



Equality & Diversity policy

NTG Training values equality and diversity. This policy has been prepared as a guide to explain what equality is about and what it means to NTG and our learners, staff and employers. We aim to give fair access to all parties at all times.

The Equality Act 2010 combined previous legislation as well as extending protection to all persons. The “protected characteristics” are:

- Age
- Disability
- Gender reassignment
- Marriage/Civil partnership
- Pregnancy/Maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

NTG Training supports the equal rights of our learners, staff and employers and works to ensure that we promote a positive culture to everyone through their learning journey.

Equality is about giving learners the same chance to succeed, not simply treating everyone the same. In embracing diversity, NTG Training respects and celebrates the different beliefs and experiences both staff and learners bring with them.

Discrimination

Discrimination can occur in a variety of ways. It can be direct or indirect. Direct discrimination is treating someone less favourably based on a protected characteristic they have or are thought to have. Indirect discrimination is usually an unintended consequence of a rule or policy applied to all persons.

Harassment and bullying are included here as well. Any behaviour which is considered offensive



by the recipient and/or is intended to belittle/intimidate a person is unlawful.

NTG Training takes any allegations of discrimination, harassment and bullying seriously. We have a duty to ensure the safety and security of our staff and learners, and any allegations will be carefully investigated.

Our approach

We look to work with our clients and learners to actively remove barriers to achievement. This includes:

- Ensuring information is timely
- Ensuring information is in an appropriate format
- Working with learner and clients to ensure their needs are understood and, as far as possible, met
- Treating those we work with dignity and respect
- Challenging inappropriate comments and behaviours
- Investigating fully any concerns raised, and learning from these experiences

From initial assessment and induction, we look to create an achievable learning plan. We work with our learners to identify and, as far as possible, remove barriers to learning. We review progress regularly. The use of our e-portfolio ensures that learners have full access to their work, assessment and progress at any time through their learning.

Policies and procedures are reviewed in line with the Equality Act 2010 and feedback from learners, clients and staff. An attitude of valuing and respecting others underpins how we work. Equality and diversity is a key component of all training courses for learners. Staff are also trained in this area. Training includes not just the areas of equality and diversity, but extended into safeguarding, whistleblowing, communication and IAG. Where needed, specialist training is also provided.

We use Ofsted compliant schemes of work, lesson plans and on-going observation of staff to ensure a high quality learning experience. As a workplace, NTG Training has a staff handbook and aims to treat its employees with dignity and respect, providing support to them in order to help them support our learners.





Raising Concerns

Concerns can be raised either verbally or in writing. Concerns must be recorded on the concerns form, but this can be done by someone other than the person initiating the concern.

In the first instance, the concern should go to the learner's assessor. If the concern is about the assessor, then contact should be made with the IQA or Quality Manager. Please note that contact details are in the Preparing for an Apprenticeship Handbook and on the Ecordia Portfolio.

From there, the concern will be investigated by the Designated Safeguarding Officer, and a decision made in line with the complaints procedure.

Staff are covered by the procedure in the staff handbook.