

Document Title	Equality, Diversity and Inclusion
Originator:	Director
Date of approval:	June 2021
Responsible Person:	Centre Manager
Policy due for renewal:	July 2022
Version	10.0.2

Ginger Nut Training Equality, Diversity and Inclusion Policy and Diversity

Introduction

Ginger Nut Training aims for equality of opportunity in every aspect of the services we provide, this includes apprenticeship training, recruitment support and service delivery.

The company recognises that discrimination, harassment and bullying are unacceptable and that it is in the interests of the organisation, its employees, learners and the employers we work with that the skills of each individual are effectively utilised.

Ginger Nut Training promotes tolerance to all learners by providing induction that covers equality and diversity throughout the apprenticeship programme. This induction covers areas such as:

- Differentiation
- Confidentiality
- Additional needs
- Learning support

Ginger Nut Training works closely with local councils, employability and skills units as well as youth employment organisations such as Youth Employment UK, AELP and Prince's Trust. Widening access into education, training and employment forms underpins all company practices with equality and diversity woven throughout.

We therefore aim to be a model employer and apprenticeship training provider by taking a proactive stance in equality and diversity matters including:

- Promoting equality and diversity to our learners, our employees and the employers that we work with.
- Demonstrating responsiveness to the needs of individuals and organisations
- Effectively challenging and eradicating discrimination and stereotypes
- Supporting all employers in creating an apprenticeship programme and staff development plan that supports equality and diversity best practice

It is the aim of Ginger Nut Training is to ensure that no Ginger Nut Training employee, internal job applicant, applicant for a place on our apprenticeship training programmes, employer or existing learner receives less favourable facilities or treatment because of any of the nine 'protected characteristics' outlined by the Equality Act 2010 or are placed at a disadvantage by imposed conditions or requirements which cannot be shown to be justified.

Ginger Nut Training wishes to see that its own workforce and the learners that it supports are reflective of the communities in which we operate and work and that there is parity of achievement and progression for all learners regardless of their protected characteristics.

Ginger Nut Training recognise that the Equality Act 2010 makes it unlawful for Staff to discriminate directly or indirectly or harass customers or clients because of their protected characteristics of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation or age in the provision of assessment and training services.

This policy will operate in accordance with statutory requirements. In addition, full account will be taken of any Codes of Practice issued by the Equality and Human Rights Commission, the Department for Business, Innovation and Skills and other statutory bodies.

In particular, we seek to ensure that responsibilities under the Equality Act 2010 are met and exceeded. Ginger Nut Training is committed to ensuring that staff, learners and clients are not treated unfairly in relation to any protected characteristic covered by the Act:

- Age
- Sex
- disability (which includes mental health and people diagnosed as clinically obese)
- race
- religion or belief
- sexual orientation
- gender reassignment
- marriage and civil partnership
- pregnancy, maternity and paternity also adoption leave

Scope of the Policy:

- Advertising
- Selection
- Appointing
- Training
- Employment
- Managing
- Monitoring
- Discipline

Definitions

Where discrimination against any person or group is referred to it shall be deemed to be potential discrimination within any of the categories within the policy statement as follows:

- Direct discrimination
- Indirect discrimination
- Harassment
- Associative discrimination
- Perceptive discrimination
- Harassment by a third party
- Victimisation

Disability

Disability, in the context of this policy, includes those with learning and physical disabilities/difficulties, sensory impairment and difficulties due to mental health. Ginger Nut Training is committed to:

- Challenging stereotyping and discrimination on the basis of disability
- Eliminating discrimination against people with disabilities in its procedures and practices
- The provision of access, facilities, support and services to meet the needs of people with disabilities
- Valuing all learners' achievements and celebrating success

Full differentiated resources and support are available for any learners with learning and physical disabilities/difficulties, sensory impairment and difficulties. These have been developed by the centre manager and Specialist Tutors to ensure all learners

are supported throughout their time with Ginger Nut Training. Differentiated resources allow all learners to get the most from the programme they are enrolled to study.

Young People and Vulnerable Adults

Ginger Nut Training has a policy and set of procedures relating to the protection of young people and vulnerable adults which are available in our Safeguarding and Prevent Policies.

The policy is issued and discussed with learners, employers and staff at induction and is reviewed by the centre manager.

Ginger Nut Training has a separate Safeguarding & Prevent Policy.

