

Apprenticeship Policies

Equality and Diversity



 academy



Classification	Public
Date Created	08/09/2018
Review Period	Annual
Last Updated	June 2023
Next Review Date	July 2025
Version	1.5
Author	Tom Robinson
Owner	Tom Robinson

Contents

Equal Opportunities and Diversity	2
1. What this policy covers	2
2. Promotion of Equality and Diversity	3
3. Roles and Responsibilities	4
3.1 Head of Apprenticeships:	4
3.2 Managers:	4
3.3 Staff Responsibilities:	5
4. Areas of focus	5
4.1 Recruitment	5
4.2 Unlawful discrimination	6
4.3 Recruitment of ex-offenders.....	7
4.4 Career development	7
5. Procedure for complaints	8
Complaints of discrimination.....	8
Investigating accusations of unlawful discrimination by staff and students.	9
Equal Opportunities Monitoring	9

Equal Opportunities and Diversity

1. What this policy covers

At ANS Academy, we recognize the advantages of having a diverse workforce and are dedicated to creating an inclusive learning environment that is devoid of discrimination. Our commitment extends to all interactions involving apprentices, employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies, educational partners, and the general public. Every employee and representative acting on behalf of ANS Academy is expected to abide by this policy while performing their duties or representing the organization in any capacity.

Our policy aligns with the Equality Act 2010 and outlines our approach to supporting induction programs related to the nine major protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

2. Promotion of Equality and Diversity

ANS Academy is committed to promoting equality and diversity throughout the organization by implementing the following measures:

- During the induction process, all learners and new staff will receive training on the Equality and Diversity Policy.
- Our staff members will actively advocate for equal opportunities and diversity when collaborating with external employers and other relevant parties working alongside our learners.
- The Growth Curriculum will incorporate discussions and teachings on Equality, Diversity, and Inclusion (EDI) throughout the duration of the learners' participation in our programs.
- We ensure that this policy is easily accessible to all staff and learners.
- Annual refresher courses will be conducted for employees to maintain awareness and facilitate informed discussions on equality and diversity with all stakeholders.
- Periodic coaching sessions will be held with small groups of learners, specifically addressing topics related to Equality and Diversity.
- Our team structure includes managers who are available to support and address any discrimination-related concerns raised by learners, ensuring a

safe environment for all. This support structure is made known to all learners, providing them with access to necessary assistance.

- From the onset of their induction, learners will be informed of our zero-tolerance policy towards discrimination.
- Learners will be encouraged to learn from one another and actively participate in activities that promote equality and diversity, both within the learning environment and the wider business context.
- We will actively celebrate and endorse diversity by recognizing significant events and religious observances.
- An appropriate, secure, and anonymous reporting process will be in place to address any concerns where inclusive practices are not being followed.

3. Roles and Responsibilities

3.1 Head of Apprenticeships:

- Regularly update and review the policy, at least once a year or as necessary to align with changes in the Equality Act 2010.
- Establish effective arrangements to ensure that both staff and other employees working closely with learners are aware of and implement this policy.
- Monitor the effectiveness of the policy and provide reports to the board and trustees of the organization.
- Ensure there is a well-known and accessible process for handling complaints related to discrimination.
- Foster a safe environment for learners and instil confidence that they can raise any concerns they may have.

3.2 Managers:

- Promote Equality and Diversity among staff members.
- Maintain regular communication with the Head of Apprenticeships to discuss any Equality and Diversity issues.

- Support learners in feeling confident and secure when raising issues or concerns regarding equality and diversity.
- Collaborate with staff and learners to identify and address training needs, including filling knowledge gaps, and providing necessary refreshers.
- Utilise data, reviews, and complaints to inform policy improvements.
- Coordinate with teaching staff to ensure that the curriculum integrates equality and diversity.

3.3 Staff Responsibilities:

- Delivery staff must adhere to and actively promote the policy by incorporating topics of equality and diversity into the curriculum.
- Promote awareness of key principles such as respect, friendship, and understanding of religions and cultures among all learners.
- Report any issues or concerns raised by specific learners or groups of learners to their manager.
- Record any incidents related to equality according to the complaints process.
- Challenge unsupportive attitudes towards the equality and diversity policy.
- Contribute to cultivating a tolerant and supportive ethos.
- Schedule and plan assessments or reviews that focus on meeting individual learners' needs.
- Inform all learners about available facilities aligned with this policy, such as prayer rooms, building access, and desk assessments.

4. Areas of focus

4.1 Recruitment

Our goal is to ensure an inclusive recruitment process for both staff and apprentices. We prioritize thorough planning to ensure accessibility and equal opportunities for all candidates to succeed. Here are the steps we take:



One Archway
Birley Fields
Manchester, M15 5QJ

0161 227 1000
enquiries@ansgroup.co.uk
ans.co.uk

Co. Reg No. 3176761
VAT No. 245684676

We actively engage in outreach initiatives within the local community, providing access to our office and organising career sessions to enhance understanding of available career options.

