

## skypeople Equality Policy

### Scope

This policy applies to all **skypeople** training & assessment programmes. It should be read in conjunction with all other policies, particularly:

- Assessment Policy
- Malpractice and Maladministration Policy
- Data Protection Policy
- Appeals Policy
- Complaints and Whistleblowing Policy

The scope of this policy covers discrimination on the grounds of sex, gender, marital status, civil partnership, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, age, pregnancy and maternity/paternity or employment status. It applies to our stakeholders (employees, learners, customers and contractors). This policy shows how we comply with the Equality Act 2012.

This policy includes reference to reasonable adjustments and special consideration:

**Reasonable adjustments** refer to maximising the potential for all learners to participate in programmes by making interventions before training and/or assessment commences.

**Special consideration** refers to actions taken after an assessment, as a result of unforeseen circumstances outside the control of the learner, to ensure they achieve their potential outcome.

### Our commitment

**skypeople** are committed to equality in all our engagements with all stakeholders. Our expectation is that all stakeholders promote equality and challenge any suggestion of anti-discrimination. We expect all stakeholders to ensure everyone feels included and that no learner or group of learners is disadvantaged.

We will treat all learners as individuals and will provide all reasonable support to enable them to successfully complete the training programmes and related assessments.

### Our procedures

- **skypeople** will provide our training and assessment staff with the expertise needed to comply with this policy. This includes the ability to:
  - identify discriminatory behaviour
  - identify learners with support needs
  - support learners with specific needs and
  - manage reasonable adjustments and special considerations.
- We will ensure that any recruitment practices, including entry requirements, take account of the potential for anti-discrimination and we will publish our commitment to equality in any materials promoting our products.
- We will use our recruitment and learner review processes to actively identify those who may be vulnerable to discrimination.
- We will work with those engaged in recruiting new employees to ensure:
  - They appreciate the physical and intellectual demands of the training programme and any risks to success.

- They provide opportunities for individuals to identify support needs.
- They provide the training team with details of support needs identified.
- We will provide our stakeholders with details of how to raise issues related to equality. This will include:
  - Contact details of a named representative.
  - The timescales for any investigation to be undertaken.
  - The timescales for the outcome to be communicated.
  - The process to follow if the outcome is deemed to be unfair.
- We will work with learners to determine any specific support needs they may have by:
  - Asking them to complete a self-declaration.
  - Encouraging our instructors to reviewing learner progress with a view to identifying specific learning needs.
- We will ensure our induction and review processes for instructors and our learners include reference to this policy and anti-discriminatory practice.
- We will be inclusive in the way we provide support and endeavour not to highlight to others any individual's support needs. We will advise our operators to ensure that details of support needs and support provided is recorded and documentation is retained for 6 months following end of training.
- We will work with individuals to remove, where practicable, barriers to achievement. Details of any special considerations and reasonable adjustments will be recorded and made available to the operator for their records.
- We will use our review processes to review the provision of resources needed to support learning and assessment and ensure we have in place appropriate physical resources needed to support learners.
- We will maintain confidentiality of any learner information related to additional support needs.
- We will monitor our compliance with this policy by collecting data through learner and employee applications, feedback and outcomes.
- We will ask all of our skypeople TIs and Managers to affirm their commitment to equality and diversity. For TIs, this will be through the application process, induction and during performance review meetings.
- We expect our stakeholders to treat people as they would like to be treated – fairly, equally, with courtesy and respect, challenging inappropriate behaviour, being open and honest in dealing with other people and organisations, protecting personal privacy and keeping commercial confidence.