



Level 1 Award in Equality and Diversity in Everyday Life
603/5740/X

Assessment Guide

Assessment Principles

Introduction

ETA qualifications are developed in conjunction with the industries and employers they service. They are designed to add value and deliver multidimensional outputs that provide impact for both learners and employers.

It is therefore important that the assessment requirements of ETA qualifications are robust whilst not containing unnecessary and over-burdensome challenges that detract from the intended outcomes and impact.

Principles

There are four key principles to underpin assessment delivery:

1. Assessment should contribute to developing a learners' knowledge and/or skills and provide relevant and current development as the related industry requires.
2. Systems for capturing evidence of competence should be integrated and efficient. Assessment practices for both competence-based and knowledge-based aspects of qualifications should, where possible, be integrated with industry-driven standards and requirements.
3. Assessment methods must be appropriate for the level and nature of the qualification units to be assessed. Methods of assessing achievement against learning outcomes and assessment principles must be accommodating and flexible, whilst remaining appropriate for both the level being assessed and industry expectations of learners at that level.
4. Evidence of knowledge and understanding must be recorded and be clearly attributable to the learner. This can be delivered using task-based activity with questions and answer sessions, supported by assessor observation.

The choice and application of assessment methods must be consistent with these principles and will generally include:

- Direct Observation
- Written evidence (portfolio/workbook)
- Centre set assignment
- Centre set coursework
- Oral examination
- Professional/open discussion

Delivery Team Requirements

Tutors / Assessors

- Tutors / Assessors should have a detailed knowledge of, and be competent in, the occupational requirements of the units
- Tutors / Assessors should hold or be working towards the related professional qualifications for delivery and assessment as required
- This competence will have been acquired either in direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- It is unlikely that occupational competence will have been achieved in less than twelve months of employment, but individuals with less experience could be considered as assessors if sufficiently occupationally competent

Internal Quality Assurers (IQAs)

- IQAs must have a thorough understanding of the structure, content and occupational requirements of the units that they are internally quality assuring. This understanding will have been acquired while either working directly within or delivering within the relevant occupational area in either an operational or a support function
- The level of understanding must be sufficient to allow the IQA to judge whether the assessor has fully assessed learners against all the principles within the unit
- It is unlikely that a person could have gained this level of understanding in less than twelve months of being employed, but individuals with less experience could be considered as IQAs if they have the required level of experience, knowledge and understanding

Technical / Expert Witness

Expert witnesses can be drawn from a wide range of people who can observe, 'measure and examine performance against the industry and qualification principles. These can include line managers and experienced individuals within a related sector-based organisation. The Technical Expert Witnesses should have proven practical experience and knowledge relating to the content of the principles being assessed.

It is unlikely that someone could become an expert in their entire job role in less than twelve months of being employed in their industry. They could, however, very quickly become an expert in the content of a single unit if this was the focus of their job role. The assessor should make a judgement as to the level of expertise held by a potential Technical Expert Witness and, where necessary, this should be confirmed with the awarding organisation.

Assessment Materials

ETC Awards Ltd. (ETA) Assessment Materials are protected by copyright and are supplied only to Approved Centres for use solely for the purpose of the assessment of ETA learners.

Instructions for Conducting Assessment

the Approved Centre must either:

- Secure approval of in house assessment material by ETA's External Quality Assurance team prior to use
- Use ETA Assessment Materials
- We recognise that reasonable adjustments may be considered at the time of assessment, please refer to the ETA Reasonable adjustments and considerations policy

All approved centres must then handle and store securely all Assessment Materials in accordance with the following:

- Assessment Material must be accessible to learners only during their programme
- The Approved Centre must not make public in any format the contents of any materials either in part or in full.
- Materials must be securely handled and under no circumstances shared with third party organisations or individuals
- The Approved Centre must seek permission from ETA through the External Quality Assurance team if they want to convert Material for alternative storage, retrieval and delivery in electronic formats.

A large, stylized version of the word 'eta' is centered on the page. The letters are outlined. The 'e' is a dark olive green, the 't' is black, and the 'a' is a light grey. The letters are connected and have a rounded, friendly appearance.

Equality and Diversity in Everyday Life

Award aim

This unit aims to provide a basic understanding of what is meant by the term Equality and Diversity and how it might impact everyday life.

Award introduction

This unit will help learners to develop a knowledge and understanding of how to identify both positive and negative discrimination, attitudes and beliefs and provide skills to help develop techniques to adjust own attitude and influence others.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		R/618/0775
Qualification Framework		RQF
Title		Equality and Diversity in Everyday Life
Unit Level		Level 1
Guided Learning Hours		20
Total Qualification Time		20
Unit Credit Value		2 Credits
Unit Grading Structure		Pass / Fail

	Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Understand what is meant by Equality and Diversity	1.1	Explain the terms: <ul style="list-style-type: none"> • Equality • Diversity 	
		1.2	Outline reasons why laws on equality and diversity might be required	Should include at least two
		1.3	List examples of inequality in a variety of situations	Should include at least four
		1.4	Explain what stereotypes are	
		1.5	Describe how stereotypes might impact an individual	
		1.6	Explain the benefits to society that different perspectives and ideas might have	
2	Understand the term discrimination	2.1	Explain the difference between prejudice and discrimination	
		2.2	Outline what is meant by protected characteristics	

		2.3	List the protected characteristics	There are 9 to be included
		2.4	State why it is important to protect these characteristics	
		2.5	Explain what direct discrimination is	
		2.6	List some examples of direct discrimination	
3	Know how to consider own attitude and beliefs	3.1	Explain how own attitude and beliefs in relation to protected characteristics	
		3.2	Describe a situation where equality and diversity might affect personal circumstances	
		3.3	State where you might find additional information about protected characteristics	
		3.4	Develop an action plan to improve own attitude around equality and diversity	