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OCNLR Level 1 Award in Employability

Qualification No: 600/8274/4

Learner Assessment

for the unit...

Recognising and Respecting Diversity in the Workplace
code L/503/4896

Learner name

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OCNLR Level 1 Award in Employability

Qualification No: 600/8274/4

Learner Assessment Workbook for the unit...

Recognising and Respecting Diversity in the Workplace
code L/503/4896

Learner name

This workbook shows the work of...

Your name (name of learner) should be added here to show whose work is in this workbook.

Once typed in this box, your name will appear also on the cover of this workbook and, as well, below in the footer of every page.

Note that any page with something for you to type in, as in this page, has 'Learner WORKSHEET' down the left hand side of the page.

Name of learner

Workbook Version Number

The Workbook Version Number can be used to show if it is the version first worked on... or a later version.

When you, the learner, first complete and send off the workbook to the assessor, it is Version 1. If the assessor receives this, then makes notes within the workbook, perhaps with feedback to you about your work, and sends it back, then they should change the Version Number Box above to '2'. If they forget, you could change it anyway.

This workbook shows the work of...

Name of learner

Workbook Version Number

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Introduction

This publication is the fifth in a series of 'Learner Assessment Workbook' documents, each relating to a Unit of Assessment within the 'OCNLR Level 1 Award in Employability' qualification.

Successful completion of all five Unit Workbooks will result in achievement of the 'OCNLR Level 1 Award in Employability', a national qualification.

This document provides a workbook for you to complete and then submit for assessment, for the unit 'Recognising and Respecting Diversity in the Workplace'.

The three assessment tasks that cover this unit are, task 1 (AT1), task 2 (AT2) and task 3 (AT3). All these tasks are included in this electronic workbook.

Workbook instructions

To navigate within this workbook use tabs to go to the start of the section labelled, or click the >> << buttons on the bottom right of every page, to go forwards or backwards a single page. For a graphic guide, go to the cover page and click the 'document guide notes on or off' buttons at the top left of the cover page, and there are helpful notes on other pages where this same on/off button appears.

We advise downloading the latest version of Adobe Reader to use with this booklet as some pdf viewers are not as reliable. This is especially true for tablets or smartphones. Android based and iOS based devices can both download versions of Adobe Reader free of charge.

To complete the workbook, go to each of the Assessment Tasks and fill in the empty fields. (Each Task can be accessed directly by clicking on the tab for that Task, on the right of every page.)

Pages that require learners to add information have the 'Learner WORKSHEET' text, written sideways along the left edge of each page. Looking for this label shows at a glance if the page needs some information from you, the learner.

Pages without this label provide helpful information, or are for the assessor to complete and do not require any action or text to be added by you.

Before you send the workbook off for assessment, be sure you have added your name in the box on page 2, and clicked the box to sign your 'Learner Contract' on page 8.

Unit of assessment

Recognising and Respecting Diversity in the Wokplace

Level:	One
Credit Value:	1
GLH:	9
OCNLR Unit Code:	AJ2/1/LQ/001
Ofqual Unit Reference Number:	L/503/4893

This unit has 3 Learning Outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand how recognising and respecting individual differences and diversity contributes to a positive environment in the workplace.	1.1. Identify two positive ways in which individual difference and diversity in the workforce could be recognised and respected. 1.2. Identify the impact these differences between individuals could have on working together.
2. Understand key responsibilities in relation to promoting equality in the workplace.	2.1. Outline own responsibilities and those of an employer in relation to equality. 2.2. Outline at least 2 key principles of inclusion to promote equality in the workplace
3. Understand the importance of challenging discrimination at work	3.1. Give an example of a scenario illustrating discrimination at work and an approach to challenging it.

Mapping unit assessment criteria to corresponding assessment tasks

Assessment Criteria	Link to related Assessment Task
1.1. Identify two positive ways in which individual difference and diversity in the workforce could be recognised and respected.	
1.2. Identify the impact these differences between individuals could have on working together.	
2.1. Outline own responsibilities and those of an employer in relation to equality.	
2.2. Outline at least 2 key principles of inclusion to promote equality in the workplace	
3.1. Give an example of a scenario illustrating discrimination at work and an approach to challenging it.	
You will have completed the work for this unit when all assessment criteria (AC) shown above are assessed as 'met', by your tutor / assessor.	

Learning Contract

Learner Contract...

work starts here...
Click this small box to sign the learner
contract on this page... then go on to read
the Assessment Tasks Introduction (on
page 10 then start Task 1 (on page 12).

I am the person named as the learner on the cover of this workbook.

I understand that presenting the work of someone else as mine is fraud and that this is a criminal offence, with possibly serious consequences.

By clicking the box below, I confirm that all the work contained in this workbook is my own, and not copied from another learner or from another source and then presented as mine.

Learner Contract...

