

# Assessment Process



**Workplace Inclusion**  
PROFESSIONAL ACCREDITATION

## Introduction

Recognition as an accredited Workplace Inclusion Practitioner or Professional is conferred to individuals who have demonstrated competency in the discipline and practice of diversity, equity and inclusion (DEI). Prospective candidates undergo a rigorous assessment process which evaluates the depth and breadth of their knowledge, skills and experience.

This assessment process aims to evaluate the knowledge, experience, attributes, attitudes, values and beliefs of candidates against the criteria specified in the Workplace Inclusion Professional Accreditation Competency Framework, and is underpinned by:



### Lived experience

Ability to contextualise layers of own privilege and prejudice



### Technical knowledge

Education and/or related experience in building organisational belonging



### Growth mindset

Ongoing commitment to learning, unlearning and relearning



### Personal pledge

Subscribe to the Workplace Inclusion Code of Professional Conduct

## Entry criteria

A person applying for a professional designation in Workplace Inclusion must:

- (a) have a sufficient level of knowledge and experience in effecting social and workplace change, as demonstrated through:
  - a minimum of two years' experience in a formal role as a DEI specialist, or
  - a minimum of four years' experience in a role that includes DEI as part of their portfolio, or
  - at least six years' experience in voluntary roles and projects aimed at building equity and social cohesion, or
  - a qualification in social and behavioural science, supported by relevant project work in diversity, equity and inclusion
- (b) be able to articulate their own lived experience and positionality in relation to workplace inclusion
- (c) not have anything in their past or present that will bring Diversity Works New Zealand or the designation into disrepute
- (d) be supported in their application by two letters of recommendation from managers or lecturers who can attest to the knowledge and experience of the candidate

Once a candidate has successfully applied for registration for assessment, they will gain access to the assessment process.

The designation entry criteria have been approved by a panel of experts and implementation is governed by Diversity Works New Zealand policies. The Assessment Committee has no discretion on this aspect and will apply the entry criteria equally and consistently to all applications without deviation.

## Assessment process

The application and assessment process to qualify for a professional designation in Workplace Inclusion comprises of three main stages, including registration, evaluation and approval.

The overall programme, in particular the second stage of the process (evaluation), is intended to be strengths-based and mana enhancing. As such, candidates will receive feedback at each step in the process – either on successful progression to the next stage in the process, or on the gaps identified in relation to progress with recommendations on how to close identified gaps.

Stage 1: Registration
<ul style="list-style-type: none"> <li>• Submit online application form</li> <li>• Supported with CV, cover letter and letters of recommendation</li> <li>• Provide authority to Diversity Works New Zealand to perform various verification checks</li> <li>• Select accreditation level</li> <li>• Processing time: 3-4 weeks</li> </ul>
Stage 2: Evaluation
<p><b>Evidence</b></p> <ul style="list-style-type: none"> <li>• Submit portfolio of evidence detailing examples against the competencies in the Workplace Inclusion Competency Framework</li> <li>• Pay portfolio evaluation fee (payment schedule on website)</li> <li>• Processing time: 6-8 weeks</li> </ul>
<p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>• Attend a practical case-study based assessment workshop</li> <li>• Pay assessment workshop fee (payment schedule on website)</li> <li>• Processing time: 6-8 weeks</li> </ul>
<p><b>Interview</b></p> <ul style="list-style-type: none"> <li>• Participate in a final peer interview</li> <li>• Pay interview fee (payment schedule on website)</li> <li>• Processing time: 2-4 weeks</li> </ul>

During the evaluation stage, different means of submission (eg written or verbal) will be available to candidates, depending on personal circumstances, strengths or learning style.

### Stage 3: Approval

- On successful completion of Stage 2 (Evaluation), the Accreditation Panel will deliberate the awarding of the relevant Workplace Inclusion designation.
- Candidates are required to commit to the Workplace Inclusion Code of Professional Conduct.
- Pay annual professional registration fee.
- Professional designations are awarded twice per annum at a formal accreditation event.

Regardless of selected accreditation level, candidates will be benchmarked against the criteria for both practitioner and professional to ensure that the appropriate accreditation is conferred (eg candidates not yet ready at professional level, will be considered at practitioner level, rather than being rejected from the programme).

If unsuccessful at any stage of the process, candidates will be provided with feedback and recommendations as to a pathway to remedy any competency gaps identified.

Reputational risk (ie risk of candidates bringing the reputation of the designation into disrepute) will be evaluated across all stages.

Additional information on each of these phases are included in the Accreditation Manual.

## Duration

The Workplace Inclusion designation (Professional or Practitioner) can be attained within six to 18 months depending on the scheduled assessment activities, and subject to the candidate completing each part of the assessment successfully on time.

A candidate must complete the full evaluation process (stage 2) within 36 months, failing which they have to re-register and start the process anew. This aims to ensure that the body of evidence provided at the beginning of the process remains relevant throughout the programme.

All assessment dates for the year are scheduled and communicated on an annual basis at the beginning of the year. This aims to assist candidates in planning their personal journey towards attaining the designation. It also helps in committing to the process and allowing sufficient time to complete the different parts of the assessment. A calendar will be published on the Diversity Works New Zealand website.