

## Equality and Diversity Policy

This policy is an explanation of the Equality and Diversity Statement and how CT Skills aims to achieve the objectives set out in the Statement.

CT Skills is committed to promoting equality and diversity and eliminating discrimination in all those areas over which it has influence.

Our aim is that our workforce and learners, both potential and actual, will be truly representative of all sections of society and will feel respected and able to give their best. To that end, the purpose of this policy is to promote equality in our employment and for those accessing our services and not to discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief and gender or sexual orientation. We oppose all forms of unlawful and unfair discrimination including harassment, victimisation and all other conduct prohibited by the Equality Act.

All employees, whether part-time, full-time, or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, and any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise efficiency of the organisation.

CT Skills is committed to widening access to its services and facilities to members of under-represented groups. This commitment is accompanied by the recognition that equality and diversity must encompass programme, teaching and learning issues.

### The Policy covers all aspects of:

- Employment, from recruitment and selection processes, to training and development, to specific conditions of service and to reasons for termination of employment.
- Learner and stakeholder participation.
- Subcontractor delivery whether using CT Skills' premises or subcontractors' own delivery models.
- ESF funded programmes

### To maintain the aims of this policy CT Skills will:

- Create an environment in which individual differences and the contributions of all (employees and service users) are recognised and valued.
- Ensure that its Policy, Statement and accompanying codes of practice are widely distributed both internally, through websites, and that subcontractors and other stakeholders are made aware of our requirements and asked to ensure that they uphold similar levels of commitment and behaviour.
- Maintain support systems for employees and learners who may be the subject of discrimination.
- Advance equality of opportunity and diversity by fostering good relations between people who share a protected characteristic and those who do not.
- Provide training to ensure that equality and diversity principles underpin all aspect of CT Skills life and inform the teaching and learning processes for all staff and service users.
- Ensure equality of access to employment by monitoring the recruitment, selection, retention, and appraisal processes for all employees.



- Promote the attainment of a workforce that is representative of the community from which it is drawn.
- Ensure equality of access to programmes for all members of the community able and eligible to benefit, by monitoring and reviewing referrals, starts, provision delivery, marketing materials etc.
- Make every effort to ensure that the structures, services, physical environment, and buildings reflect the needs of employees, potential employees, service users and visitors.
- Not tolerate any form of intimidation, bullying or harassment.
- Commit itself to the regular review and monitoring of all policies and practices.
- Actively encourage and support everyone to reach their full potential.
- Make it a condition of service and admission that employees and learners adhere to this Policy.
- Make every effort to ensure that all contractors, organisations, or individuals who work with CT Skills are aware of and commit to the Policy.
- Positively seek to establish links with outside organisations, partners and community groups which have a commitment to equality and diversity and build a network of support, information exchange and cooperation.
- Identify and invest in the appropriate resources to fulfil these aims.
- Be fully supported by the senior leadership group in the delivery of its Equality and Diversity Policy.
- Carry out monitoring and review activity.
- Set Equality and Diversity Action Points embedded within the Quality Improvement Plan with clear, measurable targets to achieve our Equality and Diversity Policy aims.

## Responsibilities

The cooperation of all employees is essential to the success of this Policy. However, ultimate responsibility for achieving the Policy’s objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various codes of practice, lies with the company.

CT Skills’ management are committed to the Policy and overall responsibility lies with the Senior Leadership Group. The Policy is underpinned by the Equality and Diversity Action Points embedded within the Quality Improvement Plan which will focus attention on the key tasks to be met, monitoring and review.

## Statutory Obligations

The Equality Act 2010 combined various previous legislative measures. It identified a list of protected characteristics to enable all those employed or associated with CT Skills to be protected against discrimination in a variety of forms, both direct and indirect.

The characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief and gender and sexual orientation.

The Equality Act 2010 aimed to cover the following acts:

- The Sex Discrimination Act 1975 and the Race Relations Act 1976.
- The Race Relations (Amendment) Act 2000.



- The Disability Discrimination Act 1995 (DDA).
- The Human Rights Act 1998.
- The Employment Equality Regulations 2003.
- The Employment Equality (Age) Regulations 2006.
- Equality Act 2010

In addition, CT Skills is mindful of Public Sector Equality Duty as a direct contract holder of significant delivery of Government funded provision.

## Employee Recruitment

CT Skills welcomes diversity amongst its staff and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual merits of candidates and on selection criteria relevant to the post and in line with our Safer Recruitment Policy.

Selection criteria for all posts will be clearly defined and reflected in job description and person specification sent to candidates.

Job advertisements will be widely publicised to encourage applications from a broad range of suitable candidates from all backgrounds. All job advertisements placed on behalf of CT Skills will state CT Skills commitment to equality of opportunity by including a footnote or final note indicating this. Will also be made available in other formats when they are requested by applicants.

All those handling applications and conducting interviews will be aware of the principles of the Equality Act 2010. All candidates will be compared objectively with the selection criteria, and all applications will be processed in the same way.

CT Skills has a statutory obligation to make such reasonable adjustments to the workplace and to working arrangements. CT Skills shall endeavour to accommodate suitably qualified applicants.

Interview questions will strictly relate to the selection criteria only. We will ensure appropriate interview arrangements (such as accessible interview rooms or the assistance of a sign interpreter) to enable candidates to compete on an equal basis.

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for at least six months after an appointment has been made, in line with the Data Protection Act 2018.

