

Equal Opportunities and Diversity Policy

At the induction of a new apprentice or new employee a copy of the LWB Training Equal Opportunities & Diversity Policy will be given out and explained in full.

LWB Training undertakes the responsibility to ensure all its staff and associated trainers, tutors and assessors are fully aware of the policy and are kept up to date of any changes. All staff members will be required to commit to the principles and actions described in this policy by signing to agree to support it.

Apprenticeships

LWB Training offers qualifications to anyone who is able, with or without additional training, to meet the competencies included in the apprenticeship standard. This is regardless of age, gender, background, sexual orientation, colour, ethnic or national origin, marital status, family circumstances, socio-economic background, disability or religious or political beliefs. The policy will take account of the relevant legislation relating to discrimination on grounds of Race, Disability, Disability Rights in Education and the Human Rights Act.

Apprentice selection will be based on decisions made by the employer of the potential candidate, although guidance may be given by LWB Training on the experience and occupational competence required of an apprentice to meet the standard.

Through the quality assurance process, staff will be monitored to ensure that their assessment decisions are fair and do not discriminate against the apprentice in any way.

If an apprentice or employer feels that there has been discrimination in the process they should raise this through the complaints process.

Special requirements

LWB Training is committed to offering qualifications to anyone working within the occupational field, and as such will endeavor to work with employers and apprentices where an apprentice has a particular requirement for support during training, tutoring or assessment.

This may include, but is not limited to:

- Access to venues
- Alternative formats for handouts / exercises (e.g. large print)
- Alternative methods of assessment (e.g. verbal instead of written)
- Visits being on particular days or times to fit with their working pattern

When special requirements become known to LWB Training, we will draw up a plan with the apprentice and the employer to ensure that the needs of all will be met.

Any apprentice who has any special requirements should request these as soon as possible.

Where this may have an effect on end-point assessment, we will ensure that any relevant parties (such as other organisations or overseeing bodies) are made aware of the requirements.

Implementation

Staff

All staff members will be required to sign a document on recruitment that states their commitment to uphold and actively support the principles and actions detailed in this policy.

The Apprenticeship Manager will be responsible for ensuring that all staff members, including associate trainers / tutors, are conscious of their responsibilities and aware of the actions they may need to take.

Staff meetings will include equality and diversity as a standing agenda item, where any issues, concerns or suggestions can be raised.

Recruitment

During recruitment, we will include commitment to equality and diversity as a required standard for any new member of staff. This may be considered through any application form or interview process.

Apprentices

We will ensure that training materials reflect equality and diversity, speak positively about equality and diversity in training workshops, and encourage apprentices to follow the equality and diversity requirements of their employer.

We will correct incorrect statements made during training by apprentices, helping them to see the positive outcomes from promoting equality and diversity and the part they have to play in supporting these principles.