

Equality and Diversity Policy

Review Date: 16 Dec 2019

Review Due: 15 Dec 2020

Job Title: Training and Development Manager

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**Equality and Diversity POLICY**

**Aim of the policy**

The aim of this policy is to set out Mitera Training Academy’s approach to equality and diversity for our apprentices.

**Commitment to apprentices**

Mitera Training Academy is committed to giving everyone who wants to gain one of our qualifications an equal opportunity of achieving it in line with current UK legislation and EU directives including the Equality Act (2010).

We support equality and diversity in education, training and employment, and will take positive action to:

* promote practice and procedures in our centres that support equality and diversity to everybody, regardless of their culture, sex ability, disability, age, ethnic background, nationality, religion, sexual orientation, marital status, employment status or social class
* work towards removing all practice and procedures that discriminate unfairly (directly or indirectly)
* widen access to our awards to include people who are under-represented, and
* set the qualifications standards according to diversity and equality best practice
* To meet this commitment we will:
* offer advice that is sensitive to the widest possible range of our apprentices needs
* produce assessments that are based on the requirements of the qualification only and do not discriminate against anyone
* publish documents or communications that are easily understood and that do not reflect a stereotyped or biased attitude
* produce promotional material and ensure our website design reflects the diversity of our apprentices, and ensure that our approach to quality assurance is fair and consistent

Mitera Training Academy has an appeals policy which can be viewed upon request.

**General Implementation**

* Ensure that teaching resources promote E&D principles.
* Produce learning materials to support the needs of the individual.
* Meeting our responsibilities for equal opportunities in relevant legislation, codes of practice and company policies and strategies.
* Making equality a mainstream of our work. This means making sure that all aspects of what we do, such as our policies, plans and practices and procedures, reflect and incorporate equality objectives and targets.
* Tackling all forms of bullying, harassment and intimidation.
* Making equalities the responsibility of directors and every employee of the company.
* Offer a range of ways for clients to obtain our services and information.
* Improving the diversity of our workforce so that it truly reflects the company’s client base.

**Roles and Responsibilities**

* The ultimate responsibility for this policy rests with the Directors, who will ensure that there are systems in place to put this policy into practice on a day-to-day basis and review it on an annual basis. Equality and Diversity will be an agenda item at the Senior Management Team meeting.
* The Training and Development Manager is responsible for coordinating this policy with other policies, strategies and Plans and will act as the E&D champion.
* Line Managers are responsible for ensuring all employees are aware of and implement the policy and procedures.
* Inductors and assessors are responsible for signposting the policy to the Apprentices during the Induction and implementing the procedures with their allocated apprentices and other users of our service.
* Apprentices are responsible for following the principles of equality & diversity in their working practices and interaction with their assessors and other learners.

**Training**

Our employees are required to comply with and support our policies in relation to equality. Failure to do so may result in action being taken against employees.

* All new employees will be encouraged to read the equality and diversity policy as part of their induction training and are made aware of how it effects their work.
* All employees will be required to attend on-going regular equality and diversity training updates to ensure their continued understanding of their rights, roles and responsibilities in relation to equality and diversity law and the companies’ policy. This is considered mandatory training.
* Appropriate training will be provided to enable employees to perform their jobs effectively. The training offered will take into account the needs of all people and we will not discriminate in the provision of training courses/ opportunities wherever possible.
* All employees will be supported to understand any action plans relevant to them and their responsibilities for implementing them.

**Apprenticeships**

* We encourage applications for apprenticeships from a diverse pool of applicants.
* Apprenticeship programmes are inclusive and must comply with the principles of equality and diversity.
* Ensure that all apprentices have a channel in which to advise anything that they feel might disadvantage them.
* Identify learning support needs as part of our IAG and application process and support apprentices with learner support needs.
* Inductors and assessors are responsible for explaining the E&D policy to the Apprentices during the Induction and provide ongoing support in their understanding of E&D.

