

Equality and Diversity Policy

Seta is committed to Equality and Diversity.

The aim of our Equality and Diversity Policy is to ensure that Seta fulfils its legal responsibilities as set out in the Equality Act 2010. The Act harmonises and replaces previous legislation to ensure consistency in making the workplace a fair environment and to comply with the law.

The Equality Act covers the same groups that were previously protected but are now referred to as “Protected Characteristics”

The Equality Act 2010 Protected Characteristics are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

Seta will ensure that it’s staff, learners and stakeholders are not subject to harassment as laid out in the Equality Act 2010 and will endeavour to ensure that individuals who access Seta facilities are protected from direct discrimination on the basis of a “protected characteristic”.

Equality of opportunity is actively promoted throughout Seta. The aim of our policy is to ensure that everyone accessing Seta facilities are treated fairly and protected from discrimination regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

As a matter of good practice and good business all of our staff are trained in the implementation of the Equality and Diversity Policy and are expected and encouraged to treat everyone fairly and to take positive action.

Seta will monitor all employers to ensure they are committed to this Equality and Diversity Policy. A copy of our policy and special complaints procedure will be given to all existing and new employers.

Seta recognises that harassment takes many forms and may be directed at one person or many people. If an individual finds a situation intimidating, upsetting, embarrassing, humiliating or offensive as a result of unwanted or unwelcome behaviour, this would not comply with our Equality and Diversity Policy.

No individual should be subjected to unwelcome or inappropriate behaviour that undermines, demeans, offends or insults. All individuals have a right to a working environment free from any form of harassment. We are committed to ensuring such harassment does not occur.

It is the responsibility of top management to maintain a fair working and learning environment and to investigate any complaints in an objective way.

Intent:

- Ensure that recruitment, selection and enrolment procedures support equality and diversity in all aspects of education and employment.
- Equality of opportunity is achieved for staff in training, career development and recognition and rewards.
- Teaching, learning and support is planned, diverse and inclusive to meet the needs and circumstances of all learners.

- Curriculum content is diverse and educated through a variety of topics, set out in induction.

Implementation:

- Implementation of this policy will be reviewed regularly by the Management team.
- Continuous training and updates will be available throughout the year to both staff and learners.
- Learner support team will provide continuous support throughout the apprentice and learners journey, protecting and providing confidentiality to sensitive matters around equality and diversity.
- Managers will provide on-going support for all staff, providing confidentiality to sensitive matters around equality and diversity.
- Work within the community to promote a multi-cultural and diverse workforce and increase low represented areas.
- Marketing material will be inclusive and promote applications from all areas of the community.

Impact:

- Quality assurance cycle with capture impact on equality and diversity and continuously improve reflecting our performance annually in our SAR.
- Statistical analysis of data capture from applicants, recruitment and achievements.

Promotion of the Policy and Procedure

SETA will use a number of different ways to communicate and promote our policy so that all of SETA's employees, apprentices, clients and others:

- Understand our commitment to equality and diversity.
- Understand roles and responsibilities.
- Know where to seek advice and guidance.

SETA will promote this policy and procedure using various mediums:

- Apprentices will be introduced to this policy and procedure during the apprenticeship programme induction session and will have a copy of it in the apprenticeship induction handbook to refer to.
- SETA employees will be introduced to this policy and procedure during their induction session and will have a copy of it in the company handbook to refer to.
- SETA employee training / briefing meetings will include equality and diversity updates where applicable.
- Understanding will be confirmed at periodic apprentice progress reviews and SETA employee appraisals.
- For SETA employees, this policy and procedure will be promoted as widely as possible using SETA's internal SharePoint site.
- Employers will be asked to accept our policy and procedure if their own is not deemed sufficient at initial assessment. Commitment to the policy and procedure will be required from their employees before completion of probation / induction. This will be repeated where necessary including during reviews or whenever changes in policy, procedure or legislation occur.

Recruitment of Employees and Apprentices

Recruitment and selection decisions will support the equality, diversity and inclusion policy.

SETA will:

- Adopt a consistent, non-discriminatory approach to advertising. Advertisements will avoid stereotyping or using wording that may discourage particular groups from applying.
- Not confine recruitment to areas or sources which provide only, or mainly applicants of a particular group.
- Make certain that all who apply will receive fair treatment and will be considered solely on their ability to do the job / complete the apprenticeship programme.
- Use interview questioning that will not be of a discriminatory nature.
- Ensure discussions with apprentices / learners during the initial assessment and professional discussion will not be of a discriminatory nature.
- Make selection decisions that are not influenced by any perceived prejudices of others.

Training and Assessment of Apprentices

The training and assessment of apprentices will support the equality, diversity and inclusion policy.

To ensure that this happens:

- SETA will ensure that all apprentices, regardless of their background, achieve their potential.
- All apprentices will be given access to training and development opportunities without being influenced by any protected characteristic.
- SETA will encourage all apprentices to develop an insight into the lives and experiences of people with different backgrounds of their own.
- The training and assessment of apprentices will be undertaken without discrimination either directly or indirectly.
- SETA will make a wide range of training and assessment methods available to apprentices.
- Wherever possible, apprentices with particular needs will be identified and we will provide the necessary reasonable adjustments to facilitate training and assessment.

Last review date: 2nd February 2022

Date for next review: 1st February 2023

Reviewer: Robin Lockwood, CEO

Signature:

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