



National Centre for  
**Diversity**

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# National Voluntary Sector Standards for Investors in Diversity Pilots for 'LEVEL1'

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“Diverse means different. We are all different, therefore  
diversity includes us all.”



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Investors in Diversity

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# Initial Pilots of 'LEVEL 1' Investors in Diversity Standard (IiD)

## Background

### 'Level 1' Investors in Diversity

Feedback tells us that many organisations view having the Investors in Diversity accreditation as highly desirable for a whole range of different reasons.

However, it has become evident that there are a number of barriers for some. For some organisations, the costs are just too high. This issue is getting worse the further we get into the current recession.

Some organisations feel that they would like to have external accreditation of their work. Others want to try to benchmark their work against other organisations.

Whatever the motivation, the National Centre for Diversity has always gone to great lengths to try to ensure that Investors in Diversity should be accessible for all.

As a result of consultations with numerous parties, we have developed a much lighter touch version to prepare you to become more contract compliant when you apply for external funding.

Typically an organisation would take between 4 – 12 weeks. Once an organisation has achieved the award they will be presented with a certificate which will state that they been externally assessed by the National Centre for Diversity as having attained 'Level 1' Investors in Diversity.

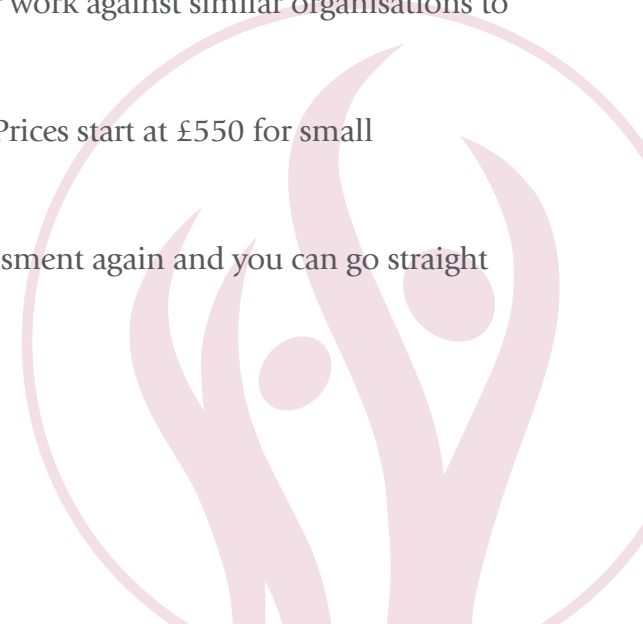
They will also be allowed to use a new 'Level 1 Investors in Diversity' Logo.



# Initial Pilots of 'LEVEL 1' Investors in Diversity Standard (IiD)

## Reasons why you should want to achieve the Investors in Diversity standard at Level 1

1. The Equalities Bill of 2008 is paving the way for new legislation that will make it mandatory to have Equality/Diversity accreditation/ credentials in order to get public sector funding/contracts.
2. The assessment is carried out independently by the National Centre for Diversity and so external validation will have real credibility with your staff and external stakeholders such as funders, service users or customers.
3. The assessment process and the report that we will present to you will help you identify areas which help you to raise standards and improve quality in your organisation.
4. The time-scales are much quicker than going for Investors in Diversity at Level 2 which, typically, organisations take 8-18 months to achieve. You could get 'Level 1 Investors in Diversity' within 4-12 weeks.
5. 'Level 1 Investors in Diversity' enables organisations to take small steady steps and then build up their confidence and work progressively.
6. Because the 'Level 1' Investors in Diversity assessment is based on data, you will be able to benchmark your work against similar organisations to your own (this service will not be available for the first year).
7. The cost of 'Level 1 Investors in Diversity' is a fraction of the cost of doing Investors in Diversity at Level 2. Prices start at £550 for small organisations.
8. If you progress to Investors in Diversity 'Level 2', you will not have to do the base-line equality impact assessment again and you can go straight from initiation to delivery much quicker.



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What happens when you make a decision to go ahead?

