



Centre for Teaching in
M a n a g e m e n t

Single Equality Policy

Last Review date February 2014

Next Review date February 2015

POLICY STATEMENT

The Centre for Teaching in Management is committed to making this a great place to work and learn where both our employees and learners are respected and valued.

We want to create an inclusive environment and a culture that recognizes and values people's differences. We aim for everyone to have the opportunity to develop skills and talents consistent with the College's values and business objectives. Our ultimate goal is to create an organization in which every individual feels supported, is respected and belongs.

1. Introduction

1.1 The College Management is fully committed to delivering equality of opportunity, access and outcomes to its staff and learners; promoting and celebrating diversity; and eliminating all forms of discrimination, harassment and victimization.

1.2 This Single Equality Scheme replaces all previous Equality policies.

It provides guidance on:

- How the College will meet its duties to promote **race, gender** and **disability** equality
- How its policies, practices and outcomes will be monitored and reviewed
- How it will handle any cases of harassment and unlawful discrimination, including discrimination on the basis of **age, sexual orientation** or **religion and belief**
- How its policies, procedures and plans will be monitored for adverse impact
- How it will address any identified concerns

1.3 This Single Equality Scheme is supported by the College's Equality & Diversity Action Plan which provides a detailed overview of the actions it will take to support and further the commitments outlined below (see Appendix 1).

2. Vision, Values & Commitment

2.1 The CTM is proud of the diversity of its staff and learners. It aims to promote an environment where diversity is celebrated and where the differing skills and abilities of its employees and learners enhances its success, enabling the college to draw from a wider pool of talent, improve its services to learners and raise its community profile.

2.2 The College affirms that all individuals are entitled to equal rights and opportunities regardless of their race, gender, disability, sexuality, religion or age. For disabled people, this may involve making reasonable adjustments to achieve equality of outcome. However, the college has limited ability to make adjustments for those who have a disability

- 2.3** The College will seek to identify and eliminate unfair discrimination, harassment or any form of illegal treatment based on any of the above criteria, and will develop procedures and working practices to achieve this.
- 2.4** The College will seek to fully utilize the diverse skills, talents and experiences of its workforce and students. To this end it will actively engage with students and staff in the development of this Equality Scheme, and consult with staff, students and external stakeholders to ensure that it continues to meet the needs of all concerned.
- 2.5** The College will develop procedures and practices that encourage a diverse student population and staff group to fully participate in the life of the College.
- 2.6** The College will work to ensure the environment for students and staff is harmonious and safe. To this end, it will adapt its existing procedures to meet the needs of all staff and learners who complain of harassment on any of the grounds covered by this scheme.

3. Meeting the Equality Duties

- 3.1** This scheme is designed to ensure that the College meets its legal duties in relation to all six Equality strands. In practice, this means
- Taking steps to eliminate discrimination and harassment on grounds of race, gender, disability, age, sexual preference, religion or belief.
 - Promoting good relations between persons of different racial groups
 - Taking account of the different needs of men and women when preparing policies or providing services, and addressing any gender related pay gaps
 - Promoting positive attitudes towards people with disabilities, encouraging their participation in public life and taking steps to meet their requirements, even if this calls for more favorable treatment
- 3.2** As an education provider, the college will ensure that the principles of equality and diversity are applied consistently across all aspects of learning and service delivery, including admissions, curriculum development, teaching and learning, marketing and the college environment. In particular, it will
- Ensure that Equality and Diversity is integral to learner induction and embedded within the curriculum
 - Ensure that schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of diversity
 - Ensure that Equality and Diversity considerations are central to the delivery of learner support.

