

Lynher Training Ltd Equality and Diversity Policy

Lynher Training Ltd is committed to equality of opportunity and to a culture that respects difference. We are committed to showing fairness for all, with the emphasis on protecting our learners as well as our employees. We recognise the diverse needs of our local and wider community. We believe that equality of access to learning is crucial to ensure that everyone has the opportunity to fulfil their potential and achieve the best they can. We take into consideration that not everybody's needs or experiences are the same, and that equality does not mean always treating everybody in exactly the same way. We are committed to ensuring that everyone is treated with dignity and respect, and all have an equal chance to succeed.

We are committed to meeting and going beyond our statutory obligations. The Equality Act 2010 requires us to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations across a range of protected characteristics. These include age, disability, gender, gender reassignment, sexual orientation, pregnancy and maternity, marriage and civil partnership, race and religion or belief.

This policy applies to all our delivery, including apprenticeships, and all training and assessments. The term learner applies here to everyone undertaking training, assessments and apprenticeships. This policy also applies to apprentice's Employers, mentors and everyone involved in learning and delivery.

Lynher Training Ltd will undertake to ensure that all members of staff are fully aware of this policy, and willingly and proactively engage with it. Staff must agree to undertake training and updates every 3 years minimum (or more frequently if any issues or significant updates arise) to ensure that they are aware of their responsibilities under this policy. All delivery staff must agree to:

- Ensure that all learners receive reliable and impartial advice on the courses available to them.
- Actively support all learners, whatever their needs, to help them achieve their potential.
- Always act in accordance with policies and statements on equality and diversity.
- Look out for and challenge any discriminatory behaviour.
- Create a safe environment for all learners, free from harassment and discrimination
- Deal with incidents and complaints seriously and with respect.
- Report any incidents or concerns relating to equality and diversity issues immediately to the Equality and Diversity Officer.
- Undertake regular Equality and Diversity refresher training, which will be provided by Lynher Training.

The Equality and Diversity Officer will undertake to ensure that:

- Equality and Diversity information is included at recruitment stage, and in all learner inductions, and to ensure that learners understand what this means to them, in terms of fairness.
- Ensure learners know how they can contact the E&D officer if they need to without fear of jeopardising their learning.
- All learners receive information containing information about E&D in a user-friendly format, and further comprehensive details are given to learners in their Learner Training commitment statement. All trainers have tutor's version of the Training

commitment statement and part of their remit is to remind learners of the content throughout their course to ensure they are familiar with their rights at all times

- The E&D officer will ensure that special care is taken for learners with reading difficulties, or for whom English is not their first language, to check that they do understand their rights, and our commitment to them.
- Positive relationships and respect for human rights are promoted throughout
- Learners are aware of who to contact about bullying or any discriminatory behaviour
- Learners are aware of how to report incidents or make complaints
- Learners can use different methods for recording learning and for assessment purposes
- Learning materials are free from bias
- Instructors and assessors are able to explain how and why they differentiate their methods of teaching and assessment, and are regularly checked undertaking this and all aspects of their delivery during regular QA monitoring visits.
- Appropriate methods of assessment are available for learners with learning difficulties/disabilities or for whom English is a second language.
- Apprentice Employers are fully aware of this policy, and agree to uphold it.

Existing and new members of staff, either employed or freelance will all be required to agree to undertake and adhere to the content of this policy, before they are involved in any learner delivery.

Any staff who are unwilling to engage and agree with this policy, and their responsibilities under it, or who have agreed in principle but for whom shortcomings are identified at QA visits or reported to the E&D officer, will not be allowed to deliver training and assessment for learners in our care.

Appointed Equality and Diversity officer: - Karen Howell. Tel 01822 832285

The E&D Officer has attended Formal training and obtained professional guidance as follows:

Cornwall College Partnerships and Franchise Statutory training on 'Equality and Diversity', held on February 18th 2010 at Cornwall College Camborne.

E&D (PTLLS) November 2011

E&D advisor/ consultant: Marc Gardiner. Zebra Collective, Plymouth Devon.

References are drawn The Equality Act 2010 which is designed to tackle disadvantage and discrimination. Also Section 75 and Schedule 9 to the Northern Ireland Act 1998, which came into force on the 1 January 2000.

Policy Reviewed/updated:

March 31st 2012.

August 10th 2012

July 29th 2013

June 26th 2014

28th October 2014

5th May 2015

3rd June 2016

26th October 2016

29th November 2017

28th November 2018

7th January 2020

21st October 2020

12th December 2021

16th February 2022

Next review date 12th June 2022