



LETG Training

**LETG EQUALITY AND
DIVERSITY POLICY**

2007

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1. LETG

LETG, Leicester is a work based learning organisation which recruits from a diverse catchment area. LETG is proud of its diversity and welcomes the way in which it enriches the life of users of the organisation and the experience of staff and visitors.

2. Our Mission

“To provide high quality vocational programmes and learning experiences which challenge, raise aspirations, widen participation and satisfy the needs of individuals, employers and the local community for qualifications, skills and knowledge”.

3. Our Values

LETG has identified the core values, which underpin all our activities:

Valuing learners

- Removing barriers to learning.
- Listening and responding to learners' needs.
- Striving for continuous improvement in provision of services.
- Providing a supportive and stimulating learning/working environment.
- Encouraging learners to promote equality and diversity and foster

respect for all.

Valuing staff

- Providing opportunities for training and development.
- Encouraging staff to contribute fully to the mission of LETG.
- Encouraging a commitment and pride in working together for a common

purpose.

- Embracing best practice in employment and employee relations.

Valuing our communities

- Treating all with parity of esteem.
- Providing equality of access to services, facilities and resources.
- Assisting people to contribute to the life of their community through learning and work.
- Reflecting and celebrating the cultural diversity of Leicester.
- Providing clear and accessible learning/training pathways.
- Working in partnership and common purpose with community groups, employers, and other providers.

Valuing the environment

- Providing learning/training which encourages individual and corporate responsibility for a sustainable future.
- Managing our resources to support the development of LETG and its future.
- Providing a safe, pleasant and healthy environment.

4. Statement of Intent

LETG is firmly committed to achieving equality for all actual and potential learners, employees and visitors. Our policy is to ensure that no person involved or associated with LETG receives less favourable treatment on the grounds of any identifiable discriminatory cause, thereby valuing diversity and enabling equality in employment, education and training and access to facilities and services. We will implement all strands of equality legislation to ensure that no action shall be taken against any person connected with LETG which would devalue their contribution to society as a whole and to this organisation or lead to a loss of self-respect for them or respect for them from others.

The overall intention of LETG is to help and support learners and staff in creating a positive and happy working environment for all, which is free from harassment, victimisation and discrimination of any form.

5. Commitment

LETG celebrates and values the diversity brought to its learner body and workforce by individuals and believes that LETG will benefit from engaging and including staff and learners from a variety of backgrounds. LETG further believes that the diversity of its workforce is a key element in allowing it to meet the needs of a diverse learner population within a multicultural society.

LETG will work toward the elimination of all forms of discrimination whether overt or covert.

LETG will foster an atmosphere of mutual trust, harmony and respect amongst all its staff, learners and partners and seek to provide a working and learning environment free from discrimination, harassment or victimisation and where there are positive relations between all members of LETG and the community it serves.

LETG will ensure that staff and learner's partners, contractors and work placement providers are aware of the value placed upon equality and diversity, of our Equality and Diversity Policy, of the action needed for its implementation and that action will be taken in the event of any breach of policy.

LETG will ensure that staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.

6. Aims and Objectives

- Eliminate discrimination and promote equality of opportunity for all its learners and employees.
- Take positive action for those groups who are disadvantaged including those from ethnic minorities, women, single parents, inner city disadvantaged males and people with disabilities.
- Continue our commitment to our open access strategy by being proactive in developing provision to meet the needs of non-traditional learners.
- Ensure that through partnership and collaboration our profile of provision reflects aspirations and celebrates the diverse nature of the population of Leicester.
- Take positive action to ensure a staff profile at all levels which reflects the profile of the community in terms of age, gender, disability and ethnicity.
- Ensure that all learners are encouraged to realise their potential.
- Ensure members of LETG (Employers, staff and learners) have the awareness and skills and commitment to ensure that LETG does not, knowingly or unwittingly, engage in or tolerate discrimination in any form.

7. Implementation

a) Curriculum/courses

LETG will:

- Avoid perpetuation of stereotyping in the content and range of its provision.
- Provide progression routes to enable learners to reach their maximum potential.
- Monitor and evaluate the recruitment, progress and achievement of different groups of learners and review against overall LETG data to identify areas for improvement.
- Provide appropriate provision and transition programmes for people with learning difficulties and disabilities to assist their entry into LETG.
- Ensure that the curriculum deals effectively with issues of equality and diversity.

b) Teaching and Learning

LETG will:

- Ensure that curriculum planning, staff selection, induction and professional development and course review are all designed to foster teaching and learning strategies which promote equality and diversity
- Ensure that teaching and learning strategies make explicit commitment to the use of lesson planning, schemes of work, learning resources and activities which promote equality and celebrate diversity.
- Ensure, through the above and other training, that instructors and facilitators create an environment free of prejudice, discrimination and harassment where learners can contribute fully and freely and feel valued.

