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Equal Opportunities & Diversity Policy

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Author(s)

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Revision History

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Contents

[Equal Opportunities & Diversity Policy 3](#_Toc111468156)

# Equal Opportunities & Diversity Policy

1. This policy seeks to clarify [CENTRE/COMPANY NAME]’s commitment to achieving equality of opportunity, both as an employer and as an awarding organisation. Beyond that, it shows how the organisation seeks to value the diversity of its employees, associates, partners, suppliers, Centres and Learners.
2. It is the responsibility of the [CENTRE/COMPANY NAME] directors and/or principles to ensure that this policy is implemented. A review of issues relating to Equal Opportunities and Diversity is a standing item on the agenda for [CENTRE/COMPANY NAME DIRECTORS AND/OR PRINCIPLES] meetings. This will include (but is not limited to):
   1. receiving information from the [RESPONSIBLE CENTRE PERSON TITLE] regarding the compliance/non-compliance of Centres discovered during the course of monitoring visits,
   2. reviewing data collected from Centres to ensure local, regional, and national consistency of application
   3. receiving information from the [RESPONSIBLE CENTRE PERSON TITLE] regarding any complaints or appeals which relate to issues of equality and/or diversity
3. [CENTRE/COMPANY NAME] is committed to ensuring that no person involved or associated with [CENTRE/COMPANY NAME] receives less favourable treatment on the grounds of race, ethnic or national origin, gender, marital status, age, health status, disability, sexual orientation, political, religious beliefs or any other difference. [CENTRE/COMPANY NAME] expects the implementation of qualifications and programmes are without disadvantage to any Learner that has, or any group of Learners that may share, any of these characteristics. This is in compliance with the Equality Act 2010.
4. [CENTRE/COMPANY NAME] is concerned to ensure Learners have access to assessment and that [CENTRE/COMPANY NAME] uses the most appropriate study and assessment method where possible. [CENTRE/COMPANY NAME] have a Reasonable Adjustment and Special Considerations Policy for such instances.
5. [CENTRE/COMPANY NAME] has an internal Equal Opportunities Policy and [CENTRE/COMPANY NAME] do everything possible to ensure that no discrimination occurs during any of the [CENTRE/COMPANY NAME] procedures and processes.
6. [CENTRE/COMPANY NAME] aim to ensure that equal opportunity is promoted in access to our qualifications and that unlawful or unfair discrimination, whether direct or indirect, is removed. As an awarding body, [CENTRE/COMPANY NAME] ensure
   1. equal opportunity is demonstrated and supported
   2. this policy is made available to our staff, associates, Centres, and Learners
   3. a wide diversity of Learners can access our qualifications
   4. the entry requirements, content and assessment demands of our qualifications are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement
   5. our qualifications will ensure fair assessment for all Learners
   6. the language [CENTRE/COMPANY NAME] use is clear, non-biased and appropriate
   7. [CENTRE/COMPANY NAME] act fairly when working with Centres and Learners
   8. [CENTRE/COMPANY NAME] adopt a consistent, non-discriminatory approach to the recruitment of our staff and associates and the approval of our Centres
   9. [CENTRE/COMPANY NAME] maintain and review all records in order to monitor the effectiveness of this policy – this will include collection of equal opportunities data and examination of this in relation to the success rate of Learners
   10. this policy is reviewed as part of our process of continuous development
   11. this policy and our approach to diversity supports business goals and meets a range of diverse needs
   12. this policy is open to all and for everybody to use and is intended to result in an empowered culture and flexible decision making
   13. our approach to equality and diversity links with other issues such as quality management and health and safety in a culture of professionalism and mutual respect
7. [CENTRE/COMPANY NAME] carries out internal monitoring bycollecting data on registrations and achievements. [CENTRE/COMPANY NAME] staff always follow data protection laws and regulations – please also see the [CENTRE DATA PROTECTION POLICY NAME].
8. [CENTRE/COMPANY NAME] policies include:
   1. commitment to equal opportunities, diversity and anti-discrimination
   2. the systems in place that enable the investigation and resolution of any disputes, complaints of harassment or bullying and claims of discrimination
   3. which staff are responsible for overseeing the implementation of the policy
   4. details how the policy is distributed to staff, associates and Learners
   5. how recruitment, delivery and assessment takes into consideration equal opportunities and anti-discrimination
   6. how the policy relates specifically to the delivery of NLP qualifications
   7. how all Learners receive equal consideration and fair treatment
   8. how those who may be vulnerable to discrimination are identified by the Centre
   9. guidance on anti-discriminatory practice in the delivery of NLP qualifications
   10. how anti-discriminatory practice is promoted and how any discriminatory practice is dealt with by [CENTRE/COMPANY NAME]
   11. how [CENTRE/COMPANY NAME]ensures access to buildings, facilities, equipment, learning, learning support and assessment
   12. records of removal of unjustifiable disadvantage, or explanation of why it is justifiable
   13. records and analysis of monitoring of equal opportunities data
   14. agenda and meeting notes dealing routinely with equal opportunities issues
   15. any staff training on equal opportunities
   16. how the policy is reviewed and revised and when
   17. how [CENTRE/COMPANY NAME]keeps the policy up to date with developments in equalities legislation
   18. records of any complaints or appeals in relation to equal opportunities issues
9. The recruitment, preparation and assessment of Learners is crucially important to [CENTRE/COMPANY NAME] and Centres’ equal opportunities policies. The intention is to make decisions that will not discriminate whether consciously or unconsciously. The [CENTRE/COMPANY NAME] Centre approval process and the external quality process monitors that an Centre’s equal opportunities policy runs through all the internal procedures relating to the recruitment, preparation and assessment of Learners for an [CENTRE/COMPANY NAME] qualification.
10. Please also see the Language Policy for details in relation to bilingualism.

This policy is reviewed annually by the [RESPONSIBLE CENTRE PERSON TITLE]]