

## **CITY OF YORK COUNCIL**

### **YORK TRAINING CENTRE**

## **EQUALITY AND DIVERSITY POLICY STATEMENT**

### **STATEMENT**

This document is a statement of York Training Centre's policy of achieving equality of opportunity in its contracts. It was updated in August 2006.

Our programmes will be open to all those eligible under funding restraints and we are committed to ensuring that there is no unfair discrimination in the application, selection and recruitment process.

### **WHAT DO WE MEAN BY DISCRIMINATION?**

Discrimination means treating a person less favourably. We will not discriminate on the basis of age, class, colour, disability, ethnic/national origins, gender, marital status, nationality, political affiliation, sexual orientation, race or religion.

This policy includes reference to any sub-contractors' obligations. They must not discriminate either directly or indirectly.

### **LEGISLATION**

We are continually striving to recognise new legislation and include this in our policies and operation on an ongoing basis. This is currently :

Equal Pay Act 1970

Sex Discrimination Act 1975

Gender Re-assignment Regulations 1999

Race Relations Act 1976

Race Relations Amendment Act 2000

Disability Discrimination Act 1995 and 2005

Special Educational Needs and Disability Act 2002

All learners who join our programmes will be offered the full range of training/work experience appropriate to their needs so that each may have an equal opportunity to benefit from the programmes.

### **HOW DO WE LET THE LEARNERS AND EMPLOYERS KNOW ABOUT THIS?**

To ensure widespread understanding and acceptance this policy will be distributed to all staff, learners and employers (within the handbooks).

This subject will be covered at induction then checked on a regular basis during routine reviews.

The Equality and Diversity Policy will inform marketing materials, recruitment and selection, placement information sheets, inductions, reviews and the annual self-assessment exercise.

All available training opportunities, including non-traditional roles, will be taken into consideration when assessing training needs. All possible options will be examined, without prejudice, in order that learners are provided with the opportunity to realise their full potential. Stereotyping, for example in terms of sex, race or disability, will not influence decisions and learners will be encouraged to consider training for occupations in which their race or sex is under-represented.

### **MARKETING/TRAINING MATERIALS**

Every effort will be made to ensure that any marketing, publicity of training materials do not, by their nature, content or style, unfairly discriminate against any particular group of learners.

### **PLACEMENT OF LEARNERS**

Our aim is to ensure equality of treatment for all clients in terms of the quality and appropriateness of the direct training and practical work-based experience which we have responsibility for providing.

The training will be provided in accordance with the learner's individual needs. Any requirements for a placement in terms of previous skills or abilities will be strictly relevant to the occupation. Selection tests will only be applied where their use is essential. We will not knowingly place clients with any organisation or employer that unlawfully discriminates in any way.

### **LEARNERS WITH DISABILITIES**

Every effort will be made to ensure that, wherever possible, reasonable adjustments are made to facilitate the placement of learners with disabilities and all individuals will be encouraged to disclose their special requirements and discuss how we can help.

### **COMPLAINTS PROCEDURE**

We intend that no clients should have to suffer discrimination from any member of our staff or from employers or other sub-contractors providing training or practical experience under our direction. Learners have similar rights in the workplace to those enjoyed by other employees. All complaints of discrimination, abuse, victimisation or harassment will be treated seriously and investigated immediately with confidentiality and sensitivity. If an allegation of such behaviour by any of our staff is substantiated, this will be dealt with as misconduct under our disciplinary code. Employers found to be unlawfully discriminating are in breach of their contracts with us, which then may be terminated.

### **STAFF TRAINING**

Our staff receive training to overcome discrimination in the way we offer and conduct our services. We aim to ensure they are properly equipped to take account of the different and special needs of particular groups and individuals and make provision for these. We expect employers to actively support this.

## **MONITORING**

We will carry out monitoring to ensure that the Equality and Diversity Policy is effective.

We record details of applicants, starters and leavers. Monitoring will consist of analysing learner characteristics (sex, ethnic group and disability) so informed decisions about future provision and client needs can be met. This may also include revision of marketing materials or re-writing of client specifications.

The Staff of York Training Centre have responsibility for the implementation of this Equality and Diversity Policy, with overall responsibility being with the Centre Manager.

This policy will be reviewed annually and amendments made in August of each year.

CHRISTINE CARLTON  
Manager, York Training Centre

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