- Ensure that teaching takes account of learners' cultural backgrounds, language needs and different learning styles.
- Ensure that resources are available to meet any specific needs that learners from particular racial groups might have.
- Ensure that the internal inspection, observation and self-assessment process are designed to review the impact of teaching and learning on different groups of learners and to identify and address any inequalities.

c) Marketing

In publishing information LETG:

- Promotes the use of positive images regarding gender, race, age and disability.
- Continuously develops a variety of forms of communication to be accessible to people with sensory or learning disabilities.
- Makes it available in community languages, where appropriate.
- Engages in market research which will identify groups which do not participate and their perceptions of the barriers to their participation in LETG.
- Take appropriate actions to break down identified barriers and actively encourage participation.

d) Recruitment and Access

LETG will:

- Ensure that it take steps that attracts learners from a diverse range of backgrounds
- Ensure that recruitment processes are applied consistently and fairly to all applicants
- Ensure that everyone involved in interviewing and selecting applicants knows about the Equality and Diversity Policy and that they have received training in putting the policy into practice.
- Provide clear, accessible and welcoming information and advice about learning opportunities.
- Work to customer care standards designed to promote access and participation from all groups
- Interview and assess applicants against clear and transparent criteria to ensure that they are placed on appropriate level programmes where they can succeed.
- Inform programme placement by explicit entry criteria and ensure that placement decisions are transparent and equitable
- Ensure that recruitment is monitored to identify and address inequality.

e) Guidance and Learner Support

A range of services is available for all learners according to their needs including:

- Initial advice and guidance, tutor support and progression guidance.
- Assessment of individual need so that appropriate additional support can be provided.
- Flexible examination and assessment arrangements for learners with additional needs.
- Childcare, welfare advice and specialist counselling.
- Monitor the use of guidance and support services to identify and address any inequalities.

f) Achievement, Progression and Assessment

LETG will:

- Ensure that staff use a range of assessment strategies to meet the particular needs of individual learners within the frameworks set by awarding bodies.
- Ensure that learners receive regular, planned formative assessment to monitor progress and achievement of individuals and groups who have been traditionally under-represented in work based learning.
- Monitor retention and achievement by ethnicity and ensure that managers and training staff take action to address identified inequalities.

g) Customer Satisfaction

- LETG is developing a suite of customer surveys and feedback processes which will enable us to ascertain the views of learners on the quality and effectiveness of our services and provision.
- The information obtained will be analysed according to different client groups and compared with overall LETG data to inform improvement strategies and action plans.

h) Staff Recruitment and Selection, Induction and Professional Development

LETG is committed to:

- Providing Equality training for all staff as a condition of employment.
- Developing policies and procedures to include strategies which will redress imbalances and reduce barriers to employment for under-represented groups.
- Monitoring and analysing progress and promotion, grievances, disciplinary action, performance appraisal, dismissals and other reasons for leaving.
- Ensure that employment, promotion and development opportunities are advertised locally or nationally as appropriate.
- Promote family friendly policies and be sensitive to the religious needs of staff.
- Ensure that all job opportunities will be outlined through a clear and transparent job description and person specification with clear and transparent criteria which provide maximum opportunities to all potential applicants within the frameworks of essential requirements for the job in question.
- Ensure that all recruitment and selection processes are free from bias and discriminatory practice.
- Ensure that everyone who is involved in recruitment and selection is effectively trained and knows what to do to avoid discriminating intentionally or otherwise.
- Ensure that the quality of induction for new staff enhances their potential for success within the job in question.
- Ensure that the induction of new staff covers all aspects of LETG's policy and practice on Equal Opportunities and race equality in particular.
- Ensure that all staff are aware of their entitlement to training particularly such training as is required to support them in working with new groups or individual learners with particular learning, access and/or support needs.
- Principles of equity will be integrated within processes for determining salaries and grading.

i) Quality Assurance

LETG recognises the centrality of equality to quality assessment and improvement and will as part of the regular staff and learner monitoring:

- Ensure that there is an Annual Equality and Diversity Report which reports detailed patterns of participation and progress amongst all groups of learners and staff. (from winter 2007)
- Ensure that (where they exist) equality and diversity benchmarks are used in setting and monitoring targets and performance measures.
- Ensure that the annual self-assessment and internal inspection processes and procedures highlight the impact of programme and service delivery on equality and diversity.
- Ensure that the outcomes of equality and diversity monitoring and assessment inform quality improvement plans at Corporate and course levels and that these plans address identified inequalities and target improvements.

