

Equality and diversity policy

Rodtech. is committed to promoting equality, diversity and inclusion; eliminating discrimination to all staff, clients, learners and members of the community served by us. Our aim is that everyone will be treated fairly, openly, honestly, with dignity and to respect and value differences irrespective of and regardless of:

- (1) sex (including marital status, gender reassignment, pregnancy, maternity and paternity);
- (2) sexual orientation (including civil partnership status);
- (3) race or racial group (including colour, nationality and ethnic or national origins);
- (4) religion or belief;
- (5) age;
- (6) caring responsibility; or
- (7) disability.

General Statement of Policy

We believe that our policy and practice are a means of maximizing the effective use of human resources in our and the employee's/candidates best interests.

All members of staff employed by us and learners for training will be given equal opportunity irrespective of their sex, religion/belief, race, age or marital status in all aspects of employment and training e.g. in their access to posts and in the terms of benefits on which employment is normally available in this organization. We are committed not only to the letter of the law, but also to the promotion of equality of opportunity in all fields.

The operation of recruitment, training and promotion policies to all individuals will be on the basis of job requirements, and the individuals' ability and fitness for work/training.

Staff employed by this organisation and learners in training shall be made aware of the provisions of this policy. This may be done, for example, by means of advertisements, job descriptions application forms, posters, training courses and handbooks for appropriate managerial and supervisory staff.

All key personnel involved in management, selection and dealing with the public shall be given training and guidance in the law and organizational policy, their own personal liability under the law and the nature of discrimination. Definition of Discrimination & Legislation

In this policy 'discrimination' means discrimination where a person is treated less favourably on grounds of disability, sex or marital status, as defined in the Sex Discrimination Act 1975, or on grounds of race, creed, colour or age as defined in the appropriate Acts (see below).

We will take all reasonable steps to ensure that we and our staff and associates do not unlawfully discriminate under the **Single Equality Bill which will come into force in October 2010** and the **following Acts that have already been passed:**

- (1) the Equal Pay Act 1970;
- (2) the Sex Discrimination Act 1975; (c) the Race Relations Act 1976;
- (3) the Disability Discrimination Act 1995;
- (4) the Employment Rights Act 1996;
- (5) the Human Rights Act 1998;
- (6) the Part-Time Workers (Prevention of Less Favorable Treatment) Regulations 2000;
- (7) the Fixed-Term Employees (Prevention of Less Favorable Treatment) Regulations 2000;
- (8) the Employment Equality (Sexual Orientation) Regulations 2003;
- (9) the Employment Equality (Religion or Belief Act) Regulations 2003;
- (10) the Work and Families Act 2006;
- (11) the Employment Equality (Age) Regulations 2006; and
- (12) any other relevant legislation in force from time to time relating to discrimination in employment and the provision of goods, facilities or services.

Nominated Person

Tony Russell, will be nominated as the person responsible for monitoring the effectiveness of the equality and diversity policy with overall responsibility for its implementation and supervision remaining with the Directors.

All aspects of personnel policies and procedures shall be kept under review to ensure that they do not operate against equal opportunities and analysis made of the sex, race, religion/beliefs or marital status of employees in relation to their employment with this organisation.

Where it appears that any employees/applicants/learners are not being offered equal opportunities, the circumstances will be investigated by management to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable. Appropriate action will be taken, where necessary, to redress the effects of any policy or criteria which may be found to have unjustifiably limited the provision of equal opportunities.

Our commitment

- To create an environment in which individual differences and the contributions of all our staff and learners are recognised and valued.
- Every employee/associate and learner is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all.
- Equality in the workplace is good management practice and makes sound business sense.
- We will undertake planned reviews all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported and agreed by senior management, employees, Awarding organizations, Consortium Leads and funding organizations.
- The policy has, and will be reviewed annually against evaluations, feedback and changes to legislation.
- To raise awareness of policies and procedures to ensure that our services are accessible for a diverse range of clients and learners
- To promote the principles of equality and diversity with clients and learners/partners/subcontractors and recruitment agencies.

