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Charity Number 111626 Company Number 5535863

EQUALITY AND DIVERSITY POLICY

1. Declaration

Activ8 Learning is a training and assessment provider who strives to be a leader and innovator in work based learning, we aim to develop staff to their full potential and are committed to provide equal opportunities for all, regardless of gender, marital status, age, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, age or employment status.

We seek to ensure implementation of all qualifications and programmes are without disadvantage to any learner that has or any group of learners that may share any of these characteristics, ensuring we are compliant with the Equality Act 2010

We aim to promote the equivalent values in our relationships with learners, staff, assessment partners and all those with whom we work

2. Aims of policy

The aims of this Equality and Diversity policy are:

- to ensure equality of access for all those eligible for Activ8 Learning services;
- to ensure fair treatment and equal concern for all employees and all those involved in the training and assessment process with Activ8 Learning;
- to promote a culture of equality and diversity in the delivery of all qualifications.

3. Objectives

- a fair and transparent induction and assessment process ensuring that all individual needs are met
- to ensure there is no direct or indirect discrimination
- to ensure all staff treat learners courteously and with respect as they themselves would expect to be treated

- to ensure that an appropriate risk assessment on buildings, facilities, learning support and assessment is clearly defined on interview and reviewed throughout the programme
- to ensure through the monthly staff (organisation) meetings notes and dealings of concern with any equality and diversity issues are discussed and resolved appropriately
- to promote, through training and assessment quality and good practice in equality and diversity in accordance with the National Occupational Standards
- to comply with all relevant legislation and official guidelines
- to ensure Active8 Learning behaves fairly as an employer and assessment partner
- record keeping practice relating to the Equality & Diversity Policy is implemented including any complaints and appeals

4. Legislation

Activ8 Learning will strive to comply with the Sex Discrimination Acts 1975 and 1986, the Race Relations Act 1976, the Race Relations (Amendment) Act 2000, the Disability Discrimination Acts 1995 and 2004, the Children Acts 1989 and 2004, the Human Rights Act 1998, the Age Discrimination Act 2006, Equality Act 2010 and any relevant regulations and guidelines under these Acts. In its training and assessment work, Activ8 Learning will promote relevant anti-discrimination legislation, and also the United Nations Convention on the Rights of the Child.

5. Responsibilities

- (a) The Trustees of Activ8 Learning are jointly responsible for:
- establishing, reviewing and communicating this policy to all involved;
 - ensuring equal opportunities in the recruitment and employment of staff;
 - monitoring equal opportunities performance in the promotion of Activ8 Learning services, the recruitment of assessment partners, staff and learners, and the delivery of training, assessment and verification.
- (b) The Centre Manager is responsible for:
- ensuring equal opportunities in the promotion of Activ8 Learning services, the recruitment and management of assessment partners, assessment staff and learners, and the delivery of training, assessment and verification;
 - collecting information to enable the monitoring of equality and diversity performance;
 - reporting on equality and diversity performance as required to the Trustees, awarding bodies, funders and inspectors.
- (c) Verifiers, Assessors and Trainers are responsible for:
- ensuring equal opportunities in the delivery of training, assessment and verification;

- collecting information as directed by the Centre Manager to enable the monitoring of equality and diversity performance;
- promoting equality and diversity performance through their work with learners and candidates.

(d) Learners are responsible for:

- reflecting on their own professional performance against the equality and diversity criteria of the National Occupational Standards;
- demonstrating their commitment and competence in this area to the satisfaction of Trainers, Assessors and Verifiers;
- taking part in relevant training when required.

(e) Assessment partners are responsible for:

- ensuring that their settings conform to the equality and diversity criteria of the National Occupational Standards and the Day-care Standards;
- providing all learners with opportunities to demonstrate their equality and diversity competence in relation to the National Occupational Standards.

6. Implementation

- (a) Opportunities for membership, employment, training and assessment With Activ8 Learning will be advertised in ways which are accessible to all those eligible.
- (b) Activ8 Learning will do its best to ensure that participation in learning reflects the profile of the workforce in the area. We will strive to remove barriers to successful participation, whether physical or attitudinal, and to meet individual learning needs, where necessary through partnership with relevant support services. We will meet Ofqual criteria regarding fair and objective assessment and verification, including appeals procedures.
- (c) All those involved with Activ8 Learning will be encouraged to participate as provided by the Memorandum & Articles in decision-making on behalf of the organisation.
- (d) Participation in all aspects of the work of the organisation will be monitored with a view to taking positive action where necessary in the interests of equal opportunity.
- (e) All functions within Activ8 Learning will be defined with clear role descriptions and person specifications, so that selection can be made on the basis of objective criteria appropriate to the needs of the task.
- (f) Clear grievance, disciplinary, probationary and appeals procedures will be implemented in relation to all job roles.

- (g) Activ8 Learning will create and maintain a culture which values individuals and the diverse contributions they bring to the organisation.

7. Monitoring and review

Implementation of this equality and diversity policy will be continuously monitored by the Centre Manager and will be reviewed by the Trustees at least once every three year. Any serious breaches of the policy, or serious problems in implementing the policy, will be reviewed by the Trustees as soon as possible after they occur. Review outcomes will contribute to the development of the policy as a whole, which will be reviewed as stated above.

8. Training

Activ8 Learning will encourage and outline training that is available for staff development as necessary. This will be highlighted at the organisational meetings.

9. Complaints

All grievances and complaints linked to equality and diversity issues which are brought to the attention of Activ8 Learning will be, so far as possible, resolved directly and informally with those concerned in a manner that provides full satisfaction to complainants. Where this is not possible, such matters will be dealt with in line with our Grievance & Disciplinary or Complaints procedures. All such incidents, however resolved, will be reported to the Trustees for review as provided in para. 7 above.

10. Date of adoption and review

This policy on dealing with equality and diversity was adopted by the Directors / Trustees of Activ8 Learning on: 20th May 2014

Signed on behalf of Chair of Trustees:

B Linford



Date of next review: Sep 2020