



# ANGLO SKILLS COLLEGE

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Private  
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## ANGLO SKILLS COLLEGE



## EQUALITY AND DIVERSITY

<b>Originator</b>	<i>Administration Office</i>
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<b>Approved by</b>	<b>Farooq Mir, Principal</b>  



## **Equality and Diversity Policy**

### Policy Statement

Anglo Skills College Nottingham (ASC) aims to promote and practice equal opportunities in its training, materials, publicity, and recruitment of staff and in all aspects of its Service operation. We value the rights of all individuals who come into contact with the College such as prospective Students and job applicants. We believe that people from a range of backgrounds and experiences can enhance the life and development of the institution and that all individuals should be treated on the basis of individual merit and without prejudice. These requirements being met, no regard should be taken (except where the law allows) of that person's race, creed, color, nationality, ethnic origin, disability, religion, religious belief, language, political or other opinion affiliation, connections with a national minority, property, birth or other status, gender, gender reassignment, sexual orientation, marital status, family connections, or membership or non membership of a trade union.

### **1. Introduction**

1.1 This Equal Opportunities Policy has been developed as a commitment by the College's Board of Management and its members of staff to the development, implementation and application of procedures which do not discriminate, and which provide genuine equality of opportunity for all.

1.2 Direct Discrimination in the context of equal opportunities means treating an individual less favorably than someone else is or would be treated in the same or similar circumstances because of gender, race, color, nationality, ethnic or national origin, disability, religion or belief, sexual orientation or on any other ground identified in our Equal Opportunities Policy Statement. The College also opposes all bullying and discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language.

1.3 Indirect Discrimination also occurs where a provision, criterion or practice is applied which places a certain group of people (who are covered by our Equal Opportunities Policy) at a particular disadvantage and it cannot be shown that the provision, criterion or practice is a proportionate means of achieving a legitimate aim.

1.4 At Anglo Skills College we are committed to giving all students full student protection. We strive to support students to help them achieve their full potential and apply equal opportunities in all times without discrimination. To show evidence of this we provide free extra mentoring within the college, to support progression and improvement to students output. As a college we endeavor to ensure maximum class participation from all students during their lessons. Our lessons are dynamic and lead to all students playing an active role in the class.

1.5 ASC endeavors to provide courses that fit the needs of our students. We will design different courses to suit the different needs of our students. These are regularly checked by the college Principal and the academic head to regularly check the schemes of work and the lesson plans of our teachers to ensure our courses meet our high standards. Within the class, seniors regularly observe lessons to ensure they are conducted in a professional, dynamic and engaging manner. Help and guidance is offered to new teachers to ensure they are performing to standard.

1.6 We are compliant with the Consumer Protection Law and ensure that our courses provide a high quality education and are entirely fit for purpose.

### **1 Scope**

2.1 This procedure applies to all activities and procedures undertaken and adopted by the College, to ensure equality of opportunity for all.

### **2 Individuals with Particular Needs**

3.1 It is recognized that individuals may have particular needs related to equality and diversity matters. Where individuals have cultural and religious needs they may require a modification to existing



requirements, the College where practicable will endeavor to accommodate these needs within the constraints of operational requirements. Each situation and request will be treated individually and fairly.

3.2 It is the policy of the College to ensure that discrimination does not occur on grounds of disability. The College recognizes that it is unlawful for an employer and a provider of education and training to discriminate against a disabled person. Access will therefore be based on skills, qualifications, and relevant experience.

3.3 Where individuals are placed at a substantial disadvantage as a result of their disability, the College will make reasonable adjustments to the arrangements, practices, premises or equipment provided to remove the substantial disadvantage.

3.4 Wherever possible, the College will provide opportunities and training for disabled people, including those who become disabled, in order to make the best possible use of skills and potential.

## 4. Responsibility Levels

4.1 The success of this policy in ensuring that all are treated on an equal basis is dependent upon securing the co-operation and support of everyone at all levels in the College. The overall responsibility for implementing this policy lies with the Principal.

4.2 Individual members of staff and learners have the responsibility to assist in the prevention of discrimination by creating an ethos of equality and respect for individuals in the College. They must, therefore, promote equality of opportunity in accordance with College policy by demonstrating appropriate behavior.

