

Equality, Diversity, and Inclusion Policy

Version number	Purpose/Change	Lead	Review date	Next review
4	Review and doc control	Sarah McCarthy	20.10.2023	Dec 2024
3	Review and doc control	Sam Wilson	05.12.2022	Dec 2023
2	Review and doc control	Sam Wilson	08.12.2021	Dec 2022
1	In place	Sam Wilson	Feb 2021	Feb 2022

The Company is committed to providing an environment that respects all individuals, recognises, and celebrates diversity, and ensures equality of opportunity for all.

The Company values the individual contributions of all people and seeks to create an environment that represents the whole community. We will treat all people with respect and dignity and provide an environment free from discrimination, bullying or harassment. No individual will be disadvantaged or treated less favourably than others. The Company will seek to make reasonable adjustments to its arrangements and premises with a view to avoiding any disadvantage to individuals.

The Company recognises that many people in our society experience discrimination.

The Company will ensure that no one is seen to be unfairly against a group or individual through, for example, exclusion, verbal comment, denigration, harassment and victimisation, a failure to appreciate needs or the assumption of such needs without consultation.

Discrimination can be direct or indirect (where there is a condition, rule, policy, or practice that applies to everyone but which particularly disadvantages people with a protected characteristic and cannot be justified).

This policy will be implemented in line with the legal requirements of the Equality Act 2010. It aims to ensure that no job applicant, employee, learner, or potential learner receives less favourable treatment because of a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).

Objectives

To create an equal opportunities ethos within the Company which recognises diversity and to ensure that all management team members, staff, and learners understand and are fully involved in the implementation of equality, diversity, and inclusion. We aim to develop a sense of personal responsibility for developing equality and will comply with all relevant equality and diversity legislation.

Roles and Responsibilities

The Executive and Senior Management Teams will:

- ensure the consistent application of this policy across the company,
- ensure sufficient resources are available to support the application of the policy across the company,
- review and amend the policy in line with any changes to Equality and Diversity legislation,
- ensure the policy is distributed to all staff and displayed in all learning centres,
- ensure that a copy of this document is available to all staff and volunteers,
- ensure skills tutors and centre staff read the policy and identify training needs as necessary,
- make a copy of this policy available to all users of the service,
- display a copy of this policy/statement in their centre.

All members of staff will:

- act in accordance with the policy. **Failure to do so will be considered as an act of gross misconduct and will result in disciplinary action.**

- demonstrate and exemplify British values at all times.

Learners' Rights and Responsibilities

All the Company learners have the right to attend the Company training centres and progress with their learning free from direct or indirect discrimination of any kind, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

The Company learners are responsible for ensuring they do not exhibit any discriminatory behaviours or attitudes to staff or other learners at any of our training centres. Any learner witnessing any discriminatory behaviour whilst attending a centre has a responsibility to report such behaviour immediately to a member of the Company staff.

Promotion, Marketing and Learning Materials

The Company will ensure that:

- recruitment and publicity materials are inclusive,
- reference to the company's equality and diversity policy is made in all publicity materials,
- a positive approach is taken to marketing courses to all under-represented groups,
- all potential learners have appropriate access to Information and Advice in order to help them access our programmes,
- appropriate learning materials are available for all learners according to their individual needs,
- assistive/adaptive equipment and software is available to learners with specific requirements,
- all learners have fair and equal access to assessment in accordance with awarding body and end point assessment regulations and guidance.

Recruitment and Induction

The Company will ensure that:

- the staff recruitment strategy reflects its commitment to the equality and diversity,
- shortlists are drawn up and appointments made according to pre-set, objective criteria, focused solely upon the suitability of the candidate for the post,
- pre-course guidance is available to all learners to ensure appropriateness of provision
- Initial assessment procedures fully take into account the various experience, needs and backgrounds of learners,
- all new staff and learners undergo induction programmes in which they are made aware of the full range of support available, and their rights and responsibilities set out in our equality and diversity policy.

