



Transform Career UK Ltd **Equal Opportunity & Diversity Policy**

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Contents

Scope of the policy	3
Purpose of the policy	3
Communication of & Location of the Policy	3
Review of the policy	3
Commitment to the Policy	3
Key Principles and Responsibilities	4
Students and Users of the Centre	5
For Employees of the Centre	5
Student Monitoring	6
Employment Monitoring	7
Complaints Procedures	7



Scope of the policy

This policy covers the principles of course management and administrative procedures offered Transform Career UK Ltd ensuring that the welfare and general interest of students are prioritised.

Purpose of the policy

The purpose is to set out Transform Career UK Ltd commitment to ensuring that it adheres to the diversity and equality legislation and principles in our responsibilities as a charity as well as our external partners of awarding bodies.

Transform Career UK Ltd fully support the principle of equal opportunities and oppose all unlawful or unfair discrimination on the grounds of ability, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Communication of & Location of the Policy

- A. It's important that both company personnel involved in the management, assessment and quality assurance of all programs on offer, are fully aware of the contents of the policy.
- B. Management will assume the responsibility for communicating all updates to this policy to all stakeholders affected by it.
- C. The terms Company, We, Centre when used in this policy shall refer to Transform Career UK Ltd.
- D. Copies of this policy will be made available and can be obtained by contacting the Centre Manager.

Review of the policy

This policy will be reviewed on an annual basis or revised where necessary based on feedback from stakeholders, external agencies and regulatory authorities. The review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Commitment to the Policy

Transform Career UK Ltd's management and staff are collectively committed to ensuring that equality of opportunity and diversity is promoted for all staff, the public and staff.

Transform Career UK Ltd mission, demonstrated through its policies and procedures will work to enable all stakeholders to gain access to the most suitable programmes on offer, and to benefit from a learning programme that leads to good quality outcomes, and matches future aims and aspirations.

In meeting current legislative requirements, Transform Career UK Ltd will ensure that all students and actual or potential employees are treated equally, regardless of:

1. Age,
2. Disability,



3. Gender reassignment,
4. Marriage and civil partnership,
5. Pregnancy and maternity,
6. Race,
7. Religion or belief,
8. Sex
9. Sexual orientation.

Transform Career UK Ltd will engage in positive active measures to promote equality and diversity and to overcome barriers caused by disadvantages and inequalities revealed through monitoring. Through this positive action, Transform Career UK Ltd will:

1. As much as possible, provide facilities or services (in the form of training, education, or welfare) to meet the particular circumstances of people from under-represented groups which are under-represented;
2. Offer targeted job training at particular groups who are under-represented in a particular area of work;
3. Encourage applications from groups who from a wide range of background and interests;
4. Strategies for positive action are intended to be temporary measures and will be kept under regular review. Positive action will cease once the special needs have been met, or if under-representation no longer exists. Transform Career UK Ltd will ensure that when using positive action as a strategy, it falls within the current legislation.

Key Principles and Responsibilities

1. Transform Career UK Ltd will challenge inequality, prejudice and discrimination. It is the duty of every member of staff and of all students to avoid discriminatory practices and to accept personal responsibility for the application of the policy.
2. Embrace diversity in all its aspects, and aims to employ a workforce which reflects, at every level, the community it serves.
3. Transform Career UK Ltd will treat all students, employees and the public with respect and dignity, and seek to provide an environment free from harassment, discrimination and victimisation. The Centre will not tolerate any form of discriminatory behaviour against its students, either from other employees, students, or members of the public.
4. In seeking to achieve a balanced workforce at all levels, Transform Career UK Ltd will ensure that no employee, job applicant or candidate for promotion will be disadvantaged or treated less favourably because of conditions or requirements that are not related to the job. Reasonable adjustments will be made to arrangements and premises to ensure equal access for all.
5. Employees and students will be encouraged and supported in reporting any instances of discrimination. Transform Career UK Ltd will ensure all allegations are fully and impartially investigated by the office manager, with due regard to confidentiality.
6. Transform Career UK Ltd's directors designates the Managing Director or any of his representatives



as having overall responsibility for equality issues and through the Centre Manager, will ensure annual reports are presented and action.