CT Skills will monitor the diversity of its workforce and candidates by age, disability status, ethnicity, and gender. We will use this data to help us identify any under representation in the workforce and recruitment process by any equality group. Where such under-representation is identified, positive action initiatives will be developed. CT Skills will investigate the practicalities of monitoring progression within employment, including access to training and development and promotion.

Recruitment procedures and practices will be reviewed yearly to ensure that this code is being adhered to.

Senior Leadership Group shall have the power to make changes in this code.

## Staff Training and Development

To meet the current and future needs of the business, CT Skills will ensure the provision of opportunities for employees to gain the necessary skills and knowledge required for the adequate and safe performance of their tasks and duties.



Training and Development requirements will be decided solely in relation to the needs of the business, the needs of the operational teams, the needs of individual employees to satisfy agreed objectives, cost, and time constraints.

All reasonable steps will be taken to ensure that training materials used by internal and external facilitators are consistent with the Equality and Diversity Policy, relevant legislation and promote equality and diversity of opportunity.

Selection for promotion will follow the same principles as for recruitment.

### **Equal access to and participation in Education**

CT Skills is committed to a policy to achieve equality of opportunity for all stakeholders in terms of entry to provision and the delivery of learning.

CT Skills will not tolerate any form of behaviour that discriminates against individuals based on age, disability, sexual orientation, ethnic or national origin, religion, race, gender, marital status, learning difficulty or colour.

Positive steps will be taken to maximise equality of access to provision and redress any inequalities identified through monitoring.

Programme organisation and learning materials will take account of the learner's needs. Care will be taken to ensure that the materials are non-discriminatory and reflect the diversity of the community.

CT Skills' employees will actively promote and encourage all clients to apply for a wide range of realistic job or learning opportunities.

### **Learning Environment**

CT Skills endeavour to create a learning environment across all settings that ensure all learners feel comfortable and able to learn irrespective of their background. Reflection rooms can be made available across all sites. Any facilities CT Skills uses to deliver will be Equality Act 2010 compliant; we will endeavour to accommodate any additional needs - these just need to be communicated at the earliest convenience. Wherever practical, our facilities are designed to provide accessibility to our full learning delivery for all individuals whatever their needs or disabilities and where necessary we will look to adapt specific delivery programmes to enable this.

Communications on walls are monitored regularly to ensure they are reflective of local communities.

### **Handling and Monitoring of Complaints**

CT Skills will quickly respond to complaints arising from non-compliance with the Equality and Diversity Policy.

Complaints should initially be discussed face to face with your manager or tutor, or another member of the management team or through the Grievance Procedure (employees). If preferred, these can be in writing to the Customer Services team via email ([hrenquiries@ctskills.co.uk](mailto:hrenquiries@ctskills.co.uk)) or by post to CT Skills, The Quadrant, Nuart Road, Beeston, Nottingham NG9 2NH.



Monthly reviews of complaints are conducted and any relating to non-compliance with equality and diversity protocols are raised immediately with the relevant Senior Leadership Groups.

### Monitoring, Review and Communication

CT Skills will maintain a statistical record in terms of gender, ethnicity, disability, and age from application stage through recruitment and career progression of staff, and referral progression and achievement of learners.

Information collected will form a confidential record which will be stored in compliance with the Data Protection Act and used only for purpose of statistical analysis in connection with the Equality and Diversity Policy and statutory reporting responsibilities.

The Strategic Leadership Groups will be responsible for preparing an annual report for the attention of the Board. The report will include information on:

- the monitoring of statistics, targets, and policies
- specific measures adopted to promote equal opportunities
- assessment of progress against identified priorities, targets, and timetables
- make necessary recommendations on where improvement could be made
- set objectives for the next academic year

Responsibility for communicating the Policy and other relevant reports will be with Senior Leadership Groups.

The Policy will:

- be posted on the website
- be communicated to all staff
- form part of the induction for new employees and learners

### Teaching, Learning and Assessment (including Advice and Guidance)

All delivery staff understand the importance of the Equality and Diversity Statement and deliver their teaching, resources and assessment in an inclusive manner that is non-discriminatory. This is reinforced in the requirements of the Common Inspection Framework.

At all interventions of Advice and Guidance learner's knowledge of diversity is assessed through Survey Monkey and questioned at reviews. Equality and diversity are embedded with the induction and a reference made to the subject when the learner receives their learner handbook.

Resource audits take place regularly which review learning content. Teaching observations highlight specific good practices of equality and diversity.

### Marketing, Publicity and External Liaison

Analysis is conducted of the engagement of learners to ensure that a fair proportion of the local communities are represented within the learning centres. CT Skills will take positive action to market training and employment opportunities amongst those communities that under-represented within the

learning environment. This could be through engaging community groups, running specific events and building links with local schools and services.

Wherever possible publicity materials reflect the diverse nature of the stakeholders and will be free from bias.

The Equality and Diversity Policy will be featured in all premises.

Diversity events will be featured on the yearly wall planner distributed to all stakeholders as well as celebrated within learning centres.

### Review and Consultation

Feedback forums such as surveys and focus groups are used to assess learner's feedback on equality and diversity. These forums also ensure learners are consulted on the development of equality and diversity practices.

This statement is reviewed annually considering the ever-changing needs of CT Skills stakeholders.

### Breaches of Policy

Any breach to this policy by any stakeholder will be taken seriously and may result in termination of employment, partnership, or learning.

**The documents will be made available in alternative formats on request.**

Authorised:

Alex Ford (Chief Executive Officer).

Date: 1<sup>st</sup> January 2023