3.3 As an employer, the College will ensure that the principles of equality and diversity are applied to recruitment, redeployment, staff development and promotion, thereby ensuring that all its employees are encouraged to achieve their full potential regardless of age, disability, gender, race or sexual orientation, religion or belief. In particular, it will

- Ensure that disabled staff and staff from other underrepresented groups that have traditionally experienced unlawful or unfair discrimination, have access as far as is reasonably practicable to appropriate support and facilities.
- Take Positive Action and other appropriate steps to encourage applications for employment from under-represented groups.
- Develop recruitment, selection and promotion procedures that enable people from under represented and disadvantaged groups to fully participate in the process.
- Ensure that its staff development schemes raise awareness and effectively meet the learning needs of all staff.
- Take action to ensure that individual employees, be they full or part-time, are treated equally and fairly and that decisions on pay, training, career management and termination of employment are based solely on objective, job-related criteria.

3.4 As a user of contracted services, the College will ensure that the principles of equality and diversity apply both to the selection process and to the specification, quality and range of services provided.

3.5 To these ends, the college will

- Arrange induction, staff development and refresher training on all aspects of equality and diversity for all members of staff.
- Incorporate equality and diversity into learner induction and curriculum delivery.
- Regularly consult with its staff and learners, including staff and learners from under-represented groups, and seek their advice on how its policies should be implemented.
- Regularly assess the impact of its policies and procedures.
- continuously monitor its progress
- embed the results of its monitoring into its self-assessment and quality improvement processes
- Report and publicize the results of its monitoring and impact assessment to staff, learners, and other stakeholders.

4. Publicizing the scheme and reporting progress

4.1 The college will ensure that its managers, staff, learners, partners and stakeholders are fully aware of the value placed on equality and diversity and of the action that will be taken in the event of a breach of its policies.

4.2 To the public (including partners and other stakeholders)

- The College's commitment to equality and diversity will be highlighted in our promotional materials

- College publicity materials will present appropriate and positive images

4.3 To learners

- All learners will receive a summary of this scheme.
- The induction programme for learners will highlight the College's commitment to equality and diversity, including the action learners can take if they believe they have encountered discrimination and how the College will handle such complaints
- Tutors will be required to reinforce this information during induction, tutorials and work-based mentoring

4.4 To staff

The induction programme for new staff will highlight the College's Commitment to equality and diversity, and explain the action to be taken to support staff and learners who complain of discrimination and harassment.

- Staff will have access to comprehensive information, and progress reports to assist them to plan, implement and monitor actions and to carry out their responsibilities under the scheme.

4.5 To work placement providers, partners, associated employers and other stakeholders

- All work placement providers, partners and franchises will receive a summary of their responsibilities under the policy and will be required to signify their understanding and agreement to them.
- Work placement providers will be offered briefings on equality and diversity issues.
- College staff will promote the recruitment and support of students from underrepresented groups to providers.

5. Responsibilities

5.1 The Principal has overall responsibility and accountability for the operation of this scheme and associated policies, ensuring that they are promoted, implemented, regularly reviewed and respond to future changes in legislation. This includes ensuring that College staff meet their duties as defined in this policy, and are held accountable for any breaches.

5.2 The marketing manager is responsible for coordinating, monitoring and reviewing the effectiveness of E&D policies and procedures that are relevant to teaching, learning and curriculum delivery

5.3 Staff are responsible for promoting and adhering to college E&D policies and setting an example to learners

6. Monitoring & Impact Assessment

6.1 College Directors will be responsible for ensuring that all relevant policies and procedures are regularly assessed by the responsible team for their impact on equality and diversity, as part of the College's Quality Assurance cycle; and that Impact Assessments take full account of available data, surveys and staff/ learner feedback.

6.2 The college will ensure that such data are used and stored appropriately, in line with the Data Protection Act

APPENDIX 1 - Equality & Diversity Action Plan

<i>Equality and Diversity</i>	<i>Action</i>	<i>date</i>	<i>By Whom</i>	<i>Progress</i>
E&D is not consistently promoted throughout the curriculum	Review Schemes of Work and Lesson Planning	March 2014	<i>Principal</i>	
	Use the data from lesson observations to <ul style="list-style-type: none">• Devise targeted staff development• Share good practice	April 2014	<i>Principal</i>	