Staff Development

The Company will ensure that:

- the theme of equality and diversity and upholding British values is embedded in all staff training,
- explicit training to support implementation of the equality and diversity policy and the Prevent duty is included in the staff development programme,
- regular training opportunities exist for staff to help them recognise the different needs of learners in order to encourage the highest level of achievement from all,

- advice given to staff as to the choice of training courses and career development opportunities will explore all possibilities based upon the individual's abilities, without regard to traditional stereotypes.

Programme and Curriculum

The Company will ensure that:

- fair and impartial assessment methods are offered so that an all-round picture of learners' skills, including their learning support needs, can be gained, (please *Reasonable adjustments and special considerations policy and procedures*)
- the service is learner-centred at all points of administration,
- there is an adequate range of programmes that cater for all potential learners,
- staff fully utilise learning support systems for their learners, where appropriate,
- individuals starting points are identified to set personalised targets and progress towards and achievements of learner goals are recognised and celebrated at all levels,
- a zero tolerance will be applied to any discriminatory practices, language, or behaviour by any member of staff or learner,
- the use of discriminatory language or behaviour by staff and by learners will not be tolerated and will always be challenged.

Monitoring

The Company will:

- perform an annual self-assessment review of the service and record any necessary actions in a development plan,
- review achievements and withdrawals in the light of the learner's gender, ethnicity, age, and disability/learning difficulty and, if appropriate, devise strategies to address any imbalances,
- compare this data with national data in order to identify particular target groups who may be missing out on opportunities to return to learning,
- ensure that resources and materials are monitored to ensure balance and appropriateness of content,
- ensure all complaints and learner feedback is analysed with regard to equality and diversity and any appropriate actions taken.

Review of this policy

This policy is reviewed annually, or more frequently where there are significant changes in legislation or circumstances.

Signed: Sarah McCarthy Date: 20/10/2023

Director of Quality
Woodspeen Training

Appendix 1 - Access to Assessment

Woodspeen Training is committed to providing an environment that respects all individuals and recognises diversity, thereby ensuring equality of opportunity for all.

As part of that commitment, Woodspeen Training will ensure that all learners have fair and equal access to assessment in accordance with JCQ and awarding body regulations.

Learners who may need reasonable adjustments

The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to perform normal everyday activities. The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled.

Factors that might reasonably be expected to have a substantial adverse effect include:

- persistent and significant difficulty in reading and understanding written material where this is in the person's native language, for example because of a mental impairment, a learning difficulty or a sensory or multi-sensory impairment;
- persistent distractibility or difficulty concentrating;
- difficulty understanding or following simple verbal instructions;
- physical impairment – for example, difficulty operating a computer because of physical restrictions in using a keyboard.

Factors that might reasonably be expected **not** to have a substantial adverse effect include:

- minor problems with writing or spelling;
- inability to read very small or indistinct print without the aid of a magnifying glass;
- inability to converse orally in a language which is not the speaker's native spoken language

Reasonable adjustments will be considered for learners who may be otherwise disadvantaged during assessment. These adjustments may include (but are not restricted to):

- Additional time
- Support of a scribe/amanuensis
- Support of a reader or prompter
- Support of personal assistant
- Support of a British Sign Language (BSL) interpreter
- Use of assistive technology/software
- Supervised rest breaks
- Changes to the assessment accommodation or location
- Bilingual translation dictionaries with 10% extra time

All reasonable adjustments will be made in line with the current JCQ Access to Assessment and Reasonable Adjustments guidance and the individual awarding body requirements.

Where reasonable adjustments are put in place, invigilators will be made of the aware of these adjustments and trained in their invigilation duties in respect of these adjustments.

Full reference will be made to the above mentioned JCQ Access to Assessment and Reasonable Adjustments guidance before any reasonable adjustment is agreed.

Adapted Assessments due to Covid-19

During the Covid-19 pandemic Woodspeen Training will use such adapted assessment methods as have been approved by Awarding Organisations.

