

<b>Equal Opportunities</b>		<b>FORM NO.</b>	<b>PAGE 1 OF 4</b>
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<b>EOP: 3</b>	<b>Equality and Diversity Strategy</b>	<b>1</b>	<b>19 Sept 2005</b>

## **EQUALITY AND DIVERSITY STRATEGY**

ITEC North East Limited is totally committed to encouraging, valuing and managing equality and diversity for all staff and learners. We will comply with all legislation and will strive to ensure that equality and diversity is promoted throughout all of our activities.

We will do this by:

### **Main Aims**

Develop a culture that welcomes and promotes equality and diversity.

Regularly review policies, practices and procedures (both formal and informal).

Actively work with learners, employers and other providers, agencies and organisations in an effort to encourage wider participation and inclusion.

### **Recruitment and Marketing**

Advertisements and recruitment literature will encourage applications for employment or learning from suitable candidates regardless of gender, sexual orientation, religion, age, race or disability.

All applicants will be considered on merit only.

Every effort will be made to recruit minority groups and targets will be set for all Recruitment Officers.

### **Induction**

All learners will undergo equal opportunities interactive training within the first few days of starting their learning programme. They will also receive a copy of the learners' Equal Opportunities Policy.

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<p><b>Delivery</b></p> <p>During each assessment/review visit , learners will discuss with their Assessor, equality and diversity topics.</p> <p>All learners and employers will receive six monthly equal opportunities news sheet updates.</p> <p>ITEC North East will signpost learners to external support agencies as and when required.</p> <p><b>Staff development and Training</b></p> <p>All staff will undergo an Equal Opportunities Learndirect course within the first few weeks of joining the company. They will receive a copy of the company's Equal Opportunities Policy in their Induction Pack.</p> <p>Apart from the initial Learndirect course all staff will periodically attend other equality and diversity training as required.</p> <p><b>Policies and Procedures</b></p> <p>Comprehensive written policies and procedures will be updated as and when required. They will also be subject to annual internal audit.</p> <p><b>Monitoring and Analysing Data</b></p> <p>Equal opportunities data will be measured on a monthly basis as a key performance indicator.</p> <p>Upon commencement employers are required to complete a self-assessment toolkit. Thereafter equality and diversity is monitored at each review visit by the training supervisor / assessors, mainly by observation and learner feedback.</p>			

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## **ROLES AND RESPONSIBILITIES**

### **Managing Director**

- Is ultimately responsible for the equality and diversity culture throughout the company.
- Shall provide adequate staff, funds and resources to the requirements of the quality improvement procedures.
- Actively encourage all staff to participate in the equality and diversity process.
- Make improvements as a result of feedback on observation.

### **Management Team**

- Are directly responsible for equality and diversity throughout areas of their responsibility.
- Ensure that staff are properly trained.
- Make improvements as a result of feedback on observation.
- Analyse trends in performance over time to identify where improvements in provision are needed.
- Ensure that learners are satisfied with the information, guidance and support offered by ITECNE.

### **Training Supervisor/Assessors**

- Imparting equality and diversity knowledge and monitoring learners progress at each assessment/review.

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<ul style="list-style-type: none"> <li>▪ Record all associated documentation in a thorough and accurate manner including Individual Learning Plans, reviews, assessment and action plans.</li> <li>▪ Make suggested improvements.</li> <li>▪ Ensure that learners are satisfied with the information, guidance and support offered by ITECNE.</li> </ul> <p><b>All Staff</b></p> <ul style="list-style-type: none"> <li>▪ Participate in self-development activities relating to equality and diversity.</li> <li>▪ Embrace the equality and diversity culture of ITEC North East and actively demonstrate their support.</li> <li>▪ Feedback any suggestions for improvement.</li> </ul>			