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Assessment tasks Introduction

Assessment tasks - an introduction

The Assessment Tasks in this workbook have all been designed to help show what you have learnt and provide evidence of your abilities that map against the 'Learning Outcomes' and related 'Assessment Criteria' for this unit of your course. Your assessor will provide activities to help you learn what you need to, before guiding you to complete the Assessment Tasks in this workbook to provide 'evidence' of your learning.

Why do I need to collect evidence of my learning?

This evidence is needed to convince OCN London that you should be awarded the unit. Provided you are successful in completing the units needed, you will achieve the 'OCNLR Level 1 Award in Employability' qualification and receive a certificate that you can then use to help with job applications or to help gain a place on courses you may wish to apply for in the future.

Your Assessment Tasks will need to be completed in full before each unit can be claimed. Your assessor will assess your work and provide you with feedback. You will be told the final result after the course end date.

What happens if I don't meet the Assessment Criteria?

If the assessor assesses your work and decides you have not met the Assessment Criteria, you will be given the opportunity to try again as long as you still have time within any deadlines set by your assessor. Learning from feedback is an effective way of learning and you should not worry if your work is not successful at the very first attempt. Your assessor(s) will provide guidance on what you should do differently in the work you need to 're-submit'.

Assessment is important and you must not cheat. Copying the work of others, including from class mates, or even pretending that wording from a website is your own, is 'fraud' and potentially a criminal offence with serious consequences.

Where can I go for help?

If you are finding it difficult to complete the Assessment Tasks, please speak to your assessor. They may be able to help and provide you with additional support.

Assessment Task 1 (AT1)

Assessment task 1 - Respecting Diversity in the Workplace

a) Identify two positive ways in which individual differences and diversity in the workplace could be recognised and respected. (AC 1.1)	
1	
2	
b) Identify the impact differences between individuals could have on working together effectively. Give two examples. (AC 1.2)	
1	
2	

For the Assessment Tasks in this workbook, the learner needs to add some information into each shaded box.

Assessment task 1 - Respecting Diversity in the Workplace

a) Identify two positive ways in which individual differences and diversity in the workplace could be recognised and respected (AC 1.1)

1	
2	

b) Identify the impact differences between individuals could have on working together effectively. Give two examples. (AC 1.2)

1	
2	

Assessment Task 2 (AT2)

Assessment task 2 - Promoting Equality in the Workplace

a) Outline your own responsibilities, and also those of an employer, in relation to equality. (AC 2.1)

(If you are not currently in work, choose another situation where you are engaged with other different people, such as your class in college or learning centre, where there are 'ground rules' everyone agrees to keep. You can choose any employer, as you do not have to be working for them yourself.)

i/ Outline your own 'equality' responsibilities

ii/ Outline an employer's 'equality' responsibilities

--	--

b) Outline two key principles of inclusion, to promote equality in the workplace. (AC 2.2)

1	
2	

Assessment Task 3 (AT3)

task 3

Assessment task 3 - Challenging Discrimination

a) Give an example of a scenario illustrating discrimination at work. (AC 3.1)

b) Outline a possible approach to challenging the discrimination given above. (AC 3.1)

When the learner has finished this task and the other Assessment Tasks in this workbook, they need to send the workbook off to their tutor / assessor for marking.

The tutor should have given the learner instructions how to do this, for example, an email address the learner can send it to.

Learners should be careful to save their workbook first and to save it where it can be found again, as they may well need to do additional work in it, if this is asked for by the tutor / assessor, as this is usually needed.

This is the end of the Workbook for this unit.

When all three assessment tasks are completed, you need to submit this workbook to your assessor for assessment.

Assessment task 3 - Challenging discrimination

a) Give an example of a scenario illustrating discrimination at work. (AC 3.1)

b) Outline a possible approach to challenging the discrimination given above. (AC 3.1)

**This is the end of the Workbook for this unit.
When all three assessment tasks are completed, you need to submit this workbook to your assessor for assessment.**

Notes

NOTES

Notes

For general use. Writing in this page is optional and not required.

Notes

NOTES

This page is for optional use - in case it is useful. For example the learner may wish to leave a note for the assessor, or the assessor may wish to leave a note feeding back to the learner, or reply to the learner's note.

about this publication...

about this publication

Content for this series of workbooks was developed by staff at OCN London from initial work by Aileen Shrimpton, of 'The Skills Collective'. The OCN London team would like to thank her for this and also for her support and ideas during the development of the format.

This publication was first published in December 2015 and is one of a series of workbooks and assessment guides that are now being developed relating to OCN London accredited 'off the shelf' courses and qualifications.

This document is an electronic version designed to be used on desktops, laptops, tablets or smartphones, without requiring the printing of any paper resources.

OCN London will consider producing 'branded' workbooks for centres, and can be commissioned to produce new workbooks using the format conventions used here. For related enquiries do contact the Product Development Team at OCN London.

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