

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 30414GEN — Human Capital Reporting Gender Metrics

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference DIV-GEN-30414GEN • ISO Diversity & Inclusion

UKPRN 10067351 • Registered in England and Wales, company 4984798

AT A GLANCE

REFERENCE	DIV-GEN-30414GEN
AWARD	Certificate
ASSESSMENT	300 marks — 180 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1 ISO DIV Foundation 7 chapters · 42 classes 100 marks	
• 4 Clause 4: Context of the Organisation — 6 classes › Understanding the Organisation's Role in Human Capital Reporting › Identifying Interested Parties in Gender Metrics Reporting › Defining the Scope of Human Capital Reporting › Establishing Management System Boundaries for Gender Metrics › Evaluating Organisational Context for Effective Gender Metrics › Aligning Stakeholder Expectations with ISO 30414GEN Standards • 5 Clause 5: Leadership — 6 classes › Understanding Leadership Commitment in Human Capital Reporting › Defining Roles and Responsibilities under ISO 30414GEN › Establishing Effective Policies for Gender Metrics Leadership › Authority in Human Capital Reporting: Who Decides What? › Promoting Leadership Accountability in Gender Metrics Reporting › Integrating Leadership Strategies with ISO 30414GEN Requirements • 6 Clause 6: Planning — 6 classes › Identifying Risks in Human Capital Reporting › Opportunities for Enhancing Gender Metrics › Setting Objectives for Gender Equality in Reporting › Strategic Planning for Human Capital Initiatives › Developing Action Plans for Gender Metrics Improvement › Monitoring and Evaluating Gender Reporting Outcomes • 7 Clause 7: Support — 6 classes › Resources for Effective Human Capital Reporting Under ISO 30414GEN › Building Competence in Gender Metrics Reporting Standards › Fostering Awareness of Gender Metrics in Organisations › Effective Communication Strategies for Human Capital Reporting › Documented Information Practices for ISO 30414GEN Compliance › Enhancing Support Mechanisms for Gender Metrics Reporting	• 8 Clause 8: Operation — 6 classes › Establishing Operational Plans for Human Capital Reporting › Implementing Gender Metrics in Performance Management › Controlling Data Quality for Gender Reporting Standards › Aligning Workforce Strategies with ISO 30414GEN Requirements › Monitoring and Reviewing Gender Metrics Effectiveness › Integrating Stakeholder Feedback into Human Capital Operations • 9 Clause 9: Performance Evaluation — 6 classes › Understanding Monitoring Techniques in Human Capital Reporting › Measuring Gender Metrics for Effective Performance Evaluation › Analysing Data in Human Capital Reporting Practices › Conducting Internal Audits for Gender Metrics Compliance › Evaluating Gender Diversity Performance within Organisations › Managing Reviews of Human Capital Reporting Standards • 10 Clause 10: Improvement — 6 classes › Understanding Nonconformity in Human Capital Reporting › Developing Corrective Action Plans for Gender Metrics › Tools for Effective Root Cause Analysis in HR › Implementing Continuous Improvement in Gender Reporting › Measuring Success of Corrective Actions in Human Capital › Strategies for Sustaining Improvements in Gender Metrics

• CH1 Understanding ISO 30414GEN and Its Importance — 6 classes

- › Overview of ISO 30414GEN Principles
- › The Importance of Gender Metrics in Organisations
- › Key Terminologies in Human Capital Reporting
- › Understanding the Context of Gender Diversity
- › ISO 30414GEN and Global Best Practices
- › Benefits of Implementing Gender Metrics Framework

• CH2 Conducting Gap Analysis for Compliance — 6 classes

- › Preparing for a Gap Analysis Workshop
- › Identifying Existing Gender Metrics in Your Organisation
- › Mapping Current Practices to ISO Requirements
- › Recognising Gaps and Opportunities for Improvement
- › Developing an Action Plan Based on Findings
- › Communicating Results to Stakeholders Effectively

• CH3 Project Planning and Implementation Strategies — 6 classes

- › Crafting a Tailored Project Plan for ISO 30414GEN
- › Resource Allocation and Budgeting for Implementation
- › Setting Realistic Timelines and Milestones
- › Risk Management Strategies in Project Planning
- › Engaging Stakeholders throughout the Implementation
- › Monitoring Progress and Adjusting Project Plans

• CH4 Documentation and Record-Keeping Best Practices — 6 classes

- › Essential Documentation for ISO 30414GEN Compliance
- › Creating Effective Gender Metrics Reporting Templates
- › Maintaining Accurate Records for Internal Audits
- › Best Practices for Document Management Systems
- › Ensuring Accessibility and Transparency of Data
- › Utilising Technology for Efficient Documentation

• CH5 Preparing for Internal Audits and Certification — 6 classes

- › Understanding the Internal Audit Process for ISO Standards
- › Developing an Internal Audit Checklist for Gender Metrics
- › Conducting Mock Audits to Ensure Readiness
- › Evaluating Audit Findings and Areas for Improvement
- › Engaging Leadership in Management Review Meetings
- › Steps Towards ISO 30414GEN Certification Readiness

• CH1 Understanding ISO 30414GEN and Its Significance — 6 classes

- › Introduction to Human Capital Reporting
- › Key Principles of ISO 30414GEN
- › The Role of Gender Metrics in Reporting
- › Understanding the ISO Diversity Sector
- › Regulatory Landscape for Gender Metrics
- › Case Studies on ISO 30414GEN Implementation

• CH2 Integrating ISO Skills within Industry Sectors — 6 classes

- › Mapping ISO Skills to Industry Needs
- › Sector-Specific Gender Metrics Applications
- › Data Analysis for Gender Reporting
- › Navigating Industry Standards and ISO Frameworks
- › Collaborative Approaches with Industry Leaders
- › Future Trends in Human Capital Reporting

• CH3 Building Your Consultant Brand in ISO Frameworks — 6 classes

- › Crafting a Unique Value Proposition
- › Branding Strategies for ISO Consultants
- › Developing an Effective Marketing Plan
- › Leveraging Social Media for Consultant Visibility
- › Networking within the ISO Community
- › Showcasing Expertise through Thought Leadership

• CH4 Client Advisory Services for Gender Metrics — 6 classes

- › Identifying Client Needs and Expectations
- › Building Trust and Rapport with Clients
- › Delivering Tailored Advisory Services
- › Communicating ISO Concepts to Clients
- › Evaluating Client Gender Metric Strategies
- › Measuring Success in Client Advisory Relationships

• CH5 Establishing a Consulting Practice in Gender Metrics — 6 classes

- › Fundamentals of Starting a Consulting Business
- › Developing a Business Model for Success
- › Legal Considerations and Compliance
- › Financial Management for Consultants
- › Scaling Your Consulting Practice
- › Continuous Professional Development in ISO Standards