

# Equality, Diversity & Inclusion Policy



## 1. POLICY STATEMENT

Just Electrical Training is passionate about inclusion, respect and enabling all students, employees and stakeholders to reach their full potential

We aspire to excellence and are committed that our employees integrate and enhance equality, diversity and inclusion in processes and practices across the organisation.

This policy describes Just Electrical Training's:

- Vision and commitment to Equality, Diversity and Inclusion
- Legal duties under the requirements of the Equality Act 2010 in employment, facilities, goods, services, admission and treatment of students.
- General and specific equality duties.
- Practical steps for implementation of the policy

## 2. DEFINITIONS

The Equality Act 2010 makes it unlawful for employees to discriminate directly or indirectly, or harass customers or clients because of the protected characteristics of age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation in the provision of goods and services.

Reasonable adjustments will be provided for employees, students and customers who may be experiencing barriers due to disability, including alternative formats for other relevant 'protected characteristics'

The 'social model' of disability sees disability as the result of the way society is organised, rather than a person's impairment or difference, and looks at ways of removing barriers. We endorse the social model and encourage participation in learning where the programme or course and progression route are meaningful and purposeful.

The Protected Characteristics:

Age	Someone of a particular age or in a range of ages.
Disability	Someone who has, or has had, a physical or mental impairment with a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
Gender Reassignment	Someone who is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning their sex by changing physiological or other attributes of sex. There is no requirement for this person to require medical supervision in order for this person to have this protected characteristic.
Marriage and Civil Partnership	Someone who is married or is a civil partner
Pregnancy and maternity	Someone who is pregnant or within 26 weeks following the date of giving birth or taking maternity leave.
Race	Someone of a particular racial group defined by colour, nationality, caste, ethnic or national origins.
Religion or belief	Someone of any religion or philosophical belief, including a lack of religion or belief
Sex	Whether someone is a man or a woman
Sexual Orientation	Someone's sexual orientation towards persons of the same sex, opposite sex or either sex

## 3. PRINCIPLES

Just Electrical Training is committed to championing equality, diversity and inclusion in all our activities, including employment opportunities and advancement.

It also forms part of our commitment to Priority two: Increase Social Mobility; remove barriers and inspire aspiration to achieve social progression.

We believe that everyone at Just Electrical Training has a duty to ensure equality and diversity legislation is followed and implemented. Recognising, embracing and valuing difference leads to improvements for all, including:

- A more vibrant student and employee population.
- A better working and studying environment.
- Attracting and retaining the very best employees and students.
- Improving the image of our College.

### The Quality of Provision

- Effective Learning, Teaching and Assessment
- All teaching and assessment resources and curriculum will ensure that they reflect and promote Equality, Diversity and Inclusion where appropriate.
- Departments will take systematic steps to ensure that students have access to all opportunities irrespective of protected characteristic.
- Admissions processes and initial assessment prior to courses beginning will be used to personalise support for students, including those with additional support needs.
- Every opportunity will be given throughout each academic year for students/employees to disclose any disabilities or learning difficulties or other needs relating to 'protected characteristics' that they may have. The Group will, through a culture of inclusivity, ensure an environment in which people feel able and confident to disclose and to see disclosure as the right course of action. The Group will seek to provide reasonable adjustments in response to disclosure.
- The Group will ensure reasonable adjustments for examinations and assessments for those students who disclose a disability, learning difficulty or other need related to 'protected characteristics' that they may have.

### Meeting the Needs and Interests of Students

- In valuing and taking the prior attainment and experience of students into account the Just Electrical Training will promote activity and experience undertaken within ethnic, religious or other cultural communities.
- Just Electrical Training will support the development of community cohesion and community development through partnership with other organisations including statutory and community/voluntary organisations.
- Opportunities to celebrate diversity and to share experiences and knowledge will be offered via curriculum and cross Just Electrical Training's activities. Based on consultation and need Just Electrical Training will support development of students' networks e.g. Lesbian Gay Bisexual Transgender (LGBT+) group and Student Inclusion Forum, to further equality objectives relating to protected characteristics.

