

## Gender Equality and Equal Opportunities Policy and Implementation Plan

As a training provider we have this policy in place to:

- Help embed 'Due regard' to the Public-Sector Equality Duty/Equality Act 2010 into programme delivery; and
- Help meet EU structural fund regulations to promote gender equality and equal opportunities

### **Policy Statement:**

The senior management of Functional Skills UK (FSUK) are committed to providing working and learning opportunities for all.

- By eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.

We recognise the importance of the Equality Act 2010 and come under the scope of the Public-Sector Equality Duty (see policy folder for copy). We strive to achieve an inclusive culture of excellence without prejudice, bullying, harassment and discrimination of any type.

Paul Smith MD is ultimately responsible for ensuring this policy is carried out, that it is fit for the purpose, relevant and complies with legislation.

This policy covers staff and participants alike.

This policy covers the nine protected characteristics of the Equality Act 2010 (Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).

Our aim is to ensure that all employees, job applicants and learners are given equal opportunities and that our organisation is representative of all sections of society. Every employee and learner will be respected and valued and able to give their best as a result.

### **Staff**

- 1 All employees, whether they are Full-time, Part-time or temporary, will be treated fairly and with respect. When Functional Skills UK selects candidates for employment, promotion, training or any other benefit it will be on the basis of their ability. All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our workforce.
- 2 All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, ensuring our whole workforce is as efficient as possible.
- 3 FSUK will not tolerate any form of intimidation, bullying or harassment in the workplace, and will discipline those that breach this policy.
- 4 FSUK will make training, development and progression opportunities available to all staff.
- 5 FSUK believe in promoting equality in the workplace, this is good management practise and makes business sense.

- 6 We will encourage anyone who feels they have been subject to discrimination to raise their concerns so we can intervene.
- 7 During staff induction, new members of staff are asked to read our policies and sign to say they understand and agree.

## Learners

- 1 All candidates will be asked if they require additional support, have learning difficulties, cultural requirements, medical conditions or special needs at the beginning of their programme in order to identify where we can assist them. Additionally, their Induction for their Apprenticeship or any other learning will be assessed to assist in identifying any requirements. All learners will undertake Initial assessment in English and maths at induction. All FSUK tutors will be informed of any areas of concerns identified.  
If required ALN support will be provided. FSUK will inform the relevant awarding bodies to ensure that additional support can be offered during assessments.
- 2 Personal information on candidates will be treated as confidential and any information held on computer will be subject to the Data Protection Act.
- 3 During Induction all learners are taken through a presentation of what they can expect from us and what we expect from them during their time with us and our values. Within this we talk ask learners to:  
Please look out for each other, treat others with respect and tolerance, regardless of background or beliefs.  
Understand the importance of respect for everyone.  
Understand the importance of listening to what everyone has to say, whether you agree or not.  
Achieve your potential, challenge, develop, inspire and stretch yourself.
- 4 All learners are given our policies at induction so we can be transparent in our commitment to Equality and Equal Opportunities.
- 5 Learners leave induction fully aware that they should expect to be taught in an environment where their contributions are recognised and valued, and also that FSUK do not tolerate any form of intimidation, bullying, or harassment.

## The rights, responsibilities and duties of employees and candidates:

It is the right of all employees and candidates to work and train without being discriminated or prejudiced against, bullied or harassed.

It is the responsibility of all employees and candidates to ensure that they do not contravene equal opportunities legislation by discriminating, bullying or harassing anyone.

It is the duty of all employees and candidates to report any discrimination, prejudice, bullying, harassment or unfair treatment that is happening during work or learning. This should, in the first instance be reported to a line manager; if it is not resolved it should be reported to Paul Smith.

Breaches of the Equal Opportunities Policy are regarded as breaches of discipline and as such are subject to disciplinary procedures. Complaints of any kind relating to the equality of opportunity may be taken through the grievance procedure for staff or candidates.

Allegations of breaches of equal opportunities for staff or learners will be answered by Paul Smith within 5 working days of the complaint being made. Where, due to the nature of the complaint this is not possible an initial response explaining that it is being investigated will be sent out with 5 working days.

If the complainant is satisfied with the response and following action, then no further action will be taken.

If the complainant is not satisfied with the response then Paul Smith will take further action, it may be that he has to go through disciplinary process, or acquire additional support or guidance from external agencies.

### **Learners enrolled on behalf of Prime Further Education Providers.**

Learners enrolled via a funded learning programme on behalf of our Prime Learning Providers detailed below have the right to take any issue up directly with them directly.

Greater Brighton Metropolitan College, 1A Pelham Street, Brighton, BN1 4FA. Tel: 01273 667788

Skills Training UK  
12<sup>th</sup> Floor, York House, Empire Way, Wembley, HA9 0PA  
Tel: 0208 7958222

### **Implementation Plan**

To maintain steps already taken:

Equality and Diversity is a standard agenda item for weekly meetings held with all core staff, and Standardisation meetings held with all tutors/assessors.

Policies are reviewed annually

Senior staff member oversees Equality and Diversity and has specialist training which they cascade throughout the organisation.

During Inductions for staff and learner's policies are distributed. Staff have to sign to agree to adhere to the policies and Apprentices have to sign their Apprenticeship Agreement.

All current staff have undertaken NCFE Equality, Diversity and Inclusion module.

Advertising job vacancies across many areas via Love Local Jobs and Indeed.

To help monitor our effectiveness with staff, after annual Staff Appraisals staff are asked to complete a Staff Evaluation which includes:

*Do you think our policies and practices are effective?*


Staff undertake regular training and CPDs in qualifications such as Safeguarding and Prevents and Understanding Autism. This ensures we are informed and have enough awareness to offer equal opportunities.

Data: Via our online CRM system we can monitor and identify any underrepresentation.

Weekly analytics reports of our website and social media campaigns mean we can monitor certain characteristics of our users.

This policy applies to staff employed by Functional Skills UK Ltd t/a Swim UK, Gym UK and Pavilion training, Brighton Swimming Centre Ltd and Brighton Swimming Centre Ltd t/a Brighton Swimming School, Pool to Pier and any other brands adopted by either company. This policy and procedure will be reviewed annually to ensure that it remains fit for the purpose, suitable and complies with legislation.

Signed:



Name of employee: Paul Smith MD

Date: December 2020

Review Date: December 2021