectives and effectiveness measures
- developing, monitoring and reporting on the progress of diversity strategies
- communicating with people from diverse backgrounds
- responding to diversity, including disability and gender
- managing diverse teams
- applying intercultural management
- using communication involving exchanges of complex oral information
- using a variety of words and language structures to explain complex ideas to diverse audiences
- interpreting and explaining complex, formal documents and assisting others to apply them in the workplace
- preparing written advice and reports requiring reasoning and accuracy of expression

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- qualitative and quantitative data analysis
- cultural diversity, including issues of racism, discrimination, harassment and victimisation
- benefits of workplace diversity
- strategies to overcome challenges associated with workplace diversity
- equal employment opportunity, access and equity principles

- productive diversity principles including flexibility, multiplicity, devolution, negotiation and pluralism
- the relationship between a culture of valuing diversity and the achievement of the organisation's core business plans and strategies
- institutional racism and resulting indirect discrimination
- jurisdictional legislation, instructions, directions and standards that underpin or impact on workplace diversity
- public sector policies, practices and procedures related to diversity

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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