

**Unit****AA1 Promote equality and value diversity****Unit Commentary****Summary**

This unit is about promoting equality and valuing the diversity of people. This is an essential aspect of all jobs in the justice sector and is appropriate to people working at all levels and in all posts. It should form the basis of everything that any worker in the sector does.

The term 'people' is used broadly to cover any child, adult, group, community or agency that workers come into contact with, either directly or indirectly. It includes members of the public, individuals who are clients of the justice sector, and colleagues in the workplace.

There is one element

**AA1.1 Promote equality and value diversity****Target Group**

The unit is designed to be applicable to everyone who works in the justice sector at every level of work.

**Linked units**

This unit is designed to underpin all other units as promoting equality and valuing diversity is an essential component of all actions in the sector.

**Element****AA1.1 Promote equality and value diversity****Performance criteria****To meet the standard, you**

- 1 act in accordance with relevant legislation, employment regulations and policies, and codes of practice related to promoting equality and valuing diversity
- 2 act in ways that:
  - acknowledge and recognise individuals' background and beliefs
  - respect diversity
  - value people as individuals
  - do not discriminate against people
- 3 provide individuals with the information they need to make informed decisions about exercising their rights
- 4 provide information in a format appropriate to the individual
- 5 take account of how your behaviour affects individuals and their experience of your organisation's culture and approach
- 6 seek feedback from individuals on your behaviour and use this to improve what you do in the future
- 7 challenge people when they are not promoting equality and valuing diversity
- 8 actively **help others** to promote equality and value diversity
- 9 seek support from appropriate sources when you are having difficulty understanding how to promote equality and value diversity.

## Range

### 1 Help others by

- a) supporting them when they are promoting equality and valuing diversity
- b) sharing information about how to promote equality and value diversity.

### Explanatory notes

In performance criteria 1 and 2 'act' might relate to direct or indirect interactions with people.

In performance criterion 1. legislation, employment regulations and policies, and codes of practice will include:

- age
- employment
- dependents – people who have caring responsibilities and those who do not
- disability
- gender and transgender
- human rights (including those of children)
- language
- learning disabilities
- marital status / civil partnership
- mental health / illness
- political opinion
- racial group
- religious belief and non-belief
- sexual orientation
- Welsh language.

In performance criterion 2, this would include:

- how you interact with people
- when you interact
- why you interact
- what is the nature of the interaction
- what information you record and how you record it.

In performance criterion 9, an appropriate source for support might be:

- colleagues
- external agencies, associations and groups with a focus on equality and diversity
- learning and development opportunities
- line manager
- specific support services arranged within the organisation
- staff association / trade union
- written / electronic materials.

## Knowledge and understanding for unit AA1

To meet the standard, you need to know and understand:

- 1 the relevant legislation, employment regulations and policies, and codes of practice that apply to the promotion of equality and diversity and how you need to apply these
- 2 the benefits of diversity and the promotion of equality
- 3 the wide variety of forms that discrimination may take and how these manifest themselves
- 4 how inequality and discrimination affects individuals, groups and communities and society as a whole
- 5 why the promotion of equality and valuing of diversity is of vital importance if you are to work effectively in the justice sector
- 6 what the promotion of equality and valuing of diversity means for you in your day-to-day work
- 7 how you can promote equality and diversity whilst protecting people from the risk of harm
- 8 your own areas for personal growth in relation to promoting equality and valuing diversity and how this will benefit you as an individual
- 9 the effect of cultural differences on verbal and non-verbal communication
- 10 how to behave and communicate in ways that:
  - a. support equality and diversity
  - b. do not exclude or offend people
  - c. challenge discrimination effectively
  - d. respect individuals' differences
  - e. do not abuse the status and power that you have
  - f. recognise the difficulties in communication and language in your area of work
- 11 how your behaviour contributes to your organisation's culture and your responsibility for developing a positive culture for all
- 12 how your behaviour can effect others and their experience of the organisation
- 13 how joint working with other agencies and workers can help in the promotion of diversity
- 14 how to provide the information that individuals are entitled to receive and ensure it is clear and helpful
- 15 the actions (yours and other's) that undermine equality and diversity and what to do about this (including when these people are senior to you)
- 16 what to do about systems and structures when they do not promote equality and value diversity
- 17 the actions you can take to help other people promote equality and value diversity and how to do this effectively
- 18 the actions you can take to value the people you are interacting with and enable them to interact with you
- 19 why you should seek support when you are having difficulty promoting equality and valuing diversity, where this support can be gained and how to use it effectively.