4.3 If there are any unforeseen changes to courses we will inform students immediately of these. Students will be informed by telephone in ample time thus enabling them to make appropriate arrangements. In the event of classes having to be cancelled, replacement classes will be arranged. During the replacement students will receive full support from all the staff members at the college. If for any reason unforeseen circumstances arise for the college temporarily, the college will compensate the students effectively and fully.

4.4 Ensure that all course information is accessible, accurate, clear and free from explicit or implicit discrimination. Ensure that all resources that are provided to students are accurate and easily accessible.

## 5. Employment Practice

5.1 All individuals will be treated fairly and equitably and decisions on recruitment, selection, training, promotion and career management will be based solely on individual ability, effective performance and the needs of the College.

5.2 It is the policy of the College that all staff is treated fairly in terms of their pay and other conditions of employment.

5.3 Those responsible for the determination and administration of terms and conditions of employment must ensure that those aspects are applied fairly, consistently and on a non-discriminatory basis.

5.4 The College encourages individuals to develop their full capability by offering development opportunities on a non-discriminatory basis. This will be determined by College needs and objectives and the skills, experience and qualifications of individual members of staff.

5.5 The Equal Opportunities Policy will be issued to every member of staff and publicized throughout the College. It will be included in the Staff Handbook, Induction training and other relevant training courses.

5.6 The College is committed to ensuring that members of staff are not discriminated against or subjected to harassment on the grounds of sex, race, color, nationality, ethnic or national origin, disability, age,



sexual orientation or religion or belief where this arises out of and is closely connected to the employment relationship, for example, in the provision of a reference.

## 6. Admission

6.1 Applicants: the college accepts application forms and admits all prospective students irrespective of any protective characteristic or special educational needs and will not discriminate on these grounds in terms on which a place is offered. The college will treat every application in a fair and open minded way.

6.2 Selection: every application will be considered on its merits within the college's criteria for selection on groups of the student's ability and aptitude. However this will not be done as a way of excluding students with any protected characteristic or special educational needs.

6.3. Anglo skills college is firmly committed to promoting equal opportunity and, in respect of student recruitment and admissions, the only considerations are that the individual is likely to meet the entry requirements of all courses and that the course meets the student's individual needs. We take on students no matter what background they are from, from disadvantaged backgrounds

6.4 Anglo Skills College Nottingham (ASC) aims to promote and practice equal opportunities in its training, materials, publicity, and recruitment of staff and students in all aspects of its Service operation. We value the rights of all individuals who come into contact with the College. In supporting this Mission, the Equal Opportunities Policy will strive to ensure equality of access to all potential students from diverse background as well as to ensure that all students enjoy equal access in terms of curriculum, assessment, support services and teaching resources and learning opportunities.

## 7. Student-Related

7.1 In supporting this Mission, the Equal Opportunities Policy will strive to ensure equality of access to all potential students, as well as to ensure that all students enjoy equal access in terms of curriculum, assessment, support services and resources.

7.2 The College will ensure equality of access to all potential students by:

- ensuring that all course information is accurate, clear and free from explicit or implicit discrimination
- providing written entry criteria and procedures which are free from any form of discriminatory practice
- providing impartial and accurate guidance for all applicants to ensure their placement on appropriate courses which offer success and progression
- ensuring that all course information is written in a format that is easily understood by all prospective students
- providing feedback on which selection criteria the student has not met
- ensuring that the curriculum meets and reflects the diversity of our student body and community
- ensuring that all teaching staff identify opportunities in all areas in which they work to adopt the best approach to the opposition of racism, sexism and all forms of discrimination in terms of course content, teaching styles and classroom organization and management
- ensuring that all teaching and learning materials are free from explicit or implicit discrimination and include positive images of disadvantaged groups
- ensuring that all students and staff have equal access to the full range of support services within the College
- ensuring that all assessment strategies and materials are fair and reliable
- ensuring we support students from disadvantaged backgrounds and give them as much support as possible.