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## Services for Students and Support

- Information, advice and guidance will be delivered in ways accessible to different groups with protected characteristics and in ways that challenge stereotypes and equip students to defend their rights to fair treatment.
- Support services will meet the needs of students from diverse backgrounds and communities.

## Learning and Development

- In conjunction with this policy, Equality, Diversity and Inclusion training will be updated and offered to all employees, students and other relevant stakeholders to raise knowledge of equality legislation, develop Equality and Diversity competencies and tackle discriminatory practice and behaviours.
- Employees will be required to undergo refresher training every three years as a minimum.

## Recruitment

- Just Electrical Training is keen to ensure that all applications are treated fairly, with respect and without bias. No applicant will be treated less favourably than another because they have any of the nine protected characteristics.
- Just Electrical Training will advertise posts outlining the relevant skills, qualifications, knowledge, competencies and experience necessary for the job in order to attract the best applicants. We may, on occasion, decide to take positive action to welcome applications from groups which do not usually apply, or are underrepresented in the workforce. The recruitment team will ensure all published job advertisements comply with current equality legislation.
- All employees who are involved in short-listing or interviewing, or involved in other selection processes, will be aware of the Group's policies on equality, diversity and inclusion and will have undertaken safer recruitment training.

## 4. SCOPE AND LIMITATIONS

This policy has direct implications for all other Group policies. We believe that delivering Equality, Diversity and Inclusion is one crucial strand of our approach to overall quality improvement and we place it at the very heart of everything we do.

Anyone who comes into contact with Just Electrical Training, external or internal customers, will benefit from this policy. All members of our Group – employees, students and volunteers are subject to this policy. The policy is also binding on our external contractors, employers and other partners that Just Electrical Training collaborates with.

The policy applies to all campuses and breaches of this policy will be regarded as misconduct and will therefore be subject to the student and employee disciplinary policies

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## 5. RESPONSIBILITIES

All individuals within Just Electrical Training, including employees, students, customers and governors are responsible to ensure the suitable observation of the principles of the Equality, Diversity and Inclusion Policy is applied. In particular, this relates to the treatment of others so that the environment in which we operate is, as much as possible, free from prejudice and discrimination.

The directors are responsible for ensuring the organisation take action to comply with equality legislation.

To ensure embedding of equality and diversity throughout the students experience and to support managers in addressing any differential performance between students of particular groups. Directors, supported by their employees, are responsible for the implementation of Just Electrical Training's equality aims and objectives at the operational level.

All Managers are responsible to ensure the effectiveness of the Equality, Diversity and Inclusion Policy by supporting their teams and ensuring employees, students and customers in their area understand Just Electrical Training's expectations for each individual. Human Resources will advise managers on their responsibility, particularly regarding employment matters.

## 6. IMPLEMENTATION ARRANGEMENTS

The Group will ensure that:

- Meetings are held which introduce the concept, the policy and procedures e.g. Team Managers, Heads and Directorate monthly management meetings, curriculum team meetings where the concept, specific instructions and any special responsibilities are discussed.
- Directors and all employees working with or on behalf of Just Electrical Training, whether employed directly or indirectly, and including volunteers and external contractors, will receive a level of training appropriate to their role and level which will familiarise them with equality and diversity, clarify roles and responsibilities and the Group policies and procedures, with refresher training at least every three years.
- Work based apprentices and students on work placement are placed where the employer is fully aware of their duties in terms of equality and diversity and all students are given guidance prior to their employment or placement on equality and diversity and the support available from Just Electrical Training.
- There are procedures in place to identify and support all College users. All teaching and learning observations and quality assurance processes and student journey quality audits include the opportunity to report on equality and diversity and will be included in the lesson observation and quality briefings/training.
- Performance is reviewed monthly to identify and address any potential gaps in achievement.

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## 7. MONITORING AND REVIEW

The effectiveness of this Policy will be monitored through student and employee data, Equality and Diversity Impact Measures (EDIMS), culminating in the Equality, Diversity and inclusion Annual Report.