

# Equal Opportunities Policy



Name of centre: .....

(1) The centre is committed to ensuring equal opportunity to all candidates on all courses, all the clients of the establishment and to the staff of the centre regardless of their role. There is a commitment to encourage every individual to realise their full potential. Training or access to assessments will not be affected by gender, ethnic origin, nationality, religious belief, social circumstances, marital status, age or physical and intellectual ability or other relevant state.

(2) The requirements of the Sex Discrimination Act 1975, the Race Relations Act 1976, the Employment (Disabled Persons) Acts of 1944 and 1948 and the Disability Discrimination Act 1995 will be respected and any amendments or extensions.

(3) Equal opportunities will be integrated into all planning, procedures and course resourcing. All promotional material, course schemes and display items will not reinforce stereotypes and will reflect the diversity of society.

(4) All staff and candidates will be advised of the policy to be pursued with clients and visitors to the centre.

(5) There will be positive reinforcement of the requirements of the policy statement and equal opportunity of provision will be monitored and reviewed at regular intervals among staff and candidates and action taken if required.

(6) Encouragement will be given to discuss any concerns over these issues when they occur. A process will be in place to allow these concerns to be fully and confidentially discussed. Support and advice will be available to help those concerned to understand the problems and take steps to resolve them.

(7) In the first instance any problems should be brought to the attention of the responsible person. If the matter is not resolved then it must be immediately brought to the attention of VTCT in writing by the centre management. Failure to do so may incur suspension of the centre.

(8) There will be an ongoing action plan to reinforce the stated policy and this will be monitored on visits by the external verifier.

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***Those responsible within the centre are:***

Name ..... Name .....

Name ..... Name .....

**The centre agrees to comply with the equal opportunities policy as outlined above and in the VTCT Centre Handbook.**

Signature: ..... Position: ..... Date: .....

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