



Equality, Diversity and Inclusion Study Pack for Facilitators

How to ensure that staff and learners are able to promote equality, tackle discrimination and build good relationships between diverse groups

This guide provides you with the awareness, knowledge and understanding about equality and diversity issues necessary to support learners working through the Learners' Equality, Diversity and Inclusion Study Pack.



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About the guide

Context

Many organisations, especially those associated with the public and community sectors, wish to make fairness and inclusion fundamental to everything they do. This guide is designed to help them act on their commitment to:

- understand and meet the needs of all the individuals and communities they serve
- ensure that equality and diversity are fully integrated into the everyday activities of the organisation
- develop an inclusive culture in which everyone treats colleagues and service users such as learners, customers and clients with equal dignity and respect
- take into account how new and existing policies, processes and practices could affect different groups
- encourage talented people from all parts of the community to join the organisation or use its services and achieve their potential
- value and support a diverse workforce through fair and transparent recruitment and employment policies, practices and processes.

Embedding equality and diversity into the curriculum and into our own thinking is a challenging and exciting process. You will need to have a range of skills and abilities to understand the needs of learners from diverse backgrounds. You will similarly need to translate these issues into helping learners deal with peers and people with equally diverse backgrounds in their future working lives. We need to prepare our learners for living and working in a multi-cultural society – many of them are already doing this and others may well go on to live and work in areas where they experience greater diversity.

This guide is designed to help you develop your awareness, knowledge and understanding about equality and diversity in teaching and learning and to gain the competencies needed to embed equality, diversity and inclusion (EDI) within your everyday practice. Sharing ideas and practice is an integral part of the process, and discussing your ideas, approaches and issues with colleagues is probably the single most productive thing you can do. It will inspire confidence and share best practice.

This guide provides an induction and resource package for staff working in a range of capacities. It can be used to form the basis either of formal induction training or to support the guided self study for learners. In addition, it can be used flexibly to support delivery of equality and diversity sessions for those working directly with service users such as learners, volunteers or staff.

About the guide

The guide has been developed as a practical toolkit to help staff improve their practice, meet their legal and professional obligations and follow a twin-track approach to equality and diversity: that of tackling inequalities and valuing diversity.

It aims to:

- remove any mystery and misconceptions and clearly explain the concepts of equality, diversity, inclusion and discrimination
- suggest simple strategies for supporting equality and diversity in everyday situations that learners can put into practice straight away
- offer practical advice on dealing with challenging situations in an effective way
- demonstrate how embracing equality and diversity creates a better learning environment for everyone
- improve understanding and social awareness of why people behave differently and thus reduce the incidence of unwitting and unintentional discriminatory behaviour in the workplace and learning environment.

The information in the guide is supplemented by a range of activities to help you test your understanding and apply your learning to the classroom, tutorial or induction process.

Many of the activities will kick start the preliminary thinking, planning and awareness raising processes you will need to embed equality and diversity into your area of work.

Using this guide with the *Learners' EDI Study Pack*

This guide provides you with the awareness, knowledge and understanding about equality and diversity issues necessary to support learners working through the *Learners' Equality, Diversity and Inclusion Study Pack*.

In addition, answers to the quizzes and puzzles featured in the *Learners' Equality, Diversity and Inclusion Study Pack* are provided at the end of this guide.

The *Learners' Equality, Diversity and Inclusion Study Pack* provides learners with advice, guidance and practical activities to help them explore the key issues surrounding equality, diversity and inclusion. It aims to explain apparently complex policies, practice and procedures more simply with a view to helping learners to play their part in promoting equality, tackling discrimination and fostering good relationships between diverse groups.

The pack is divided into six sections and the contents comprise:

- activities with some presented in differentiated form to make them more or less challenging for learners of different abilities
- notes that provide additional and background information to help learners with the activities and enhance their learning and development experience
- practical tips to help learners promote equality, tackle discrimination and foster good relationships between diverse groups
- reflections sheets to help learners prepare for giving feedback on their learning and progress in tutorials or classroom sessions.

A summary of the pack contents is provided on the following pages.

Issues explored	Contents
<p>1. What do we mean by equality and diversity?</p>	<ul style="list-style-type: none"> • Notes on equality law • Activity to identify an example of equality in action in the organisation • Activity that draws attention to the unique characteristics each one of us has to offer • Activity to identify what issues or activities might make people uncomfortable and how to overcome this • Crossword to help learners understand the terms we use when talking about equality and diversity (differentiated) • Matching game to find out what the law says • Equality legislation quiz to test understanding of how the law protects us (differentiated) • Reflections sheets to help learners prepare for giving feedback on their progress to tutors
<p>2. Why is it important?</p>	<ul style="list-style-type: none"> • Notes on rights and responsibilities • Activity to help learners explore the range of people they come into contact with (differentiated) • Activity to look at learners' own experiences of being different and how it made them feel • Activity to design a poster to advise learners of their rights and responsibilities • Reflections sheets to help learners prepare for giving feedback on their progress to tutors
<p>3. Barriers to equality</p>	<ul style="list-style-type: none"> • Notes on types of discrimination • Crossword to help learners understand the terms we use when talking about equality law • Equality legislation quiz to test learners' understanding of the law and how it applies in different situations • Reflections sheets to help learners prepare for giving feedback on their progress to tutors

Issues explored	Contents
<p>4. Challenging unacceptable behaviour</p>	<ul style="list-style-type: none"> • Notes on what forms bullying takes • Notes on tackling discrimination • Acrostic activity to explore what bullying means to learners (differentiated) • Activity to review an incident learners have witnessed and identify better ways of responding to it • Activity to revisit a time when learners unwittingly supported unacceptable behaviour and what they could have done instead • Reflections sheets to help learners prepare for giving feedback on their progress to tutors
<p>5. Developing cultural and social awareness</p>	<ul style="list-style-type: none"> • Notes on using inclusive language • Notes on what lies behind some of the differences we notice about people • Notes on fostering good relations between groups • Activity to explore whether commonly-used terms are actually acceptable to the people they refer to (differentiated) • Activity to consider the cultural difference we must take into account if we are organising a truly inclusive social event • Reflections sheets to help learners prepare for giving feedback on their progress to tutors
<p>6. Promoting equality</p>	<ul style="list-style-type: none"> • Notes on promoting equality • Activity to draw attention to the assumptions we make about people just by looking at them (differentiated) • Observation activity to help learners develop an awareness of and sensitivity towards non-inclusive behaviour (differentiated) • Reflections sheets to help learners prepare for giving feedback on their progress to tutors