Chronology of steps	Resources	How/by who	Timescale
1. Organisation signs up by signing acceptance form, having read the terms and conditions (TAC).	Acceptance form and terms and conditions.	Acceptance form and TAC's sent by e-mail by NCFD and returned by Organisation .	At beginning
2. Organisation receives a welcome pack and invoice sent out from NCFD	Templates to gather list of stakeholder for stake holder. Electronic invoices.	By NCFD by e-mail	With 2 working days of receipt of acceptance from
3. Organisation will be contacted by NCFD who will send guidance notes which gives you information, advice and guidance on 'Level 1 Investors in Diversity' process.	NCFD	NCFD will make contact within 3 working days.	Within 5 working days of receipt of acceptance from
4. Organisation to send a list of stake-holders for the assessment as below.			With 7 working days of the telephone briefing
5. The assessment will be in the form of a number of set questions or statements answered by stake-holder online. The NCFD will contact all indentified stake-holders to get feedback on the performance of the Organisation in relation to equality, diversity and inclusion.	Templates and surveys	Sent by NCFD.	Within agreed time-scale (agreed during telephone briefing)

# Initial Pilots of 'LEVEL 1' Investors in Diversity Standard (IiD)

Chronology of steps	Resources	How/by who	Timescale
<p>6. It will be the responsibility of the Organisation to ensure that there is an 'appropriate' level of returns. A definition of 'appropriate' will be agreed between the Organisation and the NCFD. A poor rate could result in the Organisation not being able to attain 'Level 1 Investors in Diversity'.</p> <p>All responses will be anonymous and the NCFD will not disclose the identity of respondents to the Organisation .</p>		Organisation	On-going during the assessment phase.
<p>7. How long the assessment will take depends on how many people need to be contacted. The NCFD can advise Organisation s at the telephone briefing stage</p>	Web and online systems	NCFD and Organisation	
<p>8. The NCFD will do all the data analysis and provide the feedback in the form of tables and data.</p>	Web and online systems	NCFD	Within agreed time-scale (agreed during telephone briefing).
<p>9. The NCFD will look at the rates, proportions and percentages of positive and negative feedback. If feedback is positive overall, the Organisation will achieve 'Level 1' of Investors in Diversity.</p>		NCFD	On-going during the assessment phase.
<p>10. A report containing all the data will be sent to the Organisation</p>	E-report	NCFD	Within 7 working days of end of assessment.

# Initial Pilots of 'LEVEL 1' Investors in Diversity Standard (IiD)

Chronology of steps	Resources	How/by who	Timescale
<p>11. If the Organisation is successful, they will be awarded a certificate and will be sent the full 'Level 1 Investors in diversity' logos.</p>			<p>Within 7 working days of end of assessment.</p>
<p>12. The Organisation will keep Level 1 status for a period of 2 years from the award date.</p>			<p>Valid for 2 years from date of award.</p>
<p>13. Route-ways open to Organisations after having attained 'Level 1 Investors in Diversity'.</p> <ul style="list-style-type: none"> <li>• <b>Option 1</b> – the Organisation stops at Level 1 Status and goes for re-assessment after 2 years.</li> <li>• <b>Option 2</b> - the Organisation moves towards making progress at Level 2 which is achievement of Investors in Diversity.</li> <li>• <b>Option 3</b> – the Organisation progress, within agreed time-scales, to Level 3 which is the achievement of the 'Leaders in Diversity Award'</li> </ul>			<p>2 years</p> <p>Decided by Organisation</p> <p>Decided by Organisation</p>



# Initial Pilots of 'LEVEL 1' Investors in Diversity Standard (IiD)

## Common Questions on 'Level 1 Investors in Diversity' standard.

1. When was the 'Level 1 Investors in Diversity' standard launched?

May 2009.

2. What is the difference between Level 1 and Level 2 of Investors in Diversity and why are the costs of Level 1 only a fraction of the costs of Level 2 Investors in Diversity?

- Level 1 is an entry level standard which measures your equality, diversity and inclusion performance.
- You will be supported by fully trained IiD advisors and assessors at Level 2.
- Level 1 Investors in Diversity is an entry route to the full Investors in Diversity standard and is much cheaper than Investors in Diversity at Level 2.
- Investors in Diversity at Level 2 deals more with culture change and inclusion.
- Investors in Diversity at Level 2 provides you with your own fully trained, developed and dedicated IiD Advisor.
- With Level 1, you don't have this support. You will receive the success criteria and be given enough to prepare for the assessment.
- The assessment will be done on line and not by an IiD assessor which is very cost effective.
- Investors in Diversity at Level 2 typically can take 8-18 months. Level 1 Investors in Diversity can be done in between 4-12 weeks.