Students and Users of the Centre

1. Transform Career UK Ltd will ensure that information about its programmes of study and services is made available and accessible to the widest possible audience.
2. Publicity materials will be available in a range of formats and media to avoid prejudice and stereotyping.
3. Marketing activities will seek to encourage participation from those groups currently under-represented in the Centre as a whole and, in particular areas of study, by ensuring regular market intelligence briefing are circulated. Marketing will play a proactive role in promoting opportunities based on relevant data.
4. In order to ensure that all students and potential students are treated with equality and fairness and that diverse needs are fully met, Transform Career UK Ltd will ensure that good practice in equality and diversity are embedded into all of its policies and procedures concerning:
 1. Initial Advice, Information and Guidance
 2. Recruitment
 3. Induction
 4. Harassment and Bullying
 5. Teaching and Learning
 6. Assessment
 7. Internal Verification
 8. Disciplinary
 9. Student Support Services
 10. Tutorial Programmes
 11. Work-based Learning
 12. Work-experience Placements

For Employees of the Centre

In order to ensure that all staff and potential staff are treated with equality and fairness at all stages of employment, and that their treatment is based solely on objective and job-related criteria, Transform Career UK Ltd will ensure that equality issues are embedded into all policies and procedures, concerning:

1. Terms and Conditions of Service
2. Contract Terms (including fixed-term and casual)
3. Disciplinary policy
4. Employment of Part-time Employees
5. Equal Pay
6. Job evaluation process
7. Grievance
8. Induction
9. Maternity, Paternity, Parental and Adoption Leave
10. Recruitment and Selection



11. Sickness Leave
12. Termination (including redundancy)
13. Training and Career Development
14. Anti-Bullying and Harassment

Implementation of the Policy

The responsibility for making the policy work in practice rests with all management, staff and students of the Centre.

Transform Career UK Ltd will undertake equality and diversity impact assessments to ensure that policies and procedures are fit for purpose and so far as is reasonably practicable meet the needs of all students and employees.

Student Monitoring

- A. The gender, ethnic origin, disability and age of all applicants and enrolee's will be monitored to inform marketing, recruitment, promotional and curriculum planning. Course teams will identify and monitor other contextual socio-economic factors to inform curriculum development.
- B. Admissions and enrolment procedures will be supportive, accessible and as straightforward as possible. The criteria for admissions will be as stated within the Admissions Policy.
- C. The Centre will identify additional support needs, and as far as is reasonably practicable and within resource constraints, will endeavour to meet those needs.
- D. Transform Career UK Ltd will seek to make continuous improvements to physical access in all its buildings and surrounding as much as possible. Reasonable adjustments will be made to provision where learners with disabilities might otherwise be substantially disadvantaged.
- E. An annual review will be undertaken to monitor progress in achieving accessibility for all students. Where reasonably practicable, classes will be moved to allow access to the curriculum for all students.
- F. Students with learning difficulties and/or disabilities will have the same rights of access as other students. Guidance and support will be provided to enable such students to be integrated into the full range of programmes of study according to capability.
- G. So far as is reasonably practicable, Transform Career UK Ltd will offer individual and flexible programmes of study to students who request and/or need them. Measures to assess and accredit prior learning and/or experience will be used where this is permitted by examining bodies.
- H. As part of their induction programme, all students will be made aware of the Centre's Equality and Diversity Policy, and of their rights and responsibilities according to the service standards, and the Centre's other Policies. Student understanding and feedback of this will be monitored.
- I. Schemes of work, lesson plans, and Centre originated curriculum materials, and assessments will be



monitored and evaluated on a regular basis to ensure that they promote best practice in terms of equality and diversity.

- J. Recruitment, attendance, participation, retention, achievement, progression destination, learner enjoyment, and wider outcomes will be analysed against a range of criteria, such as age, gender and ethnicity, and will be used to inform curriculum and assessment policies.
- K. Equality and diversity will be promoted through individual and group tutorials, cultural awareness events and themed workshops.

Employment Monitoring

Transform Career UK Ltd will ensure that all employees are recruited, selected, trained and promoted solely on the basis of ability and the requirements of the job. All staff will be made aware of the Equal Opportunities Policy, including Gender, Equality, Disability Equality and Age Equality schemes, all of which are available. The Centre will ensure that HR policies and practice fulfil the principles of equal opportunities.

It will adopt best practice in Human Resources to monitor the equality and diversity of employees, including;

1. Ethnicity, disability, age and gender profiles
2. Full-time, part-time status
3. Permanent, temporary status
4. Length of service
5. Place of work, including campus
6. Pay Band
7. Sickness and absence records
8. Appraisals, promotions, regarding, pay awards

Complaints Procedures

1. If a member of staff believes they have not been treated fairly, due to prejudice, or discrimination, they should raise their complaint through the HR policy on the Prevention of Harassment and Bullying.
2. If a student believes they have not been treated fairly, due to prejudice, or discrimination, they should raise their complaint to the Centre Manager.

Process for monitoring Equality and Diversity Policy

The Equality and Diversity Committee chaired by the Directors of the business meet termly, minutes are available from the various directors.

The Equality and Diversity Committee review all equality and diversity action plans and statistics relating to staff and students and the public.