- Access should enable widening opportunities to, throughout it and beyond, to assure fair access across the whole student lifecycle

## 8. Records

8.1 All equality of opportunity related documentation pertaining to staff and learner activity will be retained within the Administration Office. Information provided by existing and potential learners or members of staff or monitoring purposes will be used only for this reason and will be dealt with in accordance with the Data Protection Act 1998.

## 9. Students with English as a second language

9.1 Students with English as a second language will receive additional learning support as appropriate. The College has appropriate welfare support for all such students through its supportive culture.

## 10. Provision for students with religious, dietary, language or cultural needs

10.1 The College will consider all requests from students with religious, dietary, language or cultural needs and will make reasonable efforts to accommodate these requests where appropriate.

## 11. Monitoring and Review

11.1 The College will continue to examine and review procedures for recruitment, selection, terms and conditions of employment, staff and career development, grievance, discipline and other existing procedures to reflect the needs of the College on the basis of experience and statutory obligations as necessary.

11.2 In monitoring the effectiveness of the College Equal Opportunity Policy, basic information relating to staff activity will continue to be gathered and analyzed to give organizational statistics in respect of sex, sexual orientation, religion or belief, race, color, nationality, ethnic or national origin and disability. Individuals are under no obligation to provide such data; however, all information obtained in order to provide statistical information for monitoring purposes will be treated in strictest confidence.

11.3 Should barriers to equality of opportunity relating to staff activity be identified which highlight under-representation, the College will endeavor to take the necessary remedial action by a programme of positive action and support. Good practice in equal opportunities will be promoted and disseminated with, action continuing to be taken to demonstrate to potential applicants, clients and to the public at large, that the College is an equal opportunity employer.

11.4 Enforcement: We will treat seriously and urgently investigate every complaint and report. Disciplinary action may be taken against any member of the College Community who is found to have acted in contravention of this policy.

## 12. Student Protection Plan

12.1 In the student Protection Plan, we ensure that students reach their full potential and ASC as a college is committed to achieving this. We will endeavor to see that all the courses we provide are fit to meet the needs of the students. Schemes of work, lesson plans and lessons are checked regularly and observed by seniors to make sure that the highest quality of teaching is delivered and that courses are meeting our high standards. Students will be aware if circumstances change, ASC is committed to providing equal opportunities to all its students. Details of such are provided in our Equality and Diversity plan. Every effort is made to ensure that no student is denied access to a course for reasons of ethnic background, sexual orientation or socio-economic background. ASC aims to work collaboratively with students with an emphasis on supporting in areas of need.



## 13. ASC Access and Participation

13.1 Anglo Skills College has a strong commitment to widening participation and is committed to providing flexible and high-quality procedures that are accessible to students from all backgrounds. Students who have been identified as disadvantaged will be especially able to benefit from our Access and Participation Statement. It has been prepared in connection with the UK Government's Teaching Excellence Framework for new providers approved as fee capped category providers (without TEF Award) who intend to charge the basic tuition fee for Home/EU students commencing full-time undergraduate courses in 2018-19. Anglo Skills College is firmly committed to promoting equal opportunity in respect to all student recruitment and admissions. Anglo Skills College Nottingham (ASC) aims to promote and practice equal opportunities in its training, materials, publicity, and recruitment of staff and students in all aspects of its Service operation.

13.2 All equality of opportunity related documentation pertaining to staff and learner activity is securely retained. Information provided by existing and potential learners or members of staff for monitoring purposes will be used only for this reason and will be dealt with in accordance with GDPR.

## 14. Consumer Protection Law

14.1. We are compliant with the Consumer Protection Law. Our courses provide high quality education and are entirely fit for purpose. The courses are run in exactly the same manner as they are described in the prospectus.

Upon enrolling with Anglo Skills College students will have details of their consumer rights explained and are provided with information on how to proceed if they wish to raise a concern on any matters including their course. We ensure that they are aware of our refund policy which is compliant with the Consumer Protection Law and cannot in any way affect their statutory rights.

At the enrolment stage we ensure that students are made aware of their own obligations to their study programme and that the college cannot be held responsible for students who do not attend regularly and do not complete assignments. In certain cases, a student may be given a contract in which his or her own obligations as a student are aligned with the College's obligation. This will be used to help the student reintegrate into their study programme.