

# Equality, Diversity and Inclusion

## 2023 POLICY

**C** Continually strive  
for excellence

**A** Act with integrity  
and be respectful  
at all times

**R** Responsive and  
flexible to learner  
and employer needs

**E** Encourage and  
support high  
aspirations

## 1. Policy

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Heart of England Training Ltd is an equal opportunity employer. The aim of the policy is to ensure that no job applicant, employee or learner receives less favourable terms on the grounds of or because of a protected characteristic of: -

- Race
- Age
- Gender
- Gender reassignment
- Marital status, (marriage and civil partnerships)
- Pregnancy and maternity
- Disability
- Sex
- Sexual orientation
- Religion or belief
- and that there will be no unlawful discrimination with regard to offender background

The main legislation covering discrimination is: -

- The Rehabilitation of Offenders Act 1974
- Human Rights Act 1998
- Protection from Harassment Act 1997
- The Equality Act 2010

Selection criteria and procedures are reviewed annually to ensure that individuals are selected, promoted and treated, based on their relevant merits and abilities. Reference to age within this policy excludes government funding arrangements that are exempt from the requirements for age discrimination.

All employees and learners will be given equality and diversity training within the organisation and have statutory rights in terms of access to and treatment within.

Heart of England Training Ltd is committed to a programme of action to make this policy fully effective.

This equality and diversity policy has been drawn up following consultations with representatives of staff who are jointly committed to this policy and its effective implementation.

## 2. Implementation of the Policy

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### Recruitment

1. Heart of England Training Ltd will include a brief statement on equal opportunity when advertising vacancies for staff and learners in order that prospective applicants will have confidence that their application is assessed on merit, having regard to the need of race, gender, gender reassignment, age, marital status, pregnancy, disability, sexual orientation, religious belief and that there will be no unlawful discrimination with regard to offender background.
2. All employees and employer work placements will be issued with a copy of this policy to ensure that all eligible people are to be considered on merit and that no indication to preference is given from any particular group.
3. Heart of England Training Ltd marketing materials will include a statement of positive commitment to equal opportunities.

### Selection

1. It is necessary that selection methods are relevant to and suitable for the employee/learner vacancy. To assist in the selection process, an application form is provided to be completed by the prospective employee/learner that contains a section on equal opportunities.
2. All staff and employer work placements are instructed to treat applicants from all racial groups, age, gender, gender reassignment, marital status, pregnancy, sexual orientation or religious beliefs and those with disability, equally.
3. Training and information will be provided at regular intervals as and when required to all involved in the selection of employees and students.
4. Whenever possible, the selection process will involve more than one person. Students will first be interviewed by Heart of England Training Ltd staff and following this, further selection will be by the employer work placement to avoid any discriminatory judgements and decisions.
5. Monitoring of this selection process on a regular basis will be carried out to ensure that equal access is given to all job applicants and eligible learners regardless of race; age; gender; gender reassignment; marriage and civil partnership; pregnancy, disability, sex; and sexual orientation; religion or belief and that there will be no unlawful discrimination with regard to offender background.
6. Whenever possible, Heart of England Training Ltd will endeavour to interview all young people who submit application forms for work based learning.

## 3. Equality and Diversity Training

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1. Training is a vital element in ensuring the effective implementation of Heart of England Training Ltd equality and diversity policy.

2. All staff will receive equality and diversity training in accordance with the company strategy and advice and guidance from relevant external organisations.
3. All managers will receive specific training as and when required at managers meetings with formal guidance and training on the avoidance of discrimination and the provision of equal opportunity provided.

#### **4. Monitoring and Evaluation**

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1. Heart of England Training Ltd will gather statistical records concerning equality and diversity on an ongoing basis. This information is evaluated annually to monitor the success of the company policy. This will also help to determine whether equality of opportunity is being achieved by ethnic origin, gender, age and disability on application, start, training/work activity by occupational area, submission to employer placement providers, work experience providers, qualification at the end of training, outcome/destination on completion.
2. Appraisal of Heart of England Training Ltd equality and diversity policy will be undertaken annually. This is to enable staff and students to share information, and then make, if necessary, suggestion for change. It is natural that Heart of England Training Ltd equality and diversity policy will be of an evolutionary type, which will endeavour to reflect the company's good working practices.

#### **5. During the Training**

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1. Heart of England Training Ltd equality and diversity policy will be re-emphasised to new staff and learners at induction with the undertaking as an equal opportunity organisation included in all agreements.
2. Employer work placements will be provided with a copy of the Heart of England Training Ltd equality and diversity policy.
3. All aspects of equal opportunities and discrimination will be discussed with prospective new employer work placements that will be expected to confirm their acceptance of the Heart of England Training Ltd policy by signing the employer agreement. Equality and diversity will be monitored and discussed during student progress review with any issues followed up by Heart of England Training staff.

#### **6. Post Youth Training**

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1. It is the policy of Heart of England Training Ltd to make sure all young people will be assessed on merit and given equal access to permanent employment. In the role of training provider, every effort for this theme will be carried out with regard to employer placement providers.

## 7. Grievance Procedures

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1. In addition to contractual equal opportunities obligations placed upon Heart of England Training Ltd and any sub-contractors, learners have statutory rights in terms of access to and treatment within programmes. The main legislation covering discrimination:
  - The Rehabilitation of Offenders Act
  - Human Rights Act 1998
  - Protection from Harassment Act 1997
  - The Equality Act 2010
2. Any young person who believes that the spirit of this policy is not being implemented properly, in any area, should raise it in the first instance with their Training Adviser. Details of this procedure are contained in the student's agreement. Any external complaint against an employer placement provider should be directed to the Training Adviser and should evidence discrimination on the grounds of race, age, gender, marital status, disability, sexual orientation, religious belief, harassment or unlawful discrimination with regard to offender background to be found in existence, where notification to the government and EOC will follow.

## 8. Responsibility

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1. It will be all staff's responsibility to ensure that this policy is implemented and the spirit of equal opportunity adopted throughout the organisation.
2. It will be the responsibility of the Heart of England Training Ltd Lead Managers to monitor and evaluate the effectiveness of the policy. In the event of an instance of alleged discrimination, it will be up to the Leads to direct and determine what action, if any, should be taken.

## 9. Examinations

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1. All staff involved in GCSE examination days will be responsible to ensure that this policy is implemented throughout the exam series. All staff will be made aware and briefed on any individual learner characteristics that may require extra support or attention. For example this could be learners who have restricted sight or hearing. It could also involve learners who have limited mobility and may require access support or a separate room.
2. The Head of centre and exams officer will work with the relevant staff to ensure that all learners are given an equal opportunity to complete their examinations.
3. Any learner who does not feel this policy has been implemented properly or has been affected directly in regards to EDI should raise it straight away with the exams officer or the lead invigilator.

This policy is reviewed annually by the company directors and governors.

**Version:** 16

**Prepared by:** HR Manager

**Approved by:** Governors

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