We have found that by putting equality and diversity policies into action we have the benefit not only of compliance with the law, but also enjoy a number of other advantages including:

- Making full use of the talents of all members of the workforce and our candidates. This helps to ensure the best return on what is often a costly investment in recruitment and training.
- An improvement in motivation and performance which, in turn, can reduce turnover levels.
- A broadening of the "talent base" which develops people's abilities faster and further and opens up the potential for new and flexible approaches.
- Better two-way communications.
- An improvement in the external view of the organisation, so that talented people outside will want to join it and more candidates will be attracted to it.

The implementation of equality and diversity policies stimulates a healthy and more productive atmosphere and creates a better quality of working life.

Clients and Learners

Rodtech is an Equal Opportunities Employer and Training Provider. Our clients and learners are entitled to equal treatment irrespective of gender, race, disability, sexual orientation and civil partnership, religion or belief and age, taking into account the diversity of the community that we serve. We feel it is our responsibility to ensure that our clients promote equality and diversity codes of practice to our learners within their organisation. We will promote awareness and are able to offer help and awareness on request.

Rodtech is committed to meeting the diverse needs of clients and learners. We will take steps to identify the needs of clients and learners in our community and develop policies and procedures setting out how we will meet clients and learners' needs and for entering the services we provide are accessible to all. We will take account, in particular, the needs of clients and learners with a disability and clients and learners who are unable to communicate effectively in English. We will consider whether particular groups are predominant within our client base and devise appropriate policies to meet their needs: including men and women; members of religious groups; ethnic groups or nationalities; and lesbian, gay or transgender people.

Our learning programs include discussion about equality and diversity and further reading and research is encouraged and signposting is undertaken to relevant up to date sources of information.

Exam access arrangement policy

Rationale

The Exam Access Arrangements Policy explains the actions taken to ensure inclusion throughout the Training centre for all students with additional learning needs (ALN), including those with formally diagnosed Special Educational Needs Disabilities (SEND). The term Additional Learning Need is used as an umbrella term within the training centre to incorporate ALL students known to or attending our Student Progress provision including those pupils identified as having SEND. The policy forms an integral part of our teaching and learning philosophy, which seeks to create a learning environment whereby every individual student may fulfil his/her full potential.

What are exam access arrangements?

An Exam Access Arrangement (EAA) is a provision or type of support given to a student in our written exam, where a particular need has been identified and is provided so that the student has appropriate access to the exam. This can be in the form of:

- **A scribe:** an adult who writes for the student. The student would dictate their answers. The scribe would write exactly what they say.
- **A reader:** an adult who would read the question and any relevant text for the student. The student would then write the answer/s themselves.
- **Extra time:** Will be given to students who need it to ensure that they have the best opportunity of passing this course
- **Rest breaks:** where students are permitted to stop for short break/s during the exam and the time stopped is added to the finish time, with the effect of elongating the exam but not actually using any extra time.
- **Prompter:** where a student has little sense of time or loses concentration easily, a trained adult can prompt them with a few permitted phrases to refocus, move the student on to the next question or indicate how much time is left.

This is a course for chimney sweeps and due to the nature of the work intended it is not suitable for certain physical disabilities, However we aim to cater for as many disabilities as safely possible.

Internal Quality Assurance and Assessment Policy

Internal Quality Assurance:

We strive to keep a high and fair standard of quality throughout our training. To do this we do several different things: -

Keep up to date with any new legislation within the industry and change our training to accommodate these changes when ever needed.

Power point is changed often when feedback indicates that it is necessary.

Assessors, assess each other once a year.

Written exams are checked using two people and signed once agreed.

Faults room testing marks are double checked to make sure it has been added up correctly and double signed.

Practical assessments are double checked and reasons for failure written on paperwork to clarify any failings this too is double signed.

Appeals procedure

If for any reason a candidate is unhappy with their results, they must make it clear on the day of testing and they will be given the chance to re sit any part of their assessment with another assessor if they feel that they need to.

Health and safety policy

Goals

This policy:

- shows the commitment of Rodtech management and workers to health and safety
- aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations
- aims to ensure all work activities are done safely.

Responsibilities

Management (the supervisor and / or manager) is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- A safe environment for learning

Workers are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety

We expect visitors and contractors to:

- look out for any possible risks that maybe harmful to others
- to alert a member of staff of any possible hazards

Obligations

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and

welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012 and applicable Codes of Practice and Australian Standards as far as possible.

Responsibilities

Management:

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

Workers:

Each worker has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.