



Equality and Diversity Policy

Chiltern Training Ltd is committed to providing equality of opportunity in education, training and employment for its learners, staff, employers and subcontractors. This commitment is shared and acted on by all CTL staff and is the overall responsibility of the board of directors. The effectiveness of our policy, and the importance we place on it, are central to the ethos of our organisational values.

1. Authority

The policy reflects national legislations and guidelines on good practice:

Civil Partnership Act 2004

Race Relations Code of Practice relating to employment order 2006

Race Relations Act 1976 (amendment) Act 2003

Sex Discrimination Act 1975 and Amendment reg. 2008 and Gender Reassignment Reg. 1999

Disability Discrimination Act 1995 amendment reg. 2005

Human Rights Act 1998

Equality Act 2006

Protection from Harassment Act 1997 and Sexual offences act 2003

Special Educational Needs and Disability Act 2001

Gender Recognition Act 2004

Racial and Religious Hatred Act 2006

Employment Equality (Age 2006) (Religion and Belief 2003)(sexual Orientation 2003)

Vocation Training Law 1st October 2006

Equal Pay Act 1970

As part of our accountability as an employer, CTL will ensure all staff receive appropriate training concerning their personal rights and responsibilities in relation to equal opportunity legislation and the implementation of our own policies and procedures.

2. Scope of policy

All aspects of CTL provision and working partnerships both internal and external, such as learners, employers and subcontractors are covered by this policy.

3. Implementation and Accountability

The board of directors is responsible for promoting equality of opportunities on behalf of CTL. They are also responsible for ensuring that effective policies and procedures are in place to ensure the continued improvement of equal opportunities throughout the organisation in order to benefit all of its users.

Equality Act 2006



Chiltern training will positively promote the aims of the Act. The Act heralds significant changes in the way that the individual actions of staff and learners are dealt with if they break the terms of the Act. The new Commission for Equality & Human Rights (CEHR) now has 'police powers' to take action against individuals if they infringe (by harassing or discriminating or by omission) the existing Acts of Parliament or Employment and Vocational Training laws (stemming from the Treaty of Amsterdam) in the following areas of concern:

Age	Disability
Gender (sex)	Race
Religion or belief	Sexual Orientation
Proposed, commenced or completed gender reassignment	

Intervention

Furthermore the Commission will monitor and intervene where it is concerned about an individual or public organisation (including the LSC and its providers by virtue of contract) which does not encourage and support the development of a society in which:

- People's ability to achieve their potential is not limited by prejudice or discrimination
- There is respect for and protection of each individual's human rights
- There is respect for the dignity and worth of each individual
- Each individual has an equal opportunity to participate in society, and
- There is mutual respect between groups based on understanding and valuing of diversity and on shared respect for equality and human rights.

4. Promotion, maintenance, monitoring and review

The directors are responsible for ensuring that equal opportunities are actively promoted in all aspects of CTL's operation. This includes the co-ordination, monitoring and evaluation of its overall effectiveness both internally and externally, with learners, employers and subcontractors.

The directors are responsible for implementing all aspects of the CTL's equal opportunities policy relating to the employment of staff and training of learners.

All managers and staff are responsible for promoting equal opportunities and putting our policy into practice within all aspects of their work, creating an inclusive and welcoming environment for all.

5. Policy content

CTL seeks to ensure equality of opportunity and the fair treatment for all those involved in our activities. This applies, whether a member of staff, learner, employer or subcontractor working with us in the delivery of our learning/training.

CTL will not tolerate and vigorously works towards eliminating any discrimination, harassment, victimisation and bullying. This applies to all regardless of status/position, gender, creed, age, ethnic origin, disability, marital status, and sexuality, learning difficulty or any other grounds. All parties are open to challenge any breach of this policy by making a formal complaint.

In the event of staff, learners, employers or subcontractors who breach CTL's equal opportunities policy, an investigation will be carried out in accordance with agreed complaints procedure and appropriate actions taken as deemed suitable.

For guidance on our complaints procedure, which supports the above covering harassment, bullying, other complaints and grievances see relevant policies.

6. CTL will work actively to advance progression in 5 key areas in relation to learning.

A. Participation of Learners, Retention and Achievement

CTL supports learners regardless of status/position, gender, creed, age, ethnic origin, disability, marital status, sexuality or learning difficulty. We understand that sometimes your background can determine some of your learning needs. CTL will work to ensure these are met and facilitate any learner's desire to remain in learning and achieve their learning aims to the best of their ability.

B. Monitoring, Evaluation and Targeting

CTL will monitor full learner data on the basis of race, sex and disability to ensure fairness of access, recruitment, progression, promotion, achievement and exit. This applies to all staff, learners and employers. Any indication of inequality will be investigated and acted upon, such as under representation of groups. Feedback from annual learner/employer surveys will be used to ascertain effectiveness of our policy. Learner data will be collected monthly and reviewed twice a year to assist target setting for recruitment retention and achievement. This will also identify any themes for specific action and assist benchmarking our performance against previous years. Leaver analysis



will be collected monthly and reviewed alongside the above; any identified trends will be used to make targeted improvements.

See Aims & Business Objectives for details.

C. Harassment and Discrimination

CTL will protect learners from harassment, victimisation, discrimination or bullying of any kind. All learners, staff, and employers and subcontractors are required and expected to uphold these values (see Harassment, Bullying and Discrimination policy)

D. Recruitment and Widening Participation

CTL provides support to meet the learner needs and enable learners of different ability and social need to access our programmes and succeed in their learning aims. (See Disability Statement which sets out our support mechanisms to learners)

The selection criteria of staff and learners both internally and by an employer will be assessed against how well a candidate can meet the requirements of the job description; meaning selection is made on ability to do the job/undertake training for the job.

CTL respect the diversity of learners and wherever possible will draw on examples of cultural community backgrounds within teaching training or assessment materials and marketing activities.

All staff respect each other and learners, and learners are expected to respect all staff and each other. See the Learners' Charter.

E. Celebrating diversity and promoting positive role models

CTL will reflect and promote positive contributions of all regardless of gender, social background, culture, religion, ability, ages or sexual orientation. It will ensure that our marketing plans reflect our policy and any special incentives to highlight under-represented groups/occupational areas.

CTL will actively promote staff and training development in equal opportunities for all employees.

CTL will review on an annual basis the effectiveness of our complaints' procedures designed to assist learners, employers, staff and subcontractors which will raise any issues under equal opportunities or any other grievances.

CTL will monitor and review the course materials and learning resources to ensure they are appropriate and promote where appropriate equal opportunities.



CTL will maintain partnership activities with groups and organisations to support and develop equal opportunities and promote and engage in positive actions for the benefit of all.

CTL will ensure that our policy is understood and upheld by all those who work with us including staff, learners, employers and subcontractor.

7. Review of CTL Equal Opportunities Policy

The policy will be reviewed in full on an annual basis to ascertain its effectiveness. As a result of this review a report will be published and made available to all staff members and partner organisations such as the LSC, Connexions etc. This report will also provide the basis for our action plan and future Performance Indicators for target setting.

8. Policy Links

The above policy links to a number of associated policies and documents including:

- Development Plan
- Business Aims and Objectives
- Marketing Plan
- Data Collection Policy
- LSC Equality Policy
- Complaints/Appeals Procedure
- Learners Charter
- Disability Statement
- Harassment, Bullying and Discrimination
- Recruitment and Selection Policy
- Employer/Learner Training Agreement