



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFEQ002B Supervise equity and diversity in the workplace

Revision Number: 1

PUADEFEQ002B Supervise equity and diversity in the workplace

Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to foster and promote equity and diversity practices in the workplace.

The unit requires team leaders 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 competency is required by team leaders in the Australian Defence organisation.

Application of the Unit

Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Access sources of information and assistance related to equity and diversity policies and practices	1.1 Sources of information on <i>equity and diversity</i> are identified in accordance with <i>legislative requirements</i>, and <i>organisational policies and practices</i> 1.2 Information and support are accessed as required in accordance with <i>standard procedures</i>
2. Implement equity and diversity strategies	2.1 Equity and diversity strategies are identified and communicated to team members in accordance with standard procedures 2.2 Training and awareness programs are used as appropriate to promote and encourage <i>the benefits of equity and diversity</i> in accordance with <i>equity and diversity principles</i> 2.3 Assistance is provided to maximise individual contribution to the attainment of the team objectives 2.4 Feedback on equity and diversity strategies is provided to managers in accordance with standard procedures
3. Supervise and monitor the application of equity and diversity in the team	3.1 Processes are applied to resolve grievance and complaints related to equity and diversity in accordance with standard procedures 3.2 Prompt action is taken to correct inappropriate behaviour in the workplace in accordance with standard procedures 3.3 Reports on equity and diversity issues are compiled and forwarded in accordance with standard procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- apply equity and diversity legislation
- supervise and monitor equity and diversity policies and practices
- supervise and monitor the principles of equity and diversity
- apply the guidelines related to unacceptable behaviour
- communicate and apply interpersonal skills
- provide feedback in a constructive manner
- analyse and solve problems
- encourage team members
- use a variety of verbal and non-verbal communication techniques including body language, language style, active listening
- read and interpret job instructions, workplace forms and reports
- write to the level required to complete workplace forms and reports

Required Knowledge

- equity and diversity legislation
- defence equity and diversity policies and practices
- equity and diversity principles
- equity and diversity resources
- unacceptable behaviour
- composition, roles and responsibilities of team members
- techniques for giving and receiving feedback in a constructive manner
- leadership principles
- team dynamics, aims and objectives
- techniques for supporting others
- verbal and nonverbal communication techniques including body language, language style, active listening
- written communication to a level required to complete workplace forms and reports

Evidence Guide

EVIDENCE GUIDE

EVIDENCE GUIDE

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

Assessment must confirm the ability to foster and promote equity and diversity practices in the workplace through implementing equity and diversity programs and supervising and monitoring equity and diversity processes.

Assessment must also confirm the ability to:

- identify and access the information and support available on equity and diversity issues
- implement equity and diversity strategies
- resolve grievances and complaints without bias
- take action to correct inappropriate behaviour

Consistency in performance

Competency should be demonstrated in a range of actual or simulated work contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed by observing an individual within the workplace or simulated environment in a role where the supervision of equity and diversity is required.

When assessment is conducted in a simulated environment, the simulation should re-create realistic workplace scenarios. These may include role plays based on a full range of strategies used to promote equity and diversity and situations that require the resolution of grievances and complaints.

Specific resources for assessment

There are no special resource requirements for this unit.

Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

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 in the Performance Criteria is detailed below.

Equity and diversity may include

Age, gender, ethnicity, cultural background, language, sexual orientation, physical differences, political or religious belief, family or carer responsibility, education level, expertise, work experience, working style, socio-economic background, personality profile, geographic location, marital status, interests

Legislative requirements may include

Racial Discrimination Act 1975
Sex Discrimination Act 1984
Human Rights and Equal Opportunity Commission Act 1986 Privacy Act 1988
Occupational Health and Safety (Commonwealth Employment) Act 1991
Disability Discrimination Act 1992
Workplace Relations Act 1996
Public Service Act 1999

Organisational policies and practices may include those in

The following Defence instructions:

- PERS 12-1 General Scope of Legal Assistance Provided to Service Personnel and Legal Aid to Australian Defence Force Members Overseas
- PERS 19-2 Occupational Health and Safety (Commonwealth Employment) Act 1991 Implementation within the Australian Defence Force
- PERS 26-2 ADF Policy on Religious Practices of ADF Members
- PERS 32-1 Employment of Women in the ADF
- PERS 32-2 Defence Equity Adviser Network
- PERS 34-1 Redress of Grievance - Tri-Service Procedures
- PERS 34-2 Complaints of Discrimination and Harassment through the Human Rights and Equal Opportunity Commission
- PERS 34-3 Inquiries by the Commonwealth Ombudsman and the Defence Force Ombudsman affecting the Department of Defence and the Australian Defence Force

RANGE STATEMENT

- PERS 35-2 Application of the Sex Discrimination Act to the ADF
- PERS 35-3 Discrimination, Harassment, Sexual Offences, Fraternisation and other Unacceptable Behaviour in the Australian Defence Force
- PERS 36-3 Inherent Requirements of Service in the Australian Defence Force
- PERS 42-1 ADF Family Support Policy
- PERS 44-1 ADF Policy Regarding the Avoidance and Elimination of Racial Discrimination and Racist Behaviour
- PERS 45-1 Jurisdiction under the Defence Force Discipline Act - Guidance for Military Commanders
- PERS 49-2 Variable Working Hours for Australian Defence Force Members
- PERS 50-1 Equity and Diversity in the Australian Defence Force
- PERS 51-1 Australian Defence Force Policy for Inter-Service Couples
- other departmental instructions related to equity and diversity

Standard procedures include

Written and verbal orders
 Standing orders
 Standing operating procedures
 Routine orders
 Defence instructions
 Procedure manuals
 Doctrine pamphlets
 Job guides

Support may include

Training materials
 Supervisors in the chain of command
 Equity advisers
 Psychologists
 Social workers
 Medical officers
 Legal officers
 Chaplains

RANGE STATEMENT**The benefits of equity and diversity may include**

Family liaison officers
Defence equity advice lines
Defence equity organisation web site

Equity and diversity principles include

Individual competencies, styles and qualities
A range of working styles
Treating each other with respect and dignity
Recognising all people as individuals and valuing differences
Using the different contributions that people can make to the team
Making judgements genuinely based on fairness and merit
Eliminating artificial, unfair and inappropriate barriers to workplace participation
Providing appropriate means to monitor and address discrimination and harassment
Providing opportunities for flexibility when meeting organisational requirements
Consulting people on policies and decisions that affect them

Unit Sector(s)

Not applicable.

Corequisite Unit/s**Co-requisite Unit/s**

Nil