



EQUAL OPPORTUNITIES POLICY

A full summary is available on request

The named Equal Opportunities Representative is: Lesley Urbach

Career Paths Ltd welcomes the richness and diversity of its community and believes in the equal value of all its candidates and staff. It is an integral part of our purpose to strive to remove barriers to access and to ensure that all candidates have the opportunity to develop to their full potential. Career Paths Ltd recognises that inequalities exist and that people may suffer disadvantages because of their race or gender; because they have a disability or learning difficulty, are gay or lesbian, or because of their social class, age, language or nationality. The Company is opposed to any such discrimination and welcomes equally all candidates who wish to succeed in their NVQ's and proceed to their next goal. The Company will work within the requirements of all relevant legislation. The Company will work within the requirements of the following legislation:

- Data Protection Act
- Equality Act 2006
- Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2000
- Health and Safety at Work Act 1974
- Equal Pay Act 1970 and 1983
- Race Relations Act 1976 (Race Amendment Act 2000)
- Sex Discrimination Act (1975 and 1986)
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Rehabilitation of Offenders Act 1974
- Human Rights Act 1998
- Public Order Act 1986
- Criminal Justice and Public Order Act 1994
- The Public Interest Disclosure Act (whistle-blowing; right to inform of abuse)
- Dignity at Work Bill 2002

- Part-time Workers Regulations 2000
- EU Working Time Directive 1997
- Minimum Wage Act

Career Paths Ltd welcomes the DDA (as amended by the Special Educational needs and Disability Act 2001) and will make all reasonable adjustments to avoid substantial disadvantage to any disabled student or other disabled person. The Company is committed to ensuring that disabled people are treated fairly.

Career Paths Ltd will not accept any behaviour by staff or candidates which contravene the law and the Company's Equal Opportunities Policy. It will also not accept behaviour that can be defined as harassment.

Categories of harassment include:

Verbal harassment - nicknames, banter, jokes, innuendo, derogatory statements or abusive language which refer to a person or group's colour, race, nationality, ethnic, or national origins, which abuses the worker to feel threatened, humiliated, patronised or harassed or which interferes with the worker's job performance and undermines job security

Non-verbal harassment – gestures, looks and noises, displays of pictures and graffiti, making assumptions about a person's character, ability or behaviour, racist/sexist environment

Any other conduct which denigrates, ridicules or intimidates or is physically abusive of a group or an individual