

Equality and Diversity at Work L1 (A/616/0472)

MCQ assessment option available

For use in AIM Awards centres



| | |
|----------------------------------|----------------------------------|
| Component Credit Value: | 3 |
| Component Level: | One |
| Component Guided Learning Hours: | 27 |
| Ofqual Component Reference No: | A/616/0472 |
| Component Review Date: | 31/07/2022 |
| Component Sector: | 14.2 Preparation for Work |

Component Summary

The aim of this component is to understand the meaning of equality and diversity at work, its relevant legislation/policies and the need for positive approaches.

Standards

This component has **3** standards

| | |
|----------|---|
| 1 | Understand what is meant by equality and diversity at work |
| 2 | Know about equal opportunities at work |
| 3 | Know the need for positive approaches that support equality and diversity |

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

Summary of Assessment

This component may be assessed through:

1) an internally set, internally marked and externally verified portfolio of evidence. The information on the following pages details what the learner must successfully complete to achieve the component. Knowledge that must be demonstrated by the learner is highlighted in purple and any associated assessment requirements have been provided. Assessment verbs are displayed in *italics* and expectations for these at each level, along with information on different assessment methods, are available in 'A Guide to Assessing AIM Awards Qualifications' on the AIM Awards website (www.aimawards.org.uk).

This document has been designed to be used as a Record of Learner Achievement Form; Assessors must make it clear to Internal and External Verifiers where achievement of each standard has been evidenced. Once the work has been marked and signed off as meeting the standards by the Assessor, final feedback should be provided to the learner.

Or

2) an externally set, externally marked online Multiple Choice Question (MCQ) exam. The online multiple choice exam must be invigilated by an AIM approved invigilator. Further information on our requirements is detailed in the qualification handbook.

Where a component may be assessed through either portfolio of evidence, or an externally set, externally marked MCQ exam, the centre must choose one of these assessment methods for the assessment of the component.

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

Qualification Component and Record of Learner Achievement

Equality and Diversity at Work L1 (A/616/0472)

MCQ assessment option available
For use in AIM Awards centres



1 The learner will understand what is meant by equality and diversity at work

| The learner must know: | | Assessment Requirements | | Evidence Location |
|------------------------|---|---|--|-------------------|
| 1.a | What is meant by equality and diversity | Learners should <i>define</i> equality and diversity. | The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used. | |
| 1.b | An example of equality and diversity in operation in own workplace | Learners should <i>give</i> a minimum of three examples of equality and diversity in operation in own workplace. | | |
| 1.c | An example of an equality and diversity issue from a given scenario or own experience | Learners should <i>give</i> a minimum of three examples of an equality and diversity issue from a given scenario or own experience. | | |
| 1.d | Actions to take or that were taken to resolve an example of an equality and diversity issue | Learners should <i>outline</i> actions taken to resolve it. | | |

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

Qualification Component and Record of Learner Achievement

Equality and Diversity at Work L1 (A/616/0472)

MCQ assessment option available
For use in AIM Awards centres



2 The learner will know about equal opportunities at work

| The learner must know: | | Assessment Requirements | Evidence Location |
|------------------------|---|--|--|
| 2.a | What an equal opportunities policy sets out to achieve | Learners should <i>outline</i> what an equal opportunities policy sets out to achieve. | <p>The following assessment methods can be used in the assessment of this standard:</p> <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report <p>This list is not exhaustive and other appropriate assessment methods may be used.</p> |
| 2.b | The key principles of equal opportunities | Learners should <i>identify</i> the key principles of equal opportunities. | |
| 2.c | Who has responsibility for issues relating to equal opportunities at work | Learners should <i>identify</i> who has responsibility for issues relating to equal opportunities at work. | |
| 2.d | The key points of the company's equal opportunities policy | Learners should <i>outline</i> the key points of the company's equal opportunities policy. | |

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

Equality and Diversity at Work L1 (A/616/0472)

MCQ assessment option available

For use in AIM Awards centres



| | | | | |
|------------|---|---|--|--|
| 2.e | Examples of difficult situations involving equal opportunities personally experienced, heard about or witnessed | Learners should <i>give</i> a minimum of three examples of difficult situations involving equal opportunities personally experienced, heard about or witnessed. | | |
|------------|---|---|--|--|

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

3 The learner will know the need for positive approaches that support equality and diversity

| The learner must know: | | Assessment Requirements | | Evidence Location |
|------------------------|--|--|--|-------------------|
| 3.a | The positive ways that the workplace can recognise and support equality and diversity | Learners should <i>identify</i> a minimum of three positive ways that the workplace can recognise and support equality and diversity. | The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> • Written tasks/questions and answers • Oral questions and answers • Group discussion • Learner log/reflective journal • Observation of practical ability • Expert witness evidence • Professional discussion • Report This list is not exhaustive and other appropriate assessment methods may be used. | |
| 3.b | An example of one consequence of ignoring a situation in which equal opportunities is an issue | Learners should <i>give</i> a minimum of three examples consequences of ignoring a situation in which equal opportunities is an issue. | | |

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

Final Tutor Feedback (Strengths and Areas for Improvement):

Learner Submission Disclaimer

I declare that this is an original piece of work and that all of the work is my own unless referenced.

Assessor Disclaimer

I confirm that this learner's work fully meets all the assessment requirements listed above at the correct level and that any specified evidence requirements have been addressed.

Assessor: _____ **Learner:** _____ **Date:** _____

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

Document Version History

| <i>Version Number</i> | <i>Date</i> | <i>Description</i> |
|-----------------------|-------------|--|
| 2 | June 2021 | MCQ assessment option available for this component (details on page 2) |

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.