

United Kingdom Council for Access and Equality (UKCAE) Pathway

The UKCAE Pathway

3 Steps to Equality at Work

Some Screenshots





members area

UKCAE Pathway

- Introduction
- Step 1
- Step 2**
 - Working Towards Inclusion
 - Module A
 - Module B
 - Module C
 - Module D
- Step 3

Certification

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[Step 2 > Module B](#)

Step 2 Module B

| | |
|---------------------------|--------------------------|
| Part 1 Employment | Part 2 Communication |
| Part 3 Goods and Services | Part 4 Built Environment |



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Step 2 > Module B > Part 1 Employment

Step 2 Module B Part 1 Employment

- Looking at your organisation: Pathway Manager and key staff
- Your responsibilities as an employer
- Employment Module
- Employment Template

The [Employment](#) Template will:

- alert you to any legal requirements, Codes of Practice or accepted guidance
- alert you to suggested areas of good practice
- allow you to examine your practices in a constructive and comprehensive manner
- increase awareness of possible areas where [discrimination](#) may occur
- automatically compile a report which indicates where changes could be made; requests proof of current [inclusive](#) practice; and identifies what proof will be required during any change process
- provide useful links for further information, advice or support.

The learning courses associated with Step 2 provide a more detailed understanding and awareness of [diversity](#) and [inclusion](#) issues in specific areas of the workplace and may help you in the completion of this template.

- Equal Opportunities
- Equal Rights
- Public Sector (Public Bodies only)

Core Aims

UKCAE Inclusion Principles and Employment

now please proceed



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[Step 2](#) > [Module B](#) > [Part 1 Employment](#) > [Recruitment](#) > [Attracting candidates](#)

Attracting candidates

Advertising

Potential Risk

It is important to be aware of how [discrimination](#) can arise during the [recruitment](#) process.

It is unlawful to [discriminate](#) during all stages of [employment](#) on [prohibited grounds](#).

Reducing the risk

Ensure the content of all job advertisements (private and public) does not [discriminate](#) against people on [prohibited grounds](#) and do not publish an advertisement which:

- indicates that an application may be determined on the basis of certain prohibited grounds
- might indicate that the person determining the application is unwilling to be flexible in considering [reasonable](#) requests to make adjustments which would enable an applicant to do the job

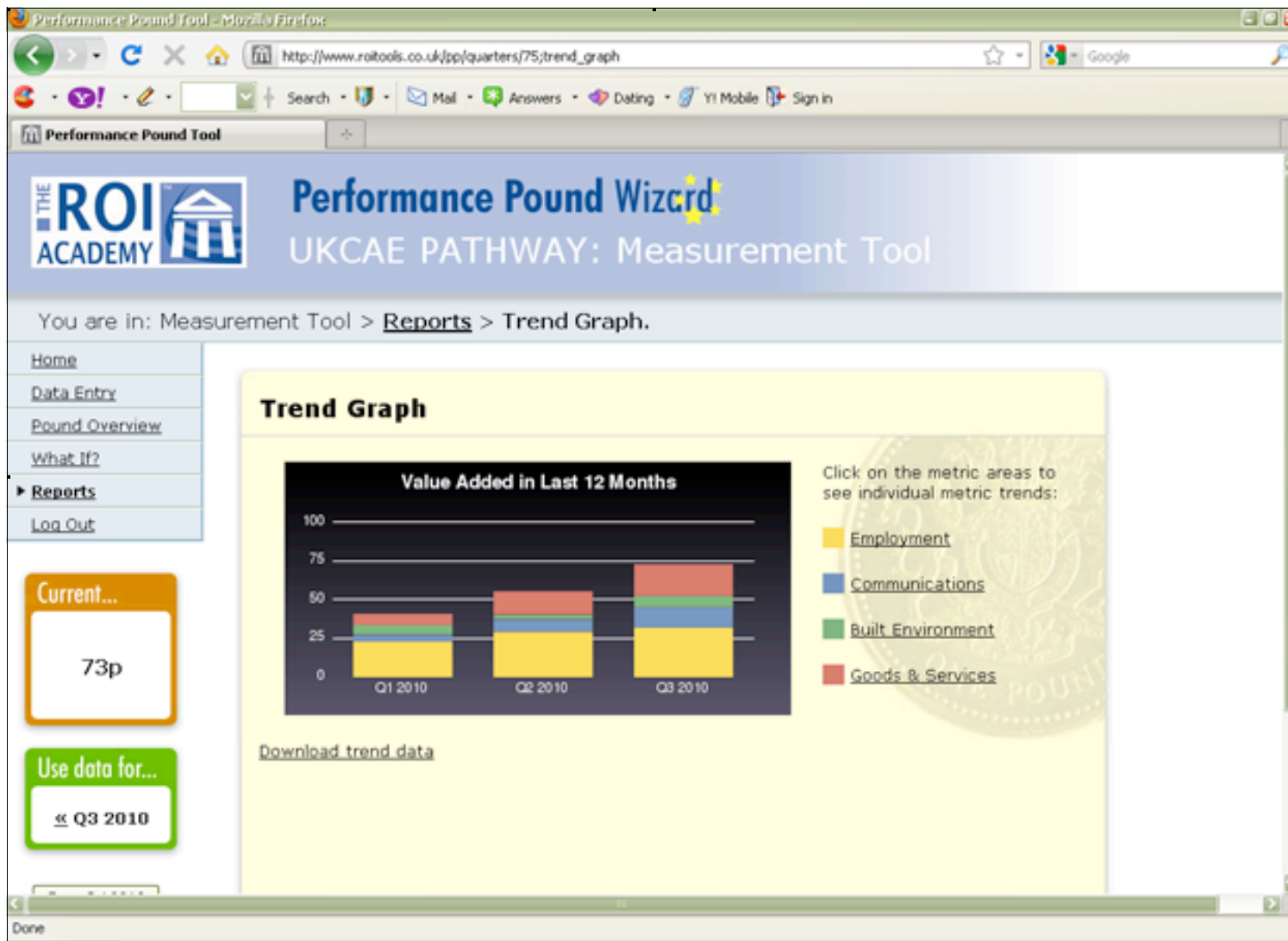
Using the right words and images

Legal, Decent, Honest and Truthful

Inclusive communication

Response Methods

Proof of Practice



For more information please contact jock@ukcae.com

Or call 0207 368 6880

helping you to build an inclusive organisation



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