

Document update location matrix

Location	Website	EAL smarter touch	HABC Portal	Myhrtoolkit	Atlas	other
Update required	Yes					

EQUALITY OPPORTUNITIES AND DIVERSITY POLICY AND PROCEDURE

Issued by Alan Bates.

1. Scope and purpose of policy

Equal Opportunities.

This policy is aimed at our customers, including learners, who are delivering/ enrolled on or have taken an Qualitrain qualification or unit, as well as our staff who will be carrying out various qualification development and delivery activities for Qualitrain.

It sets out our intention to deliver a service and range of teaching and assessment that are fair, accessible and do not include any unnecessary barriers to entry and demonstrates commitment to equality of opportunity for all.

Qualitrain takes its commitment to equality and diversity seriously. We believe in achieving excellence through recognising the value of every individual and this is why we embrace equality and diversity legislation and best practice.

Qualitrain Ltd welcomes diversity – valuing differences in everyone. We embrace the requirements of the Equality Act (2010) to advance equality by:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

and Public-Sector Equality Duty (2011) to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The Act states that meeting different needs involves taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.

There are nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Public-Sector Equality Duty

covers all nine protected characteristics. However, for the marriage and civil partnership characteristic, only the first arm of the duty applies, that is to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act, the other arms advancing equality and fostering good relations do not apply.

We actively oppose discrimination, aim to remove all conditions that put people at a disadvantage, strive to improve access and to provide outstanding support. We are committed to providing inclusive learning and working environments. We have policies explaining our approach to the active promotion of equality and diversity:

- Safeguarding Policy (QT76)
- Prevent and British Values Policy (QT76P4)
- Additional Learner Support (QT1P5)
- Reasonable Adjustments & Special Considerations (QT1P2b)
- Recruitment of Ex-Offenders (QT3P2e)

Please discuss your support needs with us and we will make every effort to make adjustments to help you succeed.

Valuing Diversity Policy Statement

Qualitrain Ltd recognises and celebrates diversity in its staff and student community. This diversity reflects visible and non-visible differences, including factors such as age, race, gender, disability, sexual orientation, marriage, civil partnerships, gender reassignment, pregnancy, maternity, religion, national origin, political affiliation and social background. Qualitrain Ltd approaches diversity by recognising the diverse needs of staff and students (both actual and prospective) and by ensuring that barriers to diversity are removed in relation to:

- Providing objective and fair policies and processes for all aspects of the student and staff experience;
- Enhancing everyone's commitment to diversity by promoting awareness and understanding of its approach;
- Ensuring that activities are managed in a way which makes all individuals feel valued and harnesses their potential;
- Ensuring that the concept of diversity informs all policies, practices and procedures;
- Encouraging a culture of empowerment through an environment characterised by open communication, participation and consultation and an absence of prejudice and discrimination.
- Equality and diversity is embedded into teaching and learning, such as lesson plans, individual learning plans and all training materials;
- All recruitment literature covering staff and learners must be inclusive;
- Eliminating unlawful discrimination:
 - Direct discrimination - Someone must not be treated unfairly
 - Indirect discrimination – Qualitrain must not appear to treat everyone the same, but in fact treat a group of people less favourably
 - Harassment – Someone must not behave in a way that their conduct is offensive, hostile, degrading, humiliating or intimidating for another person
 - Victimisation – For example, no one must be disadvantaged for making a complaint

- Discrimination arising from a disability – A disabled person must not be treated less favourably because of something connected to their impairment
- Failure to make reasonable adjustments – Qualitrain must make reasonable adjustments to ensure a disabled person is not placed at a substantial disadvantage.

- Positive action can be used if there is evidence that people who share a protected characteristic:
 - Experience a disadvantage because of that protected characteristic;
 - Or have different needs from people who don't share the protected characteristic;
 - Or that participation is disproportionately low;
 - And that our measures are an appropriate response.

Implementation, Monitoring and Safeguarding Concerns

Our Prevent and British Values Policy (QT076P4) explains how the fundamental British values are embedded into our provision and integrates this Equality and Diversity Policy.

Equality and Diversity is monitored during teaching observations, learner feedback, ILP and reviews, and during team meetings; any issues are investigated promptly. Also, a detailed analysis of learner achievement data is conducted during annual self-assessment, and any achievement gaps are acted upon; this should ensure that equality and diversity is afforded to all learners. All recruitment and promotional literature is reviewed on an on-going basis to ensure a culture of inclusivity is promoted.

Reporting Safeguarding Concerns: If staff have a safeguarding concern linked to this policy, the guidance in the Reporting an Incident or Safeguarding Concern Form (QT076WR2) should be followed and the form completed and returned to the Safeguarding Lead. The Safeguarding Policy (QT076) and Prevent and British Values Policy (QT076P4) should be referred to as applicable.

Complaint: How to report:

Any complaints should be addressed as they arise. Queries or complaints should be made by following the *Complaints, Compliments and Feedback Policy and Procedure* (QT3P1h) and completing Feedback: Making a Complaint, Enquiry About Results, Suggestion or Compliment or Raising an Appeal Form (QT3P1hWR1). The form should be sent to the Managing Director.

Employment Law Changes 2024:

October – **new sexual harassment provisions** - employer must take proactive steps to prevent sexual harassment (including by third parties). Potential for uplift in compensation of 25% if do not do so.

<https://www.acas.org.uk/sexual-harassment-in-the-workplace-will-2024-be-the-year-things-change#:~:text=In%20the%20UK%2C%20the%20new,step%20in%20the%20right%20direction>

We have implemented this by building in modules as part of the Qualitrain-U Personal Development programme to promote positive behaviours and awareness.