**Recruitment, Selection and Promotion**

All potential employees will be given equal opportunities through the recruitment and selections processes. This will be attained by:

* Advertising vacancies sufficiently to reach the widest possible range of applicants, both internal and/or external and ensuring that all recruitment material does not imply any preferred group, unless a genuine occupational qualification exists limiting a post to a particular group.
* Advice will be sought to ensure that job titles and personal specifications and job descriptions that may include ‘essential’ and ‘desirable’ requirements that are necessary and justifiable, are not discriminatory.
* Giving potential employees the opportunity to complete paper based or computerised application forms. We will also endeavour to provide, on request, application forms in different languages, on different coloured papers or in different size or coloured fonts.
* Ensuring that all application forms that are received for shortlisting will have personal information such as date of birth and sex removed to ensure that the short listing panel or person will not select candidates on the basis of the gender, name, possible disability or age of the applicant.
* Being committed to ensuring interview panels/people do not ask discriminatory questions unrelated to the requirements of the job, e.g. race, colour, nationality, ethnic or national origin; sex; marital status or caring responsibility; sexual orientation; age; physical, sensory or learning disability; mental health; political or religious beliefs; class; HIV status; employment status; unrelated criminal convictions; union activities.
* Endeavouring to recruit a diverse workforce to reflect the diversity of our client base.

**Promote equality and diversity within partnership working.**

We will work with other organisations to develop plans jointly to promote equality of opportunity and to tackle discrimination and disadvantage.

**Access to assessment**

Where special arrangements are required, Mitera Training Academy provides the opportunity for a range of adjustments. The nature of any special arrangements allowed depends largely upon the qualification being followed and the assessment method.

At all times Mitera Training Academy seeks to ensure that the application of such arrangements do not give a learner(s) unfair advantage over other apprentices or diminish the validity of the assessment process.

A reasonable adjustment is any action that helps to reduce the effect of any barriers or difficulty that places the learner at a substantial disadvantage in an assessment situation. Special consideration is given to apprentices who may have suffered temporary illness, injury or adverse circumstances that may have affected their performance immediately before or during an assessment.

For further information relating to reasonable adjustments or special considerations, please refer to our Reasonable adjustments and special considerations policy – which can be viewed upon request.

**Putting this policy into practice**

We will:

* Issue a copy of this policy to all our staff, including contract staff and companies in joint venture with Mitera Training Academy.
* Organise regular development activities for our staff, including:
  + Online Training material
  + Local conferences / discussion groups
  + All new employees must read the equality and diversity policy as part of their induction training and are made aware of how it effects their work.
* Include the aims of this policy when we deliver our qualifications and assessments.
* Monitor and review the effectiveness of this policy and look for ways of improving it, and

**How we make sure our Equality and Diversity policy is working:-**

* We comply with all relevant anti-discriminatory law and promote awareness of protected characteristics amongst staff, apprentices and subcontractors.
* We strive to identify and remove any artificial, arbitrary and unnecessary barriers.
* We have a robust complaints, grievance and harassment procedure and an appeals procedure that are understood by staff, learners and subcontractors
* We use progress reviews as an opportunity to ask apprentices about their experience during training and at work and monitor how employers promote equal opportunities within the workplace.
* We collect and analyse recruitment data to identify trends and check that the recruitment process is fair and reliable.
* We offer apprentices appropriate support to meet individual needs.
* We raise awareness and understanding amongst staff and learners and provide training in order to promote greater understanding of our diverse and multicultural society.
* We provide access to our training centre and facilities to staff and learners with physical disabilities.
* We ensure that any materials or methods used for marketing our services or for training and assessment, do not, by their nature unfairly discriminate against a particular individual and do not promote stereotypes.
* We collect and analyse retention and achievement data to identify and analyse trends, and take appropriate action to address any imbalance.
* We vet all employers and subcontractors to ensure that learning environments are free from barriers, anti-discriminatory practice and that learners will be treated fairly and with respect and monitor this on an ongoing basis.

**Want to discuss this with someone?**

If you want to discuss any aspect of Equality and Diversity, and you are a learner we recommend that in the first instance you speak with a Training and Development Manager at Mitera Training Academy.

**Policy review arrangements**

Mitera Training Academy will review this policy on an ongoing basis as part of our continuous improvement activities and revise as required in response to changes in legislation, our practices and actions in response to customer and Learner feedback.

Revisions are made to this document to ensure our arrangements for allowing fair and equitable access to assessments remain effective.

**Contact us**

If you have any queries about the contents of the policy, contact us:

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Steve Dickson

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