

# EQUALITY AND DIVERSITY POLICY 2022 - 2023



**Issue date:** 27<sup>th</sup> July 2022

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## Our Mission Statement

Aim to deliver an engaging, positive learning experience every time.

## Our Values

Our values encompass the achievement of all of our learners. Our values are HONESTY, INTEGRITY, SUPPORT, ETHICAL BUSINESS AND EQUALITY OF OPPORTUNITY FOR ALL. We support PREVENT, SAFEGUARDING, BRITISH VALUES, EQUALITY, DIVERSITY & INCLUSION and this policy is at the heart of and supports these core values in aiming to safeguard staff and learners.

## Our Vision

To be the provider of choice for apprentices and clients, creating bespoke education and training that maximizes opportunity and investment, both for now and in the future.

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## 1 - Introduction and Overview

The NVQ Training Centre aim to provide a safe, caring and friendly environment for all our learners to allow them to learn effectively, improve their life chances and help them maximise their potential.

This document that solidifies our commitment to promoting **equality and diversity** in our workplace, particularly in areas like recruitment, training, and pay.

## 2- Rationale and Scope

This policy covers all staff and students at the centre.

## 3 - Roles and responsibilities

Our SMT (senior management team) take overall responsibility for the provision of all policies within the centre. The directors, Mark Webber and Peter Carey, take overall responsibility for this policy, its application and sharing of appropriate information.

## 4 - How this Policy will be Communicated

- Our SMT will review policies and update as required
- Our policy will be made available on our website if applicable
- Our policy documents will form part of the induction for all staff to the centre
- When suitable, policies will be uploaded to OneFile resources for access by all appropriate users
- We may email policy updates to staff as required or use OneFile system announcements
- Staff should also review the employee handbook in relation to staff behaviour.

## 5 - Complaints

Any complaints in relation to this policy or relating to this policy or conflicts of interest should be made to the SMT or the Directors, who can be contacted via our Head Office on 08452235020 or email [info@apprenticeship-centre.co.uk](mailto:info@apprenticeship-centre.co.uk).

## 6 – Equality and Diversity

It is our policy at The NVQ Training Centre Ltd to ensure that all employees and learners are recruited, trained and promoted on the basis of individual ability, the requirements of the job, and that all staff and learners will have equal opportunity to access courses and learning opportunities.

In achieving this objective, there will be no discrimination on the grounds of all protected and non-protected characteristics under the Equality Act of 2010, to include age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race including black Asian and minority ethnic, religious belief, sex and sexual orientation, bullying, harassment or victimisation.

This policy will apply equally to all employees, job applicants full and part time, those engaged on short-term contracts as well as college-based apprentices and work-based apprentices.

Breaches of this policy will lead to disciplinary proceedings and if appropriate, disciplinary action through the directors of the company.

The Company will:

- Fully recognise its legal obligations under the Equality Act 2010, Sex Discrimination Act, the Equal Pay Act, the Disabled Persons Employment Act, the Rehabilitation of Offenders Act and the Age Discrimination Act.

- Periodically review the employment selection criteria and procedures to maintain a consistent approach to all staff and learner appointment

s, wherever possible adopt measures to attract applications from the wider community including Black Asian and minority ethnic.

- Provide company procedures to enable any employee who believes that they have been unfairly discriminated against whether direct or in-direct discrimination within the scope of this policy, to raise the matter through their line manager, or the company directors.

- Ensure that all employees and learners understand the need for equality and diversity inclusion policy and actively promote inclusion through embedding in staff training and continual professional development and throughout the apprentice learning journey.

- Ensure that all staff involved in employment procedures receive training in the application of this policy to ensure they are aware of its contents and provision and apply good Equality and Diversity Inclusion practice when producing written material.

- Ensure that all employees and learners have direct access to teaching and learning and to attain their achievements in a timely manner. We will provide candidates with disabilities and additional learning needs, the same access and opportunities to teaching and learning as any other candidate.