Managerial Responsibility

The managing directors have the responsibility for ensuring effective implementation and operation of these procedures. Managers will ensure that they and their staff and learners operate within the policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

Each manager will ensure that for staff:

- All staff and learners are aware of the policy, arrangements and reasons for the policy. This will be promoted for learners from induction and throughout the apprenticeship delivery. GNT will utilise e-portfolio to reflect an annual calendar of events to prompt apprenticeship tutors and learners to engage in activities reflecting various Equality and Diversity subjects
- Staff will receive training through GNT various meetings/ workshops either delivered by internal staff or external agencies
- Grievances concerning discrimination are dealt with properly, fairly and as quickly possible
- Proper records are maintained. Records will also be maintained relating to the recruitment, selection, training and development and employment practices of the organisations that we work with
- Ensure that recruitment methods used reach a wide range and representative cross section of the community
- Plan interviews carefully to ensure questions asked reflect the position applied to make decisions based on knowledge, abilities, experience and merit

- Wherever possible ask the same questions, in the same words, of everyone being interviewed
- Keep full, accurate records of test results, interviews and reasons for selection and/or non- selection

The managing director, supported by the centre manager will be responsible for monitoring operation of the policy in respect of employees, job applicants and learners.

Responsibility of Staff

Whilst the responsibility for ensuring that there is no unlawful discrimination rests with the management team, the attitudes of staff and learners are critical to the successful operation of fair employment practices. In particular all staff will comply with the policy and processes:

- Not to discriminate in their day to day activities or encourage others to do so
- Not to victimise, harass or intimidate other staff, learners or groups on the grounds specified in this policy statement
- Inform their senior manager, assessor or line manager, if they become aware of any discriminatory practice.
- Apprenticeship Support Tutors should ensure that learners are informed of equality issues and their responsibilities and rights within the policy.
- To ensure a learner understands equality & diversity, the Apprenticeship Support Tutors will test their understanding on a regular basis. This information will be recorded on the learner's 12 weekly progress review document.
- Apprenticeship Support Tutors should ensure that learners are informed of the grievance procedure and how they can use it with regards to equality issues.
- Apprenticeship Support Tutors deliver programmes to meet the needs of learners

Related Policies and Arrangements

All employment and training related policies and procedures take into account equality of opportunities. The organisation's policies and procedures will be reviewed regularly, and any discriminatory elements removed.

This policy is supported by the specific actions to be completed with learners at each stage of the learner journey, as set out in the WBLA and review documentation.

Training

Training will be provided on Equality, Diversity and Inclusion and its implementation, monitoring and review is embedded throughout our processes. For example, the quality team includes equality and training diversity monitoring in standardisation meetings. Briefing sessions are held on equality and diversity issues at least annually for the benefit of all staff.

New apprenticeship learners are issued with a copy of their employer's own equality and diversity policy. In addition, the Ginger Nut Training welcome pack will also include our policy along with supporting information regarding how to raise concerns. This is presented to all learners and line managers upon enrolment to the apprenticeship. These policies are also available through our learning ePortfolio OneFile and our website.

All learners should complete the equality and diversity section of the Individual Learning Plan prior to their first formal progress review. Learners' understanding of equality and diversity issues should be assessed throughout their programme and as part of their regular formal reviews. Equality and Diversity also forms part of the Employee Rights and responsibilities module. Apprenticeship Support Tutors will embed Equality and Diversity throughout the apprenticeship delivery.

In addition to internal training, all Ginger Nut Training delivery staff are required to undertake external equality and diversity training provided by a recognised organisation annually. All certificates of completion are kept on file.

Monitoring

Ginger Nut Training states its intention not to discriminate and to ensure that this is translated into practice consistently across the organisation as a whole.

A monitoring system is maintained to measure the impact and effectiveness of the policy and arrangements. The impact and effectiveness reports include:

- Learner and staff recruitment
- Training for staff and learners
- Progression

The monitoring will involve the routine collection and analysis of data relating to applicants, learners and employees as well as the clients we work with. Ginger Nut Training utilise the One File system to update and run reports.

The applicant, learner and employer information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