j) Learner Induction

LETG will:

- Ensure that learners are provided with a general induction, which, amongst other elements, covers information about LETG's approach to Equal Opportunities and Race Equality, gender and disability in particular.
- Provide supplementary learner material which promote Equal Opportunities and Race, gender and disability Equality and ensures that learners are aware of their rights, their responsibilities and how to get help and support in relation to issues of harassment, victimisation, bullying and/or discrimination.

k) Learner Discipline and Exclusions

LETG will:

- Ensure that there is a published, clear and transparent code of discipline for learners. (2007/8)
- Ensure that all processes relating to the disciplining of learners are fair and transparent.
- Ensure that learners facing disciplinary situations or hearings are aware of their rights.
- Monitor all major disciplinary procedure leading to final written warnings or exclusions to identify and address inequalities.

l) Social Infrastructure

LETG recognises the need to positively develop an ethos that celebrates diversity and promotes tolerance, respect and equality. LETG will:

- Ensure that there are multi-faith facilities for prayer. (2007/8)
- Ensure that the extended activities and events cater for the interests or needs of all learners and take account of any concerns about religion or culture.
- Develop and organise events which celebrate cultural, religious and racial diversity and understanding.
- Ensure that world events with the potential to cause tension and divisions within LETG are treated sensitively by the staff and learner body, and take the opportunity to further promote understanding, tolerance and respect.
- Ensure that the visual and physical environment reinforces messages related to celebration of diversity and the promotion of equality and diversity.

m) Procurement and Outsourcing

LETG will:

- Ensure that it meets its general duty as defined by legislation in functions that it carries out under contract or under other service agreements.
- Take account of equality and diversity in contractual and other arrangements for delivering services.
- Ensure that sanctions are taken against contractors or providers of services who do not follow LETG Equality and Diversity Policy.

n) LETG Partnerships and Community Links

LETG recognises the crucial importance of a wide range of community and business partnerships in order to develop learning opportunities and services appropriate to and utilised by the diverse communities that LETG serves.

LETG will:

- Develop extensive partnerships designed to promote participation amongst under-represented groups, particularly black and ethnic minority groups.
- Establish a community consultative forum and set targets to address under-representation amongst the learner body.
- Ensure that public information and material is written clearly and is available (where necessary and appropriate) in languages other than English and in special formats.
- Work collaboratively with external organisations and partners to inform our own approach to equality and participate in such collaboration as required to contribute to equality and diversity work across the conurbation.

o) Finance and Physical Resources

- Through our accommodation strategy buildings and facilities are accessible for learners with mobility or sensory difficulties. In liaison with specialist agencies it will provide a welcoming and safe environment for a range of learners with additional needs.
- Financial resources are made available to fund appropriate improvements as are deemed reasonable.

7. Responsibility

All individuals within LETG are responsible for compliance with this policy for the attitude required to ensure the success of this policy. All partners connected with LETG are expected to hold the same responsibility and commitment.

Leadership, Management and Governance

LETG will integrate the following principles in all aspects of leadership, management and governance:

- Proactivity in promoting equality and diversity and good race relations.
- Tackling unlawful discrimination.
- Encouraging, supporting and enabling all learners and staff to reach their full potential.
- Working in partnership with stakeholders and, in particular, the wider community to tackle all forms of discrimination and establish, promote and disseminate racial equality good practice.
- Seeking to ensure that all staff, learners and other members of LETG promote, support and comply with the policy.

LETG executive group/s

It is the responsibility of the of LETG executive group/s to:

- Ensure a strategic framework that fosters a positive ethos with regard to equality and diversity and the elimination of all forms of discrimination.
- Ensure that members are aware of their statutory responsibilities in relation to equalities legislation.
- Ensure that LETG complies with race, gender and disability relations legislation including the general and specific duties contained in them.
- Ensure that the policy is implemented.
- Give details of the individual who has lead responsibilities in relation to equalities legislation.
- Ensure that the membership of the executive group/s reflects the diversity of the local community.

The Managing Director

It is the responsibility of the Manager to:

- Give a consistent and high profile lead on equality and diversity issues.
- Promote the equality and diversity policy inside and outside of LETG.
- Ensure that the policy, its related procedures and strategies are implemented.
- Ensure that all staff are aware of their responsibilities under the policy and are given appropriate training so that they can fulfil their responsibilities.
- Ensure that learners are aware of their responsibilities under the policy.
- Ensure that disciplinary action is taken against staff and learners, who discriminate, victimise or harass others.

