

Equality Policy

Scope

This policy applies to training programmes based on the **CAA syllabi**. It should be read in conjunction with all other policies in this guidance manual, 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 partnerships, 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 employees, trainees and other stakeholders.

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 **trainees** to participate in assessment 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 trainee, to ensure they achieve their potential outcome.

Our commitment

We are committed to equality in all our engagements with stakeholders (employees, trainees, contractors). 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 trainee or group of trainees is disadvantaged. We will treat all trainees as individuals and will provide all reasonable support to enable them to successfully complete the training programmes and related assessments.

Our procedures

We 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 trainees with support needs
- Support trainees 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 training.

We will use our recruitment and trainee 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 names 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 trainees to determine any specific support needs they may have by:
 - Asking them to complete a self-declaration
 - Encouraging our trainees to reviewing trainee progress with a view to identifying specific learning needs.

We will ensure our induction and review processes for trainers and trainees include reference to this policy and ant-discriminatory practice.

We will be inclusive in the way we provide support and endeavour not to highlight to others and individuals support needs.

We will ensure that details of support needs and support provided is recorded and documentation is retained for 6 months following end of employment.

We will work with individuals to remove, where practicable, barriers to achievement. Details of any special consideration and reasonable adjustments will be recorded and made available to the **CAA** if requested.

We will use our recruitment and trainee 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 trainees. We will maintain confidentiality of any trainee information related to additional support needs.

We will monitor our compliance with this policy by collecting data through trainee and employee applications, feedback, and outcomes.

We will ask all our stakeholders to affirm their commitment to equality and diversity.

- From trainees this will be during induction.
- For instructors, this will be through the application process, when signing contracts of employment, induction and during the 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