- Our recruitment process is designed to be accessible. We have a dedicated recruitment team that assesses our methods to ensure fairness and equal access for all candidates.
- We collaborate with our HR team's occupational health outreach to accommodate workplace adaptations when necessary to meet the needs of candidates.
- We utilize a standardized scorecard system that enables us to assess candidates based on their skills and ability to **fulfil** the role requirements.
- We provide unconscious bias training to individuals involved in conducting interviews, ensuring a fair and impartial evaluation process.

4.2 Unlawful discrimination

ANS Academy has a zero-tolerance policy towards any form of unlawful discrimination within the workplace. We are committed to taking all necessary measures to prevent and address such occurrences. Specifically, we strive to ensure that no apprentice, employee, or job applicant is subjected to unlawful discrimination, whether directly or indirectly, based on the following grounds: gender, gender reassignment, race (including colour, nationality, caste, and ethnic origin), disability, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief, or affiliation.

This commitment applies to all aspects of employment, including:

- Recruitment and selection processes, encompassing job advertisements, job descriptions, interviews, and selection procedures.
- Training and educational opportunities.
- Delivery of apprenticeships.
- Promotion and career development prospects.
- Terms and conditions of employment, as well as access to employment-related benefits and facilities.



- Grievance handling and the application of disciplinary procedures.
- Selection for redundancy.

As societal attitudes and legislation evolve, equal opportunities practices continue to develop. ANS Academy regularly reviews all policies and is dedicated to implementing necessary changes that enhance equality of opportunity.

4.3 Recruitment of ex-offenders

ANS Academy is committed to promoting equality of opportunity for all candidates, including those with criminal records when appropriate.

As part of the application process, ANS Academy requires candidates to disclose any criminal record at an early stage. A disclosure barred service (DBS) check will be conducted prior to the start date. Candidates should provide this information in a separate confidential letter to the designated recruitment person. Only those individuals involved in the formal recruitment process and who require access to this information will have permission to review it.

Having a criminal record will not automatically disqualify a candidate from being appointed. However, in certain situations where safeguarding is a concern, offers may be declined. The decision regarding recruitment will depend on the nature of the position and the specific circumstances and background of the offense(s). ANS Academy will engage in discussions with the candidate to assess the relevance of any offense to the job in question.

Failure to disclose relevant information regarding criminal records to ANS Academy may result in the withdrawal of an offer of employment.

4.4 Career development

ANS Academy ensures that employment opportunities, recruitment, and promotions to all jobs are determined solely based on merit, regardless of any factors related to under-representation. While positive measures may be implemented to encourage under-represented groups to apply for apprenticeship roles, the ultimate decision will be based on individual merit.



One Archway
Birley Fields
Manchester, M15 5QJ

0161 227 1000
enquiries@ansgroup.co.uk
ans.co.uk

Co. Reg No. 3176761
VAT No. 245684676



At ANS Academy, equal access to apprenticeship programs, training, and career-development opportunities is provided to all employees based on their experience, abilities, and the needs of the organization. We strive to create an inclusive environment where everyone has equal opportunities to grow and excel.

Additionally, in accordance with equal opportunities legislation, ANS Academy may adopt positive action measures. These measures aim to address the under-representation of specific groups within the workforce by providing specialized training, apprenticeships, and support. Our goal is to encourage individuals from these under-represented groups to seize training and career-development opportunities'.

5. Procedure for complaints

5.1 Complaints of discrimination

ANS Academy will treat seriously all complaints of discrimination made by apprentices, employees, clients, customers, suppliers, contractors or other third parties and will act where appropriate.

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with your manager or other senior employee using ANS Academy's 'Malpractice, Maladministration & Raising a Concern' Policy. From this the correct procedures will be followed to ensure the complaint is heard.

The use of the Raising a Concern form to give both learners and staff a confidential and potentially anonymous way to report incidents. Please see the Raising a Concern policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, ANS Academy is committed to ensuring that you are protected from victimisation, harassment, or less favourable treatment. Any such incidents will be dealt with under ANS' Disciplinary Procedures.



One Archway
Birley Fields
Manchester, M15 5QJ

0161 227 1000
enquiries@ansgroup.co.uk
ans.co.uk

Co. Reg No. 3176761
VAT No. 245684676

5.2 Investigating accusations of unlawful discrimination by staff and students.

If you are accused of unlawful discrimination, ANS Academy will investigate the matter fully.

During the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions and you will be placed within the ANS Group disciplinary action.

If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.

If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.

5.3 Equal Opportunities Monitoring

ANS Academy & ANS may carry out monitoring for the purposes of measuring the effectiveness of its equal opportunities and diversity policy. This will be reported to board and any concerns raised and discussed. The success of the policy will also be monitored and reported.