



Equality & Diversity Policy

1. Introduction

Jill Webb Training (JWT) is committed to providing services that embrace diversity and promote equality of opportunity.

The purpose of this Policy is to explicitly state how this commitment and current legislations are to be applied to courses, qualifications and assessment practices.

This policy covers three broad areas:

- **Equality** is where people are treated fairly and given an equal opportunity. It is not about treating everyone in the same way but recognises that needs can be met in different ways. Equality focuses on those areas covered by the law, namely the key areas of race, gender, disability, religion or belief, sexual orientation and age. The Equalities Act 2010 seeks to prevent discrimination in all these areas. We believe we all have a duty to promote equality and remove discrimination. We do this in different ways and always seek feedback. Where appropriate, we support Accredited Training Centres and Awarding Organisations to analyse candidate data
- **Diversity** is about recognising, valuing and managing individual differences to enable everyone to contribute in their own way feeling comfortable with and understanding various different needs
- **Equal Opportunity** is about providing good practice guidance relating to candidates who are eligible for reasonable adjustments in activities and assessments or who require special considerations

2. Equal Opportunities Statement

JWT is committed to providing equal opportunity for everyone regardless of age, gender, race, religion, disability, ethnic origin, national origin, marital status, sexual orientation, political persuasion or trades union activity. This commitment will be informed by current UK legislation and EU directives.

It is legally and morally wrong to discriminate directly or indirectly and hinder equality of opportunity. Thus it is our intention to ensure that no person is subject to unfair treatment in any way and we recognise our responsibilities and legal obligations under all the current legislation.



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3. Application of Equal Opportunities Statement

Jill Webb Training will ensure equality for all learners by ensuring that:

- All assessment instruments and processes used will be free from any bias, and inclusive for all candidates
- All associates working for JWT are made aware of our commitment to equality of opportunity
- All candidates are made aware of this Policy and its implementation on all training courses
- As many candidates, and as diverse a range of candidates as possible, have access to our qualifications
- Candidates have the opportunity to feedback by evaluation forms after every course
- Where a barrier to learning has been identified, JWT will investigate and take appropriate action and then continue to monitor the situation

4. Diversity Statement

Diversity is about valuing and respecting the differences between learners, regardless of ability and/or circumstances or any other individual characteristic they may have.

We believe differences should be acknowledged, celebrated and embraced to help ensure that all learners feel included in the learning process and the learning environment is suitable for all.

JWT will consider the following list whilst preparing and undertaking its training activities:

- Environment and equipment eg accessibility of venues
- When running virtual sessions, adapting the use of technology to meet the individual needs of participants
- Developing programme resources (eg providing handouts and presentations) capable of adaptation to a number of formats. While preparing resources, consideration is given to other languages, language level and jargon. Illustrations should reflect the potential diversity of learners
- Information should be accessible to all
- Liaising with others eg language interpreters may be required or staff who can use sign language
- Feedback and evaluations is obtained from all learners to ensure that current practices are responsive to their needs and any barriers to learning identified and mitigated



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5. Summary of Procedures During Training and Assessment Session

Candidate Procedures

For any matter arising from or relating to this policy during a training course, candidates should:

- Inform the Trainer delivering the course. Most matters can be resolved at this level. Minor concerns can be addressed by having a chat with the Trainer or making a comment in the Course Evaluation Form
- If this does not resolve the matter, make a complaint following the process set out in the Complaints Policy

This policy will be reviewed every year or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.

This policy was reviewed and updated in August 2023 and no issues had been received.