3. Is Level 1 available to all types of organisations from the private, public and voluntary sectors as Investors in Diversity as Level 2 is?

Yes it is.

4. Will we be able to use the 'Working towards Level 1 Investors in Diversity' as FE Learning Providers would do with Investors in Diversity at Level 2.

No. You will be able to use the logo only once you have achieved Level 1 Investors in Diversity.

5. Can we fail a Level 1 Assessment?

Yes. Whether you are awarded 'Level 1 Investors in Diversity' depends entirely on the feedback and data.

6. Will we have another chance to do a Level 1 Assessment if we are not successful first time?

Yes.



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**7. How much will it cost if we have to do the Level 1 Assessment again?**

It will be the same cost as the first time you did it.

**8. How much does it cost to do 'Level1 Investors in Diversity'?**

Prices start at £550+VAT.

**9. Will we be given performance feedback if we are not successful first time?**

Yes. You will be provided with a full report of all the feedback so you can see where you fell down and which areas you need to improve.

**10. When we achieve the Award will we be given a certificate and award?**

Yes. You will be sent a certificate and the 'Level1 Investors in Diversity' logos.

**11. How long will we have the 'Level1 Investors in Diversity'?**

Two years from the initial assessment date.

**12. Is there a progression route from 'Level1 Investors in Diversity' to Investors in Diversity at Level 2?**

Yes, there is. Level 1 leads into Investors in Diversity at Level 2.

**13. Will we receive a reduction in fees if we go straight for Investors in Diversity at Level 2?**

Yes there will be costs savings from doing so.



# Initial Pilots of 'LEVEL 1' Investors in Diversity Standard (IiD)

Comparison between the three different levels of Investors in Diversity.	'Level 1 Investors in Diversity'	'Investors in Diversity' at Level 2	Level 3 'Leaders in Diversity'
<b>Function</b>			
Support from Investors in Diversity Advisors and Investors in Diversity Assessors included.		✓	✓
Project Management from National Centre for Diversity included.	✓	✓	✓
Investors in Diversity templates and materials included.		✓	✓
Addresses equality impact assessment.	✓	✓	✓
Addresses wider Diversity impact assessment	✓	✓	✓
Addresses inclusion impact assessment.	✓	✓	✓
Addresses community cohesion issues.	✓	✓	
Aligns diversity business case with Organisation improvement plans.		✓	
Facilitates cultural change.		✓	✓
Independent External assessment.	✓	✓	✓
Combination of independent as well as Investors in Diversity Assessor support available.		✓	✓
Internal-self assessment.		✓	✓

# Initial Pilots of 'LEVEL 1' Investors in Diversity Standard (IiD)

Comparison between the three different levels of Investors in Diversity.	'Level 1 Investors in Diversity'	'Investors in Diversity' at Level 2	Level 3 'Leaders in Diversity'
<b>Function</b>			
On line assessment only.	✓		✓
Industry and sector benchmarking available.	✓	Being reviewed	
Indexing available.	✓ Coming soon	Being reviewed.	Coming soon
Includes external Stake-holders.	✓	✓	✓
Supports distributed leadership.		✓	✓
Supports succession planning.		✓	✓
Embeds a formal and informal learning process.		✓	✓
Leaves a legacy of learning.		✓	✓
Combination of on-line assessment and Investment by Investors in Diversity Assessor.		✓	✓
Report containing data and results of on-line feedback.	✓	✓	✓
Full written report with narrative feedback under all destinations.		✓	✓

# The National School Standards for 'Level 1 Investors in Diversity'

## Strand 1

### Committing

#### Destination

1. Your Organisation has appropriate equal opportunities, diversity and inclusion policies and procedures in place.
2. Leaders are committed to equality and diversity in your Organisation .
3. Equality, diversity and inclusion are taken seriously in your Organisation .

#### Milestones and evidence

Feedback tells us that your Organisation has all the appropriate equality and diversity policies in place.

