

EQUALITY, DIVERSITY AND INCLUSION POLICY



Version Number: 3

Issue date: July 2023

Review Date: September 2026

Next Review Date: September 2027

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.

Contents

Section	Item	Page
1	Introduction and overview	3
2	Rational and scope	3
3	Roles and responsibilities	3
4	How this policy will be communicated	3
5	Complaints	4
6	Equality, Diversity and Inclusivity	4
7	Reasonable Adjustment and Special Considerations	4

1 - Introduction and Overview

The NVQ Training Centre aims to provide an inclusive, safe, caring and friendly environment for all our learners to allow them to learn effectively, improve their life opportunities and help them maximise their potential.

This document solidifies our commitment to promoting **equality, diversity and inclusivity** in our workplace as per the Equality Act 2010, particularly in areas like recruitment, training, and pay.

Protected Characteristics:

- age
- disability (including SEND or high needs)
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

We also aim to oppose and avoid all forms of unlawful discrimination. This includes:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other development opportunities

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 them annually and as required
- Our policy will be made available on our website if applicable
- Our policy documents form part of the staff induction for all staff to the centre
- When suitable, policies will be uploaded to OneFile resources for access by all appropriate users
- Training for all staff will be implemented where required, with training matrix and CPD's updated accordingly
- 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.

6 – Equality, Diversity and Inclusivity

It is our policy at The NVQ Training Centre Ltd to ensure that all employees and learners are recruited, trained and promoted based on 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, 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 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
- 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, diversity and inclusion policy and actively promote inclusion through embedding in staff training and continual professional development (Educare online E&D Course to be completed as per training plans) 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, including Maths and English and to attain their achievements in a timely manner. We will provide candidates with disabilities, social care requirements and additional learning needs, the same access and opportunities to teaching and learning as any other candidate.
- Ensure that Recognition of Prior Learning has been reviewed and applied, where applicable, in line with our recognition of prior learning policy.
- Monitor and measure the make-up of the workforce and any candidate recruitment/enrolment regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality & diversity policy.

7 – Reasonable Adjustment and Special Considerations

Candidates can apply for reasonable adjustments where required. All guidance to support this process can be found within our Reasonable Adjustments and Special Considerations policy.