



## Train with Premier Equality and Diversity Policy

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Version No	1
Operational from	21 <sup>st</sup> January 2021
Policy prepared by	Andy Heald – Head of Quality & Education
Policy approved by	TWP Board
Policy approved	21 <sup>st</sup> January 2021
Review date	21 <sup>st</sup> January 2022 (unless prompted by legislation etc)

## Equality and Diversity Policy

### Section 01: Policy Scope

Train With Premier is a reputable education provider offering professional development programmes and regulated qualifications in active leisure, learning and wellbeing.

Train With Premier is recognised as a centre for the delivery of vocational qualifications in accordance with a legally established third party agreement with a number of regulated awarding organisations. The awarding organisations that we are affiliated with are regulated in England by the Office of Qualifications and Examinations Regulation (Ofqual). This policy is published to promote our ethical position and practices associated with equality, diversity, inclusion and differentiation.

This policy is required to be complied with by all stakeholders affiliated with our organisation. This includes strategic leaders, staff, subcontracted services, learners and any other relevant third party. Any breach to this policy must be reported as a complaint in accordance with the procedures outlined in the Train with Premier Compliments, Comments and Complaints Policy.

Equality defined	Diversity defined	Inclusion defined	Differentiation defined
Equality is defined as the fair and equal treatment of all people, ensuring everyone has the same opportunities and access, regardless of the environment.	Diversity is the understanding that each individual is unique. It requires us to recognise our individual differences and the benefits this can have.	Inclusion requires that all people, regardless of their background, disabilities, abilities or other potential discriminatory factors have the right to be respected and included without bias or neglect.	Differentiation removes potential barriers to learning by providing an environment which enables participants to learn within their own ability level or specific requirements.

The nominated Integrity Officer maintains oversight for this policy, manages associated processes and all associated records. Any enquiries in the deployment of this policy should be directed to Integrity Officer in the first instance:

Integrity Officer name	Mekila Kelly
Integrity Officer email	mkelly@trainwithpremier.com

## Section 2: Policy Statement

### Equality Commitment

Train With Premier is committed to promoting equality. We engage in equality practices in the management of our organisation and in the delivery of our programmes and qualifications.

We operate in accordance with the Equality Act 2010. It is against the law to discriminate against anyone because of the nine protected characteristics outlined in the Equality Act 2010 which are outlined in Appendix 1. We treat all individuals equally ensuring that no one should feel threatened or degraded on the grounds of the protected characteristics outlined in the Equality Act 2010 or any other characteristic.

We value diversity and recognise that our organisation is greatly enhanced by unique individuals from a different range of backgrounds, experiences, views, beliefs, and cultures represented across our staff. We acknowledge that variety and differences are intrinsic to the success and future development of our business and our industry. We adopt inclusion and differentiation techniques to ensure all people with any characteristic feel valued.

In deploying this policy Train With Premier ensures that all stakeholders help to prevent and tackle all types of discrimination in accordance with the Equality Act 2010 definitions outlined in Appendix 2.

Train With Premier has a zero tolerance on any acts of discrimination in light of the protected, or any other characteristics. Where discrimination is alleged and proven, action will be taken in accordance with the Train With Premier *Malpractice and Maladministration Policy*.

### Section 3: Procedures

Deployment activities	
Equality and diversity are encouraged and embraced throughout all activities in the management of the recognised centre and in the delivery of the programmes and qualifications.	
Area	Activity
Workforce recruitment	All staff are recruited in a fair and equitable manner. Staff selection for employment, volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability. Staff are fully inducted into the centre policies and practices and have a clear understanding of their role and code of conduct commitments.
Workforce management	All staff are managed equally and subject to performance reviews in line with their job description and the centres code of conduct. Learning and development planning is conducted and CPD is monitored.
Learner enrolments	All learners' enrolment for courses and related initial assessments are conducted in accordance with the product pre-requisites, specific selection and initial assessment criteria including an initial assessment of every learner having considered barriers to access, in accordance with the Equality Act 2010 and its protected characteristics. Access arrangements are put in place and carefully monitored where these are required.
Delivery and assessment	All learners are treated equally being provided with the same learning and assessment programme (the exception being for those where agreed reasonable adjustments have been applied). Inclusion and differentiation techniques are embedded into all programmes. Learners are assessed in line with the assessment criteria and only those who have successfully achieved the criteria are eligible to be submitted for certification. Assessment decisions are communicated and recorded with an appropriate rationale.
Quality assurance	All learners' assessments may be subject to quality checks for internal quality assurance and moderation purposes; unless the checks are made as a result of an incident (complaint, appeal or allegation). All learners must be aware that all courses are subject to an EQA intervention.
Stakeholder services	All comments, complaints, allegations, appeals and any incidents of discrimination or any type of unfair treatment is taken extremely seriously, acknowledged and investigated ensuring a swift response and appropriate action.

## Section 4: Policy and procedure review

### Systematic review

Train With Premier have in place a standardised and systematic monitoring process to ensure the continued relevance and accuracy of this policy. Any data collected which relates to the implementation of this policy will be used to inform any changes to the policy, approaches to the management of the organisation and to the delivery of products and services where this is required.

This policy was approved by the Board on 21 October 2020 and will be reviewed by the Board by 21 October 2020 unless there is a change in legislation changes or supporting data identifies that a review is required before this date.

## Section 5: Policy document version control

This document is subject to version control. All changes will be tracked here and confirmed as an updated version.

Version	Publication	Details
Version 01	21/10/2020	First publication.

## Appendix 01: Protected Characteristics

Protected characteristics	Definitions
Age	Age refers to a person belonging to a particular age (e.g., 32-year olds) or range of ages (e.g., 18 - 30-year olds).
Disability	Disability is defined as where an individual has a physical or mental impairment which has a substantial and long-term adverse effect on that individual's ability to carry out normal day-to-day activity.
Gender reassignment	Gender reassignment refers to the process of transitioning from one gender to another.
Marriage and civil partnership	Marriage in England and Wales is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).
Pregnancy and maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
Race	Race refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
Religion or belief	Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief (e.g., Atheism). Generally, a belief should affect your life choices or the way you live, for it to be included in the definition.
Sex	Sex is defined as a man or a woman.
Sexual orientation	Sexual orientation is where a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

## Appendix 02: Discrimination Definitions

Discrimination type	Description
Direct discrimination	Direct discrimination is where someone is treated less favourably than another person because of a protected characteristic.
Associative discrimination	Associative discrimination is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
Discrimination by perception	Discrimination by perception is direct discrimination against someone because others think they possess a particular protected characteristic. They do not necessarily have to possess the characteristic to be discriminated against.
Indirect discrimination	Indirect discrimination occurs when there is a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.
Harassment	Harassment is behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.
Harassment by a third party	Harassment by a third party is where employers could be held liable for harassment of their workers by third parties. This means that employers could be potentially liable for harassment of their employees by people (third parties) who are not employees of the company, such as customers or clients.
Victimisation	Victimisation occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.