All Managers of LETG

It is the responsibility of Managers of LETG to:

- Take the lead in creating a positive ethos in relation to equality and diversity and in putting the policy into practice.
- Ensure that they are aware of LETG's statutory duties in relation to equalities legislation.
- Ensure that all staff within their scope of responsibility are trained in relation to equal opportunities and in particular their responsibilities under racial equality legislation and LETG Race Equality policy.
- Treat all concerns with regard to equalities issues raised by learners and staff seriously and with sensitivity, to investigate and, if appropriate, instigate disciplinary action against staff and learners who racially discriminate or harass others.
- Deal with incidents of discrimination and harassment.

The responsibility for compliance and for the positive attitude required to ensure success is the responsibility of all individuals within LETG. All partners and contractors connected with LETG are expected to hold the same responsibility and commitment. They should:

- Know how to identify and challenge bias and stereotyping, harassment and discrimination.
- Where appropriate monitor patterns of participation and performance amongst different learner groups and act on identified inequalities.
- Not discriminate or stereotype on any grounds.

All Staff of LETG

It is the responsibility of all LETG staff to:

- Inform themselves of the content and implications of the policy and to put the policy into practice.
- To seek appropriate training to ensure that they are confident that their own actions and professional practice (including customer interface, lesson plans, schemes of work, the design and content of materials used, relationships with colleagues etc.) are consistent with the policy and that they can confidently challenge bias, stereotyping, discrimination, victimisation and harassment as it arises.
- Deal with incidents of discrimination.
- Not discriminate on any grounds.
- Keep up to date with equalities legislation by attending training events and take note of related information organised and disseminated by LETG.

Learners of LETG

It is the responsibility of learners of LETG to:

- Ensure that they are aware of the content and implications of the policy.
- Ensure that they treat all members of LETG with respect and do not engage in bias, stereotyping, harassment or discrimination.
- Report any incident that contravenes this policy to a member of staff.

Partners and Contractors

It is the responsibility of all LETG partners and contractors to:

- Ensure that they are aware of the content and implications of the policy.
- Ensure that they treat all members of LETG with respect and do not engage in bias, stereotyping, harassment or discrimination.
- Report any incident that contravenes this policy to a member of staff.

9. Planning, Monitoring, Evaluation and Communication

Planning

- The Equality and Diversity Policy will be reviewed on an annual basis.
- Monitoring will be a continuous process of data gathering, analysis, questioning, investigation, proposals and change.
- Ethnicity monitoring will utilise the Home Office recommended categorisation framework and will also take full account of the Data Protection Act 1998 in the collection storing and analysis of ethnicity data.
- LETG will collect and utilise monitoring data to monitor the recruitment, retention, achievement and progression of all learners and will use this data to set targets for removing any identified disparities between groups of learners. Monitoring data will also be used on attendance, formal disciplinaries, and complaints and will be used to inform planning and decision making.
- LETG will collect and utilise monitoring data to monitor the recruitment, retention, development and progression of all staff and will use this data to set targets for removing any identified disparities between groups of staff.

The policy and its strategy will be monitored and evaluated to ensure progress and effectiveness in the following areas:

- The elimination of all forms of discrimination.
- The promotion of equality and diversity.
- The promotion of good race relations.
- The utilisation of the results of reviews and assessments to inform planning and decision making.

Progress

Progress under the policy and against the implementation plan will be published annually in the Equality and Diversity Report that will be considered by the following groups:

- The external critical friends Committee.(to be established in 2007/8)
- The internal Equality and Diversity Committee.

Training and Development

- Training and development for learners and staff will form an integral part of implementing the policy and the effectiveness of training will be monitored and evaluated.
- Resources for equality and diversity related training will be identified and ring fenced on an annual basis.

Communication and Dissemination

- The policy will be published to learners, staff and visitors to LETG.
- Different formats will be developed as appropriate for different audiences.

10. Complaints

Any individual who feels that s/he is being discriminated against or harassed for reasons of ethnic origin, disability, gender, age, socio-economic group or sexual orientation, should raise the matter formally or informally, as appropriate, with one of the following in the first instance:

Learners: his/her assessor/instructor

Staff: Representative on the Equality and Diversity Committee
Line Manager

No member of LETG shall be victimised as a result of giving information about any act by a person who contravenes this Equality and Diversity Policy. Persons making allegations, which are proved to be false, will be dealt with in accordance with LETG grievance and disciplinary procedures as will any person who bullies or harasses another person who they believe has made an accusation against them, whether it be proved or not. All members of LETG will be able to report matters detailed in the Public Interest Disclosure Act 1998 without fear.

11. Associated Documents

Race Equality Policy
Equality and Diversity Action Plan
Disability Statement
Access Guide and Information for People with a Disability
LETG Charter
Human Resources Strategy
Personnel Policies and Procedures
Staff Development Policy and Procedures