

PROFESSIONAL VOCATIONAL TRAINING LTD

Equal Opportunities Policy

STATEMENT OF POLICY

Professional Vocational Training Ltd (PVT) is committed to the promotion and advancement of an equal opportunities policy which addresses the needs and rights of all individuals regardless of age, gender, race, disability, sexual orientation, gender identity, religion or faith, marital or civil partnership status, maternity or paternity/parental or care status, or any other characteristic which renders them at a disadvantage for example from an socio-economic point of view (eg part time workers etc), to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experiences is valued. We aim to ensure that no prospective or existing learner should receive less favourable treatment on any grounds which are not relevant to ability and achievement. Further, we are committed to ensuring that all learners work in an environment which is safe and encourages them to be healthy, and enables them to make a positive contribution to the organisation and community, prepares them for economic and social well being and to enjoy achievement and process of learning.

PVT has a continuing programme of action to bring about the implementation of its policy as well as other initiatives such as peer review and equality impact assessment.

CODE OF PRACTICE

Our aims

The encouragement of equal opportunities is consistent with the broader aims of PVT, in making a contribution to the core activities of learning and skill enhancement. PVT expects both learners and staff to share responsibility for equal opportunities.

An equal opportunities policy should go beyond the avoidance of unfair discrimination, to the encouragement, wherever practicable, of activities which reflect a diversity of cultural experience.

The policy is intended to ensure that no prospective or existing learner shall receive less favourable treatment on the grounds of age, gender, race, disability, sexual orientation, gender identity, religion or faith, marital or civil partnership status, maternity or paternity/parental or care status, or any other characteristic which renders them at a disadvantage for example from an socio-economic point of view or any other criterion accepted as unjustifiable by PVT.

PVT recognises the need to identify specific areas for future action within the field of equal opportunities in terms of learning achievement and outcomes, so that the policy may have practical outcomes. Within the resources available, it is committed to a programme of equal opportunities monitoring, and the provision of advice and training to ensure the implementation of equal opportunities policies within the organisation.

Learner recruitment

PVT welcomes applications from potential learners of all social and ethnic backgrounds. Its recruitment policy aims to promote equal opportunities, while at the same time selecting learners who have the ability and motivation to benefit from the courses which they intend to follow. To this end, in the spirit of the Equality Act 2010, PVT will undertake reasonable adjustments for qualified applicants with protected characteristics to enter the training programmes offered, in accordance with the provisions of the Act. A wide range of factors is taken into account by recruitment staff and assessors in the initial assessment process, such as post-school experience and breadth of interests. In the case of mature students these factors may, where appropriate, be taken into account in place of examination results.

Special religious or cultural needs

PVT will make reasonable efforts to meet the special needs of any individual arising from religious or cultural obligations.

Teaching, learning and assessment

Teaching, learning and assessment strategies should be equitable, undertaken with awareness of the different needs of learners, and be directed towards the encouragement of academic and personal development.

Monitoring

PVT is committed to a programme of monitoring in relation to recruitment across all sectors of society.

Widening participation

PVT will continue to make provision for, to monitor and to review, the needs of particular groups of students. It believes that those with (but not excluding other protected characteristics) **disabilities** should have access to the full range of academic, social and cultural activities. To this end, in the spirit of the Equality Act 2010, PVT will undertake reasonable adjustments to meet both the general need for access and the specific needs of individuals regardless of disability or other protected characteristic who wish to benefit from programmes offered. It will ensure that such individuals are adequately and appropriately consulted about their needs and their views taken into account.

PVT recognises the **domestic and caring responsibilities** of some students, including those with childcare, and other care, needs. Details of financial assistance towards nursery costs for students can be obtained from either the Skills Funding Agency or members of PVT staff. PVT will endeavour to allow for flexible patterns of study wherever practicable.

Facilities and Services

All facilities and services provided by or in association with PVT programmes operate in accordance with this equal opportunities policy.

Assessor/mentoring system

PVT recognises that arrangements for the assessment/mentoring of learners should be made in accordance with its equal opportunities policy. Learners should be allowed to change

assessor/mentor without difficulty. Where possible, the allocation of learners to assessors/mentors should be made with sensitivity towards equal opportunities issues. Such procedures and advice is included in learner portfolio.

Harassment

PVT aims to create a stimulating and supportive environment for learning. It accepts that such an environment cannot be created or sustained if learners are individually or collectively subject to harassment, intimidation, aggression or coercion. PVT assessors/mentors offer a confidential first point of contact to anyone subjected to harassment in any form. Personal harassment will be regarded as a serious matter which could result in disciplinary action being taken against the harasser. A more detailed policy that includes anti-bullying and victimisation is provided separately.

Complaints procedure

PVT will give a full hearing to any applicant or learner who believes that he or she has been treated in a way which is not consistent with the equal opportunities policy. Applicants should write to the Manager, at PVT Head Office, to initiate a complaint. Learners may approach any appropriate representative of PVT, including their assessor/mentor. Where appropriate, PVT will take action, and if necessary implement the disciplinary procedures set out in the learner portfolio. See the portfolio for a more detailed complaints, grievance and disciplinary procedure

Whom to contact

You may discuss any of these issues with your assessor/mentor or the Equality and Diversity Co-ordinator Sandra James at sandra.james@pvt.org.uk or on 07779636852