



**VARSITY
TRAINING**

Professional
Health Care Education

Equality and Diversity Policy

Updated: July 2022



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Purpose Statement

This policy sets out Varsity Training's approach to Equality and Diversity.

We are committed to promoting Equality and Diversity in all our activities and between the people that represent our constituency. We value the diversity of our workforce and learner population and aim to ensure that the highest Equality and Diversity standards are maintained, and discrimination and harassment are eliminated.

We actively value difference and recognise that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

We welcome our legal duties and responsibilities with regards to Equality and Diversity and in particular, we have a positive commitment to address our duties under the Equality Act 2010.

During recruitment of employees and learners Varsity Training are committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees and learners and to pro-actively tackle and eliminating discrimination. We will continue to support our learners and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions. Employees and learners are made aware of the Equality and Diversity policy through the induction process and how to implement this.

Equality and Diversity at Varsity Training

At Varsity Training we consider that Equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment and for our learners.

We consider Diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Varsity Training too.

We expect all staff and learners to treat people as they would like to be treated – fairly, equally, with courtesy and respect – welcoming diversity and challenging inappropriate behaviour, being open and honest in dealing with other people and organisations, whilst protecting personal privacy and keeping commercial confidence.

We acknowledge that Equality and Diversity are not inter-changeable, but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

Scope

Varsity is committed to promoting Equality and Diversity in all of its activities and between the people that represent its constituency – namely our employees, employers (our clients), learners and sub-contractors. We value the diversity of our workforce and learner population and aim to ensure that the highest equality and diversity standards are maintained, and discrimination and harassment are eliminated.

All employees are given this policy at induction and expected to read and familiarise themselves with the policy and ensure that they work within the policy.

Our Commitment

Legal Duties

We seek to develop a learning environment where we treat everyone as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 - all of our employees and learners are entitled to a working environment that promotes dignity, equality and respect for all. We will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee or learner because of a protected characteristic:

- Sex
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including ethnic origin, colour, nationality and national origin)
- Disability (which includes mental health and people diagnosed as clinically obese)
- Sexual orientation
- Religion and or belief, and
- Age We do everything possible to ensure that no discrimination occurs during any of our procedures and processes, whether it is approval, re-approval, external assessment or external verification.

Recruitment of Staff

Advertisements are placed on Social Media to reflect the way the world is engaging with technology. Selection for employment at Varsity will be on the basis of aptitude and ability against our job descriptions and requirements at the time. Where possible we will capture applicants' diversity demographics as part of our recruitment processes to promote the elimination of unlawful discrimination.

Recruitment of Learners

Employers indicate to us when they have a group of learners ready to apply for one of our programmes. We work, in conjunction with employers, to interview and select candidates based on aptitude and ability.

All learners are required to:

- Complete a skills scan and,
- Attend an interview (interviewees including a member of the Varsity staff and the applicants employer)

All learners take our Adult Checklist to identify to us whether there may be a possibility that they have learning difficulties. Any learners with learning difficulties are reviewed by our assessors on a one-to-one basis, to assess their needs and discuss working methods which work best for them. Tools such as longer reviews, different coloured paper, dictating equipment, etc., are put in place as necessary.

All learners must attain a level of English and Maths (if they haven't already attained this level prior to learning) – Level 1 English / Maths for a Level 2 Diploma course, and Level 2 English / Maths for Level 3 Diploma course and above. Learners are able (and advised) to access our Moodle system where we provide proactive materials including presentations, sample papers and tips on studying towards the exams.

In addition, all courses taught by Varsity Training include a unit on Equality and Diversity, where learners study this subject.

Discrimination, Harassment and Victimisation

Varsity Training will treat with equal dignity and fairness all learners and staff and we will not tolerate discrimination, harassment or victimisation in any form. Varsity Training will be a place where:

- All who learn and work have the opportunity to participate fully and achieve their full potential;
- Physical, social and economic barriers to access are minimised and/or removed; and everyone accepts their responsibility to uphold equality and diversity and demonstrate respect of all others.

All employees must ensure that applicable legislation and this Equality and Diversity Policy is adhered to in their area of responsibility and all staff must promote Equality and Diversity.

Varsity Training will ensure that the learner journey is free from discrimination; reflects the wider community and enables learners to achieve their full potential to progress. Allegations regarding potential breaches of this policy should be reported to one of the Directors and will be treated in confidence. We will investigate rigorously any allegations of discrimination, harassment and victimisation.

Accessibility

Our courses are a mixture of taught (attended) workshops – either at our offices or at the Version: Equality & Diversity Policy - Updated January 2019 learners' place of work; online work carried out by students and face-to-face reviews with our assessors. Our offices are on the first floor of a purpose-built, fully serviced building and are accessible by either stairs or a lift. A disabled toilet facility is available. Consideration is given to other facilities we may use in the course of teaching / meeting with learners, where we are aware of special access requirements.

Assessment

Assessment is entirely related to performance and in no way influenced by gender, age, race or disability. We are committed to fair assessment and make adjustments and considerations without compromising the integrity of the assessment.

Monitoring

We carry out internal monitoring by collecting data on registrations, achievements and so on and always follow data protection laws and regulations – please see Data Protection Policy.

Where appropriate will publish public monitoring information for staff, learners and stakeholders as required by legislation.

Our Quality Manager and External Verifiers check will check that our Equality & Diversity policy runs through all internal procedures relating to the recruitment, preparation and assessment of learners for our qualifications. In addition, our awarding body External Verifier will monitor the implement of our Equality & Diversity policy.

When does this policy apply?

Employees: This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to an employee's work (e.g. at meetings, social events and social interactions with colleagues) or which may impact Varsity's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Varsity).

Learners: This policy applies to all conduct whilst studying towards a Diploma with Varsity Training, including at attended workshops, in one-to-one reviews and with regards to work submitted. It includes staff, assessors and sub-contractors with Varsity Training, fellow learners and employer representatives (e.g. employer's Training Department).

Continuous Improvement

The Directors of Varsity Training review all City & Guilds monitoring of our Equality & Diversity policy and aim to improve our business processes and our response to customers in the light of learning from the feedback we receive.

This policy is owned and maintained by our Operations Manager and Director who hold responsibility for reviewing and updating this policy on an annual basis.

Name of reviewer: D Wraight

Signature:

A handwritten signature in black ink, appearing to be 'D Wraight', written over a horizontal line.

Date of review: 28/07/2022

Next review due date: 28/07/2023