

# Equal Opportunities Policy

## 1. Policy

BISMA is committed in ensuring that the delivery of our qualifications is fair, accessible and does not provide any unnecessary barriers to entry. This policy outlines our provisions for “equality and diversity”, in order to make this document relevant, we will review this policy annually and revised when necessary in response to customers and learners feedback. We will also make any necessary amendments to this policy according to changes in legislation or actions from the regulatory authorities or external agencies.

BISMA aims to ensure this policy outlines the fair and equal: induction, staff training, assessment, recruitment and delivery of our qualifications.

Staff and students will be treated with dignity and respect regardless of their:

- age
- gender
- social background
- ethnic origin
- disability
- race
- religion
- sexual orientation
- pregnancy
- maternity
- marriage status.

BISMA aims to identify and deal appropriately with any act of discrimination that arises in our program delivery or in our Organisation.

We aim to maintain our staff trained in dealing with discrimination maintaining excellent quality training for ours students, and appropriate guidance to our tutors. We will include specific induction training and also further on-going courses identified by our quality assurance team. Staff training will be reviewed regularly.

## Qualification Development

The Academy will ensure that all groups of learners have equal opportunity with regards to completing the qualifications. We will aim to remove any barriers to entries that could favour of disfavour particular groups. Our qualifications and units will be as inclusive as possible. If there is any barrier to our units or qualifications, this will be justified in terms of why they are required.

## Centres

The Academy will provide equal access to training and assessment for all qualifications. We will not tolerate any type of discrimination or favouritism for our training or assessment with regards to age, religion, sex, disability, colour, race, nationality or ethnic group. Our centre will use this policy to ensure discrimination does not occur either directly, indirectly or as a result of pressure from other bodies.

This policy applies to all associate venues or satellite venues. We will monitor the application and effectiveness of our policy regularly. Learners will be made aware of their right to appeal to Active IQ, if any complaints have not been satisfactorily resolved by the centre.

## **2. Procedure**

- a. learners, students and/or staff who are aware of any kind of (direct or indirect) discrimination or should at first instance consider whether it's appropriate to raise their concerns directly to the person/people that could be acting in a discriminative manner without been aware that their behaviour is causing offence.
- b. If this issue could not be resolved using the first method, or the affected person/people feel that the first step would not be appropriate, or the learner is not inclined to follow the first step. Then an appropriate person should be contacted to raise this issue further, in this case the Tutor/Assessor, needs to be contacted to investigate this issue. If the Tutor/Assessor is involved with the allegation, then the Internal Verifier or a Senior Manager needs to be contacted to investigate the issue.
- c. When a manager decides to refer the issue to a more appropriate manager, the learner/employee involved needs to be contacted to obtain their agreement.
- d. When the investigation is concluded, the student/employee involved need to be informed about the outcome of the investigation.
- e. If the learner/employee are not happy with the action taken the can appeal (within seven working days), this appeal should be made to the Internal Verifier or an appropriate senior quality assurance manager, that could then review this issue.

PS. Allegations of discrimination need to be informed to HR department or responsible person.

## **3. Monitoring the success and relevance of our arrangements**

The Academy will follow all current relevant legislation included, but not limited to the Equality Act 2010.

The Academy will provide Active IQ any information requested with regards to our equality and diversity arrangements, including any special considerations, access arrangements and feedback from learners. There will be made appropriate amendments to provision and/or services where necessary. These amendments will be done as a result of our development, reviewing of units and qualifications, including suggestions and feedback from learners and staff.

Our policy and our on-going reviews will be made available to the qualification regulators upon request.

Awarding Body/Training Provider Details:

- Name: Active IQ
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- Phone Number: +44(0)1480 467950