

***Our Approach to Equality and Diversity in
Education***

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Our Approach to Equality and Diversity in Education

Our approach follows these guidelines:

- We will not discriminate against any groupings or individuals
- We will not tolerate prejudice in the form of victimisation or harassment from students on the grounds of personal differences
- Equality is the responsibility of all people and organisations working for, with or on behalf of the company
- All staff and students will be aware of this policy and will support its implementation
- We will have an open and trusting environment in which individuals are encouraged to challenge inequality and have the freedom to discuss equality and diversity where appropriate

Failure by staff and students to follow the guidelines set out in this policy will be taken very seriously and could lead to disciplinary action.

1 Student Recruitment and Selection

When recruiting for any course the primary objective is to find people who meet the entry requirements of the course. Our objective is to provide all staff that have an active role in student recruitment with suitable training. Such training will include the legislation and other issues incorporated within the company's Equality and Diversity ethos.

1.1 Advertisements

All staff involved in the advertising process must ensure advertisements do not contain unnecessary criteria that create unnecessary barriers to entry. All advertisements must then be authorised by the Managing Director.

1.2 Selection and Testing

Selection of students must be solely based on the entry requirements of the award.

All applicants can request a copy of the company's Equality and Diversity policies. We will make every effort to ensure that the needs of all applicants are catered for as far as we possibly can. Skills testing must be designed so that the test is fair to all applicants.

1.3 Our Equality Principles

Diversity: Recognising, respecting and celebrating differences in needs, values, beliefs, abilities. We respond to diversity by adapting our courses appropriately and providing support to meet different needs.

Equality: Means for us preventing and challenging discrimination so that people who participate in our courses can do so free from discrimination and

harassment. This includes all our communications using images and language which promote a positive message on diversity and inclusion.

Access and Inclusion: Ensuring there are no barriers to participation in courses and meeting individual needs to enable participation and ensuring all venues are physically accessible and are culturally appropriate.

Communication: Ensuring that information about our courses is accessible through using language that is easily understood and where possible ensure they are accessible to those with disabilities.

2 Adherence to Policy

Responsibility for the implementation, monitoring and development of this policy lies with Human Resources. Day to day operation of the policy is the responsibility of all delivery staff and managers.

3 Progress Reviews

We use SMART target in our Progress Reviews. This will assist in providing a fair framework to base training and development.

4 Complaints of Unfair Treatment from Students

If any student has a complaint of unfair treatment they should utilise the Student Complaints Procedure. Complaints will be treated in the strictest confidence and where necessary investigated promptly and thoroughly.