

Care Certificate *progress log, mapping and sign-off document*

Standard Number: 4

Standard Title: Equality and Diversity

Document guidance

This document provides an overview of the outcomes and assessment criteria for Standard 4: Equality and Diversity. It identifies the criteria within the Standard that should have been achieved upon successful completion of the underpinning knowledge within the Care Certificate workbook. Employees must demonstrate their competence in practice in order to fully achieve this Standard of the Care Certificate.

This progress log and sign-off document should be completed jointly by the employee and the manager/supervisor/assessor to confirm that all outcomes and criteria have been achieved in practice in the work setting. Supplementary evidence can be attached to demonstrate achievement and it is suggested to do so as good practice.

This document also provides an outline of the suggested mapping of outcomes and criteria within Standard 4: Equality and Diversity of the Care Certificate to the recommended Qualifications and Credit Framework (QCF) unit, the National Minimum Training Standards for Healthcare Support Workers and Adult Social Care Workers in England and the Common Induction Standards. This document does not necessarily indicate direct mapping of criteria and therefore assessors and/or managers should ensure they follow the guidance below. Please note that when the term assessor is used throughout this document this could be the manager, supervisor or assessor and will be decided by the employing organisation.

This document should always be used in conjunction with the guidance provided in the Care Certificate Framework Technical Document.

Guidance for assessors

Assessors must ensure that the learner has produced evidence for each assessment criterion that is valid, authentic, reliable, current and sufficient. Therefore assessors **must not assume** that if the mapping document indicates a criterion could have already been achieved, the mapped criteria within the QCF unit should automatically be awarded. Learners and assessors are responsible for ensuring that the outcomes and criteria within the QCF unit and standards below have been achieved to the required standard. For reference, within the column that refers to coverage of the relevant QCF unit, a **P** indicates that the Care Certificate criteria provides partial coverage of the relevant criteria within the QCF unit, whereas an **F** indicates full coverage.

The **Assessment method used** column is included to allow assessors to provide evidence of the type of assessment method that has been used to assess the Care Certificate criteria. This is likely to be noted as the Care Certificate Workbook; however further evidence could include professional discussion, observation, question and answer, e-learning, witness testimony, etc. This column can also be completed to evidence competence using these example assessment methods.

The **Evidence location** column is included to provide a clear signpost to where the learner's evidence can be found. This may be within a portfolio of evidence, a continued professional development (CPD) file or electronically via e-learning or e-portfolio.

Unit number	Unit title	Level	Credit
R/601/5471	Introduction to equality and inclusion in health, social care or children's and young people's services	2	2
Y/601/1437	Promote equality and inclusion in health, social care or children's and young people's settings	3	2

Care Certificate Standard 4 Outcome	Care Certificate Standard 4 Criteria	Knowledge/ Competence	Question within workbook	QCF unit: Introduction to equality and inclusion in health, social care or children's and young people's services P = Partial F = Full	QCF unit: Promote equality and inclusion in health, social care or children's and young people's settings P = Partial F = Full	National Minimum Training Standards: Standard 4 – Equality, diversity and inclusion	Common Induction Standards: Standard 4 – Equality and Inclusion	Assessment method used	Evidence location	Sign-off initials	Date
4.1 Understand the importance of equality and inclusion	4.1a Explain what is meant by: • Diversity • Equality • Inclusion • Discrimination	K	4.1a	AC1.1 – F	AC1.1 – F	4.1.1 4.1.3	S4 – 1.1 S4 – 1.3				
	4.1b Describe ways in which discrimination may deliberately or inadvertently occur in the work setting	K	4.1b	AC1.2 – F		4.1.2	S4 – 1.2				
	4.1c Explain how practices that support equality and inclusion reduce the likelihood of discrimination	K	4.1c	AC1.3 – F	AC1.3 – P	4.1.4	S4 – 1.3 S4 – 1.4				
4.2 Work in an inclusive way	4.2a Identify which legislation and codes of practice relating to equality, diversity and discrimination apply to their own role	K	4.2a	AC2.1 – F	AC2.1 - P	4.2.1	S4 – 2.1				
	4.2b Demonstrate interaction with individuals that respects their beliefs, culture, values and preferences	C		AC2.2 – F	AC2.2 – F	4.2.2	S4 – 2.2				
	4.2c Describe how to challenge discrimination in a way that encourages positive change	K	4.2c	AC2.3 - F	AC3.3 - F	4.2.3	S4 – 2.3				

4.3 Access information, advice and support about diversity, equality and inclusion	4.3a Identify a range of sources of information, advice and support about diversity, equality and inclusion	K	4.3a	AC3.1 – F		4.3.1	S4 – 3.1				
	4.3b Describe how and when to access information, advice and support about diversity, equality and inclusion	K	4.3b and c	AC3.2 – F		4.3.1	S4 – 3.1				
	4.3c Explain whom to ask for advice and support about equality and inclusion	K	4.3b and c			4.3.2	S4 – 3.2				

Declaration of completion

I confirm that the evidence provided by the employee meets the full requirements for **Standard 4: Equality and Diversity of the Care Certificate**.

Employee signature:

Name of assessor*:

Assessor* signature:

Completion date:

* The Assessor can be your Manager, Supervisor or someone else authorised by your employing organisation. This individual provides confirmation that all learning outcomes and assessment criteria for the Care Certificate standard identified above have been completed and signed off by and authorising person.