

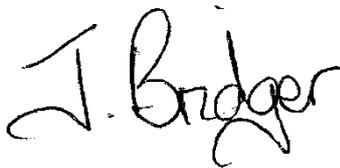
# EQUALITY AND DIVERSITY

## POLICY STATEMENT

Campus Training recognises and values the diversity of everyone we work with - learners, employers and staff. We also recognise that many people experience discrimination or lack of opportunity for reasons which are not fair. These include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (the nine protected characteristics in the Equality Act 2010).

We are against all forms of discrimination and will take every possible step to ensure that everyone is treated fairly, with respect and given support and opportunities appropriate to their needs.

Campus Training Ltd



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Managing Director

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## **EQUALITY AND DIVERSITY**

### **What this means for you as:**

#### **A learner/apprentice**

- We want you to be treated fairly and with respect by Campus Training, employers or any of our partner organisations.
- We want you to feel valued and that you have opportunities to give us comments, suggestions and feedback.
- You will be expected to behave with respect and fairness to everyone.
- You will have opportunities throughout your learning programme and during your regular progress reviews to discuss any equality and diversity issues.
- As part of your programme you will gain a greater awareness and understanding of equality and diversity.
- If you have a learning difficulty or think you may have, we can offer you assessments to identify the level of support you may require.
- If you have a disability please let us know. We will try to make our services accessible to you or will put you in touch with other organisations who may be able to support you better.
- If you have any other concerns such as medical issues or home/family commitments, please let us know so that we can try to provide any additional support you may need.
- If you feel you are being treated unfairly or discriminated against, we have a complaints procedure which you can use.

#### **An employer**

- We oppose all forms of discrimination and will work with you to promote equality and diversity within your organisation.
- Campus Training sometimes works with partner organisations and we ensure they work with the same fairness and respect that we try to.
- We try to make sure that all our marketing and learning materials are non-discriminatory. If you have any comments on our materials please let us know.
- We will give appropriate support to meet the individual needs of learners/apprentices and employers. If we cannot do this we will put you in touch with other organisations who may be able to support you better.
- We carry out regular learner/apprentice progress reviews which you will attend and, during which, you will be invited to discuss any equality and diversity issues that may arise.
- If you feel we are treating you, your company or a member of your staff unfairly or feel we are being discriminatory, we have a complaints procedure which you can follow.

## **EQUALITY AND DIVERSITY**

### **What this means for you as:**

#### **A member of staff**

- Campus Training aims to treat all staff fairly and give opportunities to all.
- All staff are expected to have an awareness and understanding of equality and diversity and to attend training/CPD activities as required.
- Review and appraisal sessions and staff meetings take place regularly where equality and diversity issues are discussed.
- All staff are responsible for contributing to the promotion and monitoring of equality and diversity. This should happen throughout the learning/apprenticeship programme and be recorded formally at every review.
- Staff are expected to identify any learners with learning difficulties, disabilities or barriers to learning and put in place appropriate strategies to support them.
- Campus Training will support all staff to meet their own and their employers and learners/apprentices individual needs.
- All staff are expected to comply with company policies, job descriptions, codes of practice and current legislation. Further details can be found in the 'Equal Opportunities' section of employee handbook.
- If you feel you are being treated unfairly or being discriminated against, please speak to us or use the grievance procedure.

#### **Training & Engagement**

- All employees will undertake awareness and understanding of equality and diversity training and update this as required.
- During induction, employees will be made aware of all policies including equality and diversity
- Further training, beyond the initial awareness and understanding, will take place during the induction period to ensure engagement with the policy by understanding the impact and how to effectively implement its contents in all dealings with learners, apprentices, colleagues and other stakeholders.

## **EQUALITY AND DIVERSITY**

### **Promotion and Monitoring**

Equality and diversity is promoted and monitored throughout the organisation to ensure that no-one we work with is put at a disadvantage, either directly or indirectly, deliberately or inadvertently.

### **Promotion**

We strive to ensure our marketing promotion material contains images that promote multi cultures and non-gender bias and do not promote stereotypes. This is also considered when producing learning resources and materials for learning programmes including apprenticeships.

This policy is available on our website to encourage promotion and engagement.

Employers are given support, advice and guidance to help them develop clear policies and procedures for equality and diversity in the workplace.

Tutors and Assessors actively promote equality and diversity to learners and employers during reviews, on and off the job training and during the assessment process.

Equality and Diversity is covered at employee and learner/apprentice Induction and reinforced throughout all learning programmes including Staff Development and Apprenticeship programmes.

All apprentice learners take part in ERR training (Employment Rights & Responsibilities), which enhances their understanding of equality and diversity and the effectiveness of their employer's policies and procedures relating to equal opportunities in their workplace.

### **Monitoring**

All learners complete an application form which includes Equal Opportunities to monitor gender, age, disabilities and ethnic origin, individual needs and location. The Head of Quality & Operations/Managing Director will collect and analyse this data.

Tutors and Assessors complete regular reviews, both formally and informally. Part of these include discussions about Equality and Diversity and tutors/assessors take any follow up action as appropriate.

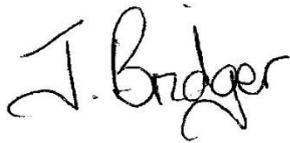
Equality and Diversity is monitored by Subject Leads and by the Head of Quality & Operations/Managing Director during their quality observation visits and learner/employer interviews. It is also discussed at the regular tutor/assessor and team meetings.

Any complaints will be monitored and analysed by the Head of Quality & Operations/Managing Director and action taken, as required.

### **Monitoring & Review of Policy**

This policy will be reviewed at least once per year by the senior management team.

This policy was last reviewed in December 2023 and is due for review in December 2024 or before if required.

A handwritten signature in black ink that reads "J. Bridger". The signature is written in a cursive, flowing style.

Jo Bridger  
Managing Director