

EQUAL OPPORTUNITIES POLICY

Purpose

Excel Me is committed to eliminating discrimination and encouraging diversity amongst our apprentices. We aim to represent all sections of society ensuring the qualifications we offer are inclusive and accessible to all learners.

All who represent Excel Me are responsible for implementation of this policy. We believe all employees, members and learners should feel respected and able to give their best.

Policy

Our policy is to provide equality and fairness for all our employees, members, and apprentices and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, or age. Excel Me oppose all forms of unlawful and unfair discrimination.

All employees, training providers, and apprentices will be treated fairly with respect. Selection for training or any other benefit will be based on aptitude and ability, after making reasonable adjustments or special considerations where appropriate. All employees, training providers, and apprentices will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

It is illegal to discriminate directly or indirectly and hinder equality of opportunity, therefore it is our intention to ensure that nobody is subject to unfair treatment in any way and we recognise our responsibilities and legal obligations.

Excel Me is committed to The Equality Act 2010 by taking positive action to:

- Provide everybody with the same opportunities for training
- Ensure everybody is aware of, understands and abides by our Equality Policy to comply with current legislation
- Take a no-tolerance approach to any form of intimidation, bullying or harassment
- Develop End Point Assessments, support services and products which take into consideration the needs of all apprentices and do not unnecessarily discriminate against any individual or group
- Promote fair access to End Point Assessment, minimising any barriers to access or assessment by implementing reasonable adjustments and special considerations policies

- Ensure that learning opportunities and fair assessment is open to all who will benefit without compromising the integrity of End Point Assessment
- Ensure content and language of all written content, including assessment materials and programmes are non-discriminatory and free from any bias or stereotypical wording
- Monitor our services, entry requirements and assessments to identify barriers to access or achievement and remove or minimise unnecessary barriers or bias which could impact on individuals or groups.

Excel Me shall implement this policy through:

- Ensuring staff, members and learners have access to this information to assist them in planning, putting in to practice and monitoring their rights and responsibilities under this policy
- Providing support and relevant training / updates for all staff, members and learners and revising any policy or practice that could disadvantage individuals or groups
- Ensure all staff, members and learners know how to offer feedback and register complaints
- Effective complaints procedures will be used to resolve complaints of discrimination with a full and prompt consideration under this policy, breaches of this policy will be dealt with through Excel Me complaints procedures.

Excel Me staff

Excel Me commits to incorporating appropriate practices when embedding the equal opportunities policy into job descriptions and performance objectives of all staff. Excel Me will provide equality training and guidance as appropriate for all staff members.

Qualification and End-Point Assessment development

Excel Me will ensure that there are no aspect of the qualification/ End Point Assessment that could disadvantage any group of learners/apprentices that share a particular characteristic or barriers to entry, other than those related to the purpose of the End Point Assessment or qualifications.

Monitoring and Review

This policy and its procedures will be reviewed regularly for improvements as part of our quality assurance requirements. This will ensure it is fit for purpose, reflects the services we deliver to our customers, and we provide services which are relevant to the requirements of individual needs.

Excel Me Contact Details

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