



EO01 - Single Equal Opportunities and Diversity Policy

Statement

Access Training is committed to eliminating discrimination and encouraging diversity amongst our workforce, learners and partner organisations. Our aim is that our staff and learners will be truly representative of all sections of society and that each employee and learner feels respected, able to give of their best and achieve their full potential.

The purpose of this policy is to provide equality and fairness for employees, learners and clients and not to discriminate on the grounds of protected characteristics such as:

- age
- disability
- gender reassignment
- marriage & civil partnership
- pregnancy & maternity
- race
- religion or belief
- sex
- sexual orientation.

The company recognises the rights of pregnant staff, their partners and adoptive parents. We oppose all forms of unlawful and unfair discrimination.

All learners and employees, (whether full-time, part-time, temporary or agency), will be treated fairly and with respect. Selection of staff for employment, promotion, training or any other benefits will be on the basis of merit, aptitude and ability. Where permitted by law, appropriate training may be given to staff to aid under-represented groups to progress within the company. All employees and learners will be helped and encouraged to develop their full potential and the talents of staff will be fully utilised to maximise the efficiency of the organisation. (Certain government funded training programmes lawfully restrict the eligibility conditions for learners on some programmes e.g. age restrictions, previous qualifications, citizenship requirements.)

Access Training is committed to providing a safe working and learning environment that is free from any form of discrimination including:

- direct discrimination
- discrimination by association
- perception discrimination
- indirect discrimination
- harassment
- third party harassment
- victimisation

Access Training will ensure that equality of opportunity is maintained in the following areas:

- recruitment and selection;
- promotion, appraisal, transfer and training;
- terms of employment, benefits, facilities and services;
- grievance and disciplinary procedures; and
- dismissals, resignations and redundancies.



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We wish to embrace staff and learners from a wide range of backgrounds; so whatever your personal beliefs are about acceptable and unacceptable behaviour, it is essential that everyone complies with this policy.

Implementing and Reviewing the Policy

Access Training is committed to a programme of action designed to implement the policy and has an Equality and Diversity Improvement Plan which is reviewed regularly by the management team. Monitoring and record keeping for staff and learner activities are undertaken by designated staff and reviewed at Managerial and Board level.

All marketing and publicity material for the recruitment of staff, learners, partners and placement opportunities will reflect the company's commitment to equality and diversity.

The company is positive about employing staff with disabilities and recruiting learners with disabilities and will make reasonable adjustments in the work and learning environment where appropriate to accommodate and develop them.

We will ensure that we meet requirements regarding access to our premises. Appropriate resources and support will be available to staff and learners with sight and /or hearing impairments, restricted movement, learning difficulties etc. We will always seek to place learners in employment or work in placements that are supportive to any needs that they may have.

To help and support learners with either physical, mental health or learning disabilities we have a named Disability Officer available to them, as well as staff trained in recognising and helping overcome disabilities.

To ensure that our policy is operating effectively, (and for no other purpose); Access Training maintains records of both staff and learner ethnicity, age, gender and disability. Analysis of these records provides a basis for appropriate action to ensure that direct or indirect discrimination does not take place and to promote equality of opportunity.

All staff and learners are made aware of this policy and given the opportunity to discuss it during their induction and are either given a copy of this policy or access via the intranet. Additionally, learners in placement are given a copy of that organisation's policy. The Board of Directors strive to ensure that all Access Training staff, learners and stakeholders with whom we work, follow the objectives of this policy.

Access Training encourages employers and other partners to appreciate and act upon standards of good practice and current legislation and to value the business and social benefits of employing a workforce and training learners drawn from different cultures, ages and backgrounds.

Access Training regularly reviews, (equality impact assesses), existing policies, procedures, practices and forms with regard to the recruitment and employment of staff and the provision of training for learners to ensure that there is no direct or indirect discrimination. Where any changes are found to be necessary they will be reviewed and amended.

Access Training is a "Disability Confident Committed" organisation.



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This policy will be reviewed annually, or at any time that there is a change of legislation which impacts on the policy. The effectiveness of the policy for staff is monitored and statistics are produced and shared with staff at 6 monthly intervals in line with the Management Information Strategy. Learner statistics are produced quarterly and are considered and discussed at management and board level. Measures for improvement and continued good practice will be listed in the Equality and Diversity Improvement Plan. To help us to continue to improve, staff, learners, clients, customers and partners have the opportunity to evaluate and influence this policy through written and verbal feedback. The Equality and Diversity Development Plan is linked with the 3 Year Development Plan and the Self-Assessment Report to ensure that objectives are integrated.

To safeguard individual rights under the policy, any staff member, job applicant or learner who believes that Access Training has applied unfair or discriminatory treatment to them within the scope of the policy, may raise the matter using the appropriate grievance or complaints procedure.

Breaches of the policy by staff will be considered and dealt with through Access Training's staff disciplinary procedure and for learners through the learner disciplinary procedure. Serious breaches could, following an investigation, lead to dismissal from work or the programme for learners.

The Board of Directors, Management Team, Tutors, Trainer Assessors and all other staff are responsible for working in the right way to achieve the objectives of the policy and creating an environment that discourages and protects against discrimination and harassment.

The legislation to combat discrimination and promote equal opportunities and diversity is the Equality Act 2010.

Access Training will pay particular attention to the duties imposed by the above legislation and may seek guidance on legislation from the relevant Commission and ACAS. Guidance on the legislation can be obtained from the Equality and Human Rights Commission (EHRC) www.equalityhumanrights.com and the Government Equalities Office (GEO) www.equalities.gov.uk.

Equality and Diversity for exam procedures

Equality and Diversity

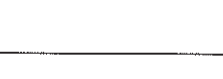
Access Training is committed to ensuring a fair and equal learning experience across all our provision. Learners are asked key questions on their application form which help identify any learning needs or disabilities that could possibly impact on their training with us and as such allows us to put in place extra support during training and examinations.

If a learning need or Disability is identified, a discussion will take place between the learner and Learner support manager and reasonable adjustments will be made to accommodate these needs. Access Arrangement may also be put in place to assist with training and exams, these are subject to the correct evidence being made available by the learner and stipulations set by the awarding bodies and JCQ.

For further information on Access Arrangements please go to the JCQ website: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>



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