Grievance and Discipline

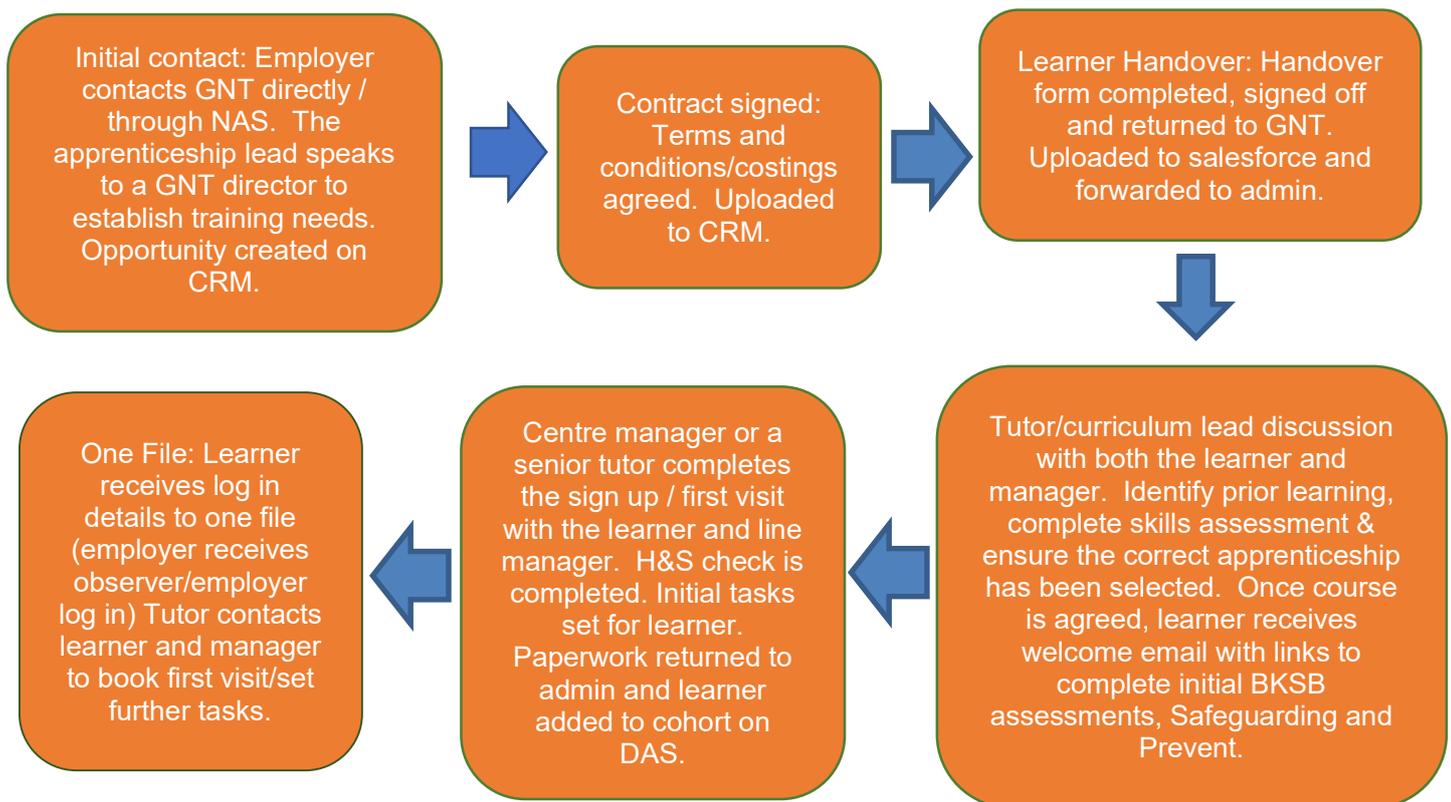
Employees have a right to pursue a complaint concerning discrimination or victimisation via the Ginger Nut Training grievance policy on harassment and bullying. Discrimination, harassment and victimisation will be treated as disciplinary offences and they will be dealt with under the disciplinary procedure.

Complaints procedures are included in all learner welcome packs distributed upon enrolment to the apprenticeship and can be found [here](#).

Ginger Nut Training: Equality, Diversity and Inclusion Process

Introduction

Ginger Nut Training comply with current industry requirements for Equality, Diversity and Inclusion and how we ensure that staff, consultants, apprentices and employers work with us to ensure monitoring and actioned as follows:



- Accessibility – Apprenticeship Support Tutors ensure that apprentices are fully aware of Ginger Nut Training and employers accessibility arrangements and special adjustments to support the learners throughout the programme, which is identified as part of the sign-up procedure. Apprenticeship Support Tutors review these arrangements regularly with the learner, even if the learner has not initially identified a need, as over time, this may change. This is captured through the review process. All learners will have the opportunity to review any prior learning that can be used in their programme, this will include formal and informal learning. The assessor/tutor will ‘map’ this evidence into their learning and where formal certificates are required for exemptions, in the case of Functional Skills, the assessor/tutor will ensure original certificates are validated

by. Should the employer fail to meet its duty in a timely manner then the assessor/tutor will report directly to the Centre Manager, who will then:

- Liaise with the employer to discuss and resolve
 - Provide the employer with an agreed timeframe
 - Follow up with employer to review
 - Liaise with Directors
-
- All Ginger Nut staff are given opportunities to update skills, knowledge and formal qualifications and have a personal development plan to reflect.