Feedback tells us that your leaders have shown through their behaviours that they take equality, diversity and inclusion seriously.

Feedback tells us that your equality diversity and inclusion training and development initiatives have taken place in your Organisation .

## Strand 2

### Learning

4. The people in your Organisation know why equality, diversity and inclusion are good for your Organisation .
5. Your Organisation has recognised that the practice of consultation is critical in the quality improvement process.
6. Your Organisation structures its work in equality and diversity.
7. People in your Organisation are encouraged to take up development opportunities in equality, diversity and inclusion.

Feedback tells us that the people in your Organisation are clear about how equality, diversity and inclusion contribute to your Organisation 's success.

Feedback tells us that your Organisation tries to seek a wide range of views e.g. using staff surveys.

Feedback tells us that your Organisation has an equality and diversity action plan.

Feedback tells us that the people in your Organisation are encouraged to train develop and learn in relation to equality and diversity.

## Strand 3

### Developing

8. Managers are aware of and supportive of ideas and initiatives around equality, diversity and inclusion.
9. The Organisation 's managers are aware of their legal duties in relation to the physical workspace.

Feedback tells us that your managers have shown through their behaviours as well as their words that they take equality, diversity and inclusion seriously.

Feedback tells us that there is general compliance with legislation and policies. And that your Organisation , where necessary has adopted or is adopting appropriate policies, practices, procedures.

# The National School Standards for 'Level 1 Investors in Diversity'

## Strand 3

### Developing Cont.

#### Destination

10. Managers are aware of HR issues in relation to equality, diversity and inclusion.
11. The physical workspace is appropriately suitable for the needs of stakeholders.
12. The Organisation is committed to developing and sustaining appropriate diversity across all functions.
13. Your Organisation gives consideration to the fact that it should work (where appropriate) with Organisations that are committed to diversity.

#### Milestones and evidence

Feedback tells us that relevant Managers have had appropriate training and that your Organisation is putting thought and effort into retaining and/or developing an appropriately diverse workforce through positive action initiatives, adopting good employment practices and exit interviews, etc .

Feedback tells us that you are complying with Disability Rights legislation and that efforts have been made to allow for cultural needs. Any recreational facilities are becoming appropriately accessible to all.

Your Organisation is putting thought and effort into recruiting, retaining and developing diversity at levels e.g. staff- team/ management committee/board/ volunteers.

Your Organisation makes it clear to suppliers and contractors that equality and diversity should be as important to them as it is to your Organisation .

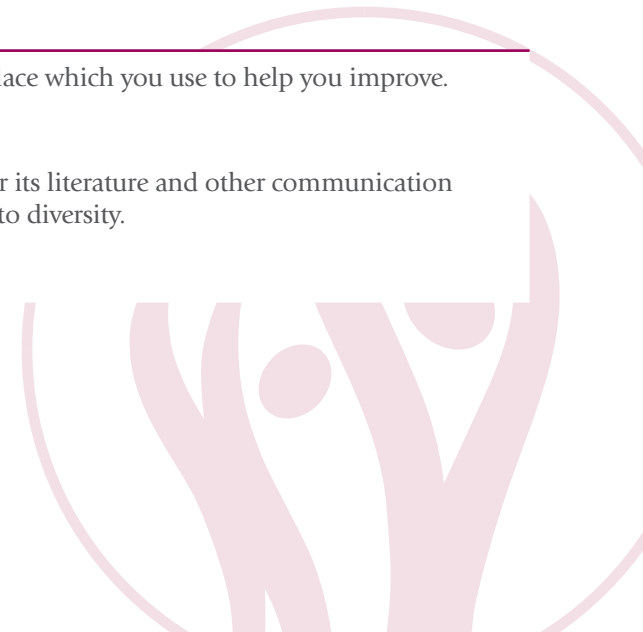
## Strand 4

### Improving communicating

14. Your Organisation is committed to improving its equality, diversity and inclusion practices.
15. Your Organisation makes it clear both internally and externally that it is committed to equality, diversity and inclusion.

You have performance measures in place which you use to help you improve.

Your Organisation is developing your its literature and other communication material to reflect your commitment to diversity.





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*'Diversity includes us all'*