



## Equality and Diversity Policy 2018-2019

### MISSION STATEMENT

Central Training is an innovative and high quality Learning Provider, committed to the continued improvement of learners' and employees' skills.

We aim to:

- Provide learners with the best possible level of teaching, learning, assessment and information, advice and guidance to enable them to achieve their goals and exceed their expectations
- Continually review the service that we provide to our employers and make improvements to help them develop their staff and businesses
- Encourage creativity and innovation from staff and provide training, information, advice and guidance to assist them in their personal development to ensure that they fulfil their potential
- Promote lifelong learning with learners, staff and employers

### OUR VISION

We aim to be recognised as one of the leading Learning Providers in the UK for youth and adult programmes by striving to be Outstanding at our next inspection and by continually improving our Teaching and Learning and Learning Support to continually improve our success rates and learner and employer achievements.

***'BREAK THE BARRIERS – LIVE THE DREAM'***

### OUR VALUES

- We are proud of what we do and continue to strive to be the best
- We actively encourage creativity through individuality and diversity
- We strive to make a positive difference by valuing each other and showing mutual respect
- We pride ourselves in our staff development and training and actively promote from within
- We ensure that the health, safety and well-being of our learners and staff is at the heart of the company
- We actively promote and encourage our staff and learners to contribute to community initiatives and charitable events

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### Policy Statement

Central Training Group and its Partners (CTG) recognises and accepts responsibility for providing equality of opportunity to all staff and persons eligible for training, irrespective of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, gender or Sexual Orientation.

CTG recognises its responsibilities under the Sex Discrimination Act 1986, the Race Relations Act 2000 and the Disability and Equality Act 2010, their relevant Codes of Practice and amendments to these acts - the Duty to Promote Racial Equality 2002 and the Special Educational Needs and Disability Act 2001. We aim to ensure that neither CTG nor its sub-contractors commits either direct or indirect discrimination against any person as defined in the terms of the said acts.

CTG review and amend this statement regularly to ensure that it meets legislation and remains effective. The updates are brought to the notice of our learners/employees and workplace providers and employers by the regular distribution of newsletters and the Central magazine.

All learners/employees and workplace providers are strongly encouraged to use the appeals procedure if they feel they have been discriminated against for any of reason.

### Role and Responsibility

It is CTG policy to ensure that no person involved or associated with CTG receives less favourable treatment for any of the following:

Nationality, religion, reverence, racial or ethnic origin, language or culture, disability including limitations to physical access or resources, marital status, responsibility for dependants, age, gender, including pregnant women, nursing mothers or persons on maternity leave, gender identity, sexual orientation or preference, ability in literacy or numeracy, technical knowledge or skill, behavioural or learning difficulties, lack of ability or insufficient formal qualifications, being an ex-offender, substance abuse, social isolation and homelessness, unemployment, contract worker, asylum-seeking status or for any other identifiable discriminatory cause.

CTG believe in human rights for all those connected with this organisation and all members of society and include awareness of the subject within all CTG courses and training programmes. Action shall not be taken against them by any person connected with CTG which could lead to social exclusion and may devalue their contribution to society as a whole, to this organisation or lead to a loss of self-respect for them or respect for them from others.

The responsibility for compliance and for the positive attitude required to ensure success is laid upon all staff within CTG. All external persons connected with CTG are encouraged to hold the same responsibility and commitment.

### Equality and Diversity Awards

CTG's commitment to Equality and Diversity is continuous and CTG achieved the [Investors in Diversity Stage 2 Award in September 2012, Sept 2014 and March 2015](#).

### Equality and Diversity Champion

CTG recognise the importance of equality and diversity within the organisation and as such have appointed an E&D champion to raise awareness throughout the group. Prim Campbell can be contacted via her company e-mail; [primcampbell@centraltraininggroup.com](mailto:primcampbell@centraltraininggroup.com)

### To protect staff and learners alike the following has been put in place.

- Procedure for learner recruitment including avoidance of stereotyping.
- The right to have a friend, supporter or mentor present during interviews.
- Information, Advice and Guidance (IAG) on referrals of staff and learners to other agencies and organisations for further help and support.

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- Procedure for staff recruitment, selection, promotion, training, redundancy and retirement or dismissal.
- All staff are issued with a Staff Handbook at induction.
- All teaching staff are issued with a Tutor Handbook and a Manual is available at each site.
- Equality and Diversity training incorporated into staff and learner inductions.
- Equality and Diversity training embedded into all CTG courses.
- Equality and Diversity awareness training for staff at each staff conference.
- All employers are issued with an Employer Handbook giving guidance on Equality and Diversity.
- All employers are expected to have an Equality and Diversity Policy or adopt the CTG Policy.
- Staff and learners are issued with dress code guidelines.
- Advice and guidance for redress against harassment and bullying.
- Advice and guidance on making complaints and redressing grievances.
- The qualification assessment appeals procedure.
- The right of access to personal data on a need to know basis.
- Copyright of designed training notes and other materials.
- Guidance on advice and permissions to staff and learners concerning religious belief, including customs, festivals and holy days.
- Restrictions in the use of the Internet – limitations on access to certain websites.
- Advice and guidance on the display of potentially offensive material.
- Advice and guidance on the design and content of training materials and sessions.
- A disability statement, which provides advice and guidance for disabled learners.

Consideration is given to the quality and wording of advertising and publicity. There are quality procedures for the recruitment of staff and learners, which encourage social inclusion and exceed the requirements for Equality and Diversity. The facilities used by learners are subject to regular formal review and, where practical, necessary improvement. Learners are encouraged to discuss their concerns both formally and informally, in private, if requested.

Training materials are subject to quality control to ensure the contents do not offend any group. The use of electronic communication is monitored to ensure that no offensive material is introduced into the training or working environment and that personal privacy of data is protected. The structure and content of training is regularly evaluated to ensure that it does not offend or infringe upon any person's rights.

The workplace or work placement contract procedures are examined periodically to ensure fairness. The wording of contracts or service level agreements contains wording which describes the equality and diversity policy of CTG, in an easily understandable way, to any external organisation.

A copy of the policy will be provided with the staff handbook to all members of staff and Partner Companies. Statistics are gathered, analysed and used by managers to improve policy implementation and to increase the level of proactivity. Management strategies and techniques are regularly evaluated to ensure fairness of conduct. The Board of Directors and Quality Director will monitor the equality and diversity policy on an annual basis.

CTG hold the right to request a standard of dress appropriate with circumstance and safety at work. The dress code takes into account concerns by any person whose religious or ethnic customs require a particular type of dress. Fasting periods and other periodic religious or ethnic requirements including time and location and privacy for prayer will also be considered on a case-by-case basis.

Because learners are in receipt of government funding for their training they are to be separately protected by CTG at all times. Learners are to be politely questioned in confidence on each occasion of formal review and at other appropriate times as to their level of contentment with their

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workplace or work placement. Confidential records of discussions concerning these aspects must be recorded.

CTG will hold it as an offence against this policy if any person gives a false accusation against another learner or staff. Accusations of a false nature can be deemed as legally defamatory. All those involved in the investigation of any complaint must keep the matter strictly confidential.

### **Right to Advice and Counselling**

CTG will ensure that all persons have a right to advice and to legal protection. This will be achieved either by a person appointed by CTG giving advice in confidence to any learner or staff member, or by referral to an external specialist source such as a solicitor or counselling agency. Furthermore, CTG confirm that we will, if unable to help them specifically, refer them to other agencies or organisations so that a continuous pathway of help and advice is formed. Time off from training or staff work will be given to attend external appointments.

### **Positive Discrimination against Gender Stereotyping**

All staff shall make every effort to inform learners of opportunities to break out of stereotypical roles at work. Vocational training providers are permitted by law to be proactive in trying to introduce men and women into areas of work not considered normal activity to a particular sex. For example, positive steps are taken to encourage male applicants onto CTG Hairdressing courses, which currently attract a female majority. Our recruitment literature is designed to encourage both genders and learners from ethnic minorities. Information and recruitment talks are also arranged at single sex schools to combat stereotyping.

### **Staff and Learner Interviews and Initial Assessments**

The results of all initial assessments for learners and any tests for staff are always available to them, and any discussions will be carried out in such a way as to preserve individual confidentiality.

CTG has a policy that access to employment within the organisation and to training courses is open and fair. Learners are informed that if they consider the manner or questioning at interviews to be ill-advised or too personal or intrusive they should feel free to comment upon it. Such questions can then be re-worded or avoided by interviewing staff as appropriate. No person shall be forced to put down any detail on their application which they are concerned might lead to an infringement of their human rights.

### **Accreditation of Prior Learning and Time Off-Work for Learning**

Learners' previous experience and qualifications must be formally taken into account for the purposes of accreditation of prior learning for national vocational qualifications.

Staff will be entitled to training for the needs of their job and also for personal development.

Learners and staff will be entitled to time to study. Staff are able to negotiate time off-the-job for learners to carry out personal study for their programme or for formal training sessions at work, or at CTG centres.

### **Selection for Redundancy or Redeployment to another Post**

All direct or indirect discrimination will be avoided during selection processes for any redundancies or for redeployment to other or new posts. Nursing mothers, those expecting or on maternity leave will all be protected according to statute.

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### **Management Responsibility and Vicarious Liability**

The Group Managing Director and all other members of the management team accept full responsibility for the discharge of the various laws and Acts of Parliament and fully understand the implications for them of vicarious liability.

In order for the equality and diversity policy to be fully effective, the responsibility for ensuring that the terms are adhered to will lie with the Group Managing Director. It is however the responsibility of all Managers and Staff to actively promote equality and diversity within their own spheres of responsibility.

CTG informs employees and sub-contractors of their responsibilities and opportunities under equal rights legislation, make the equality and diversity policy known, and provide appropriate training to all staff. CTG will take disciplinary action against employees and learners who are found to infringe the policy.

### **Co-operation by Staff and Learners**

As a part of CTG you have a duty to cooperate and comply with any measure set out to improve or sustain the concept of equality of opportunity.

You must report bullying and harassment. You must not encourage or allow others by omission to carry out any discriminatory act.

### **Staff and Learners – Right to Information**

All staff and learners will receive initial, regular and updating briefings on all appropriate aspects of equality and diversity rights and responsibilities.

As long as you are a member of this organisation, a sub-contractor or a participant in one of the training programmes you have an obligation to act in accordance with the ethos set out in this policy at all times.

### **This policy is supported by the following:**

- Appendix 1 Information for the disabled learner
- Appendix 2 Gender Equality Policy
- Safeguarding Policy
- Staff Handbook
- Learner Handbooks
- Policy Against Harassment
- Admissions Policy
- Academic/Disciplinary Procedures
- Academic Appeals Procedure

### **Queries and Concerns**

All queries and concerns about Equality and Diversity issues should be referred to the Group Managing Director or the E&D champion, Prim Campbell.

### **Suggestions for Improvement**

Please feel free to offer suggestions on the improvement of equality opportunities systems and procedures within this organisation.

### **Quality Assurance Review**

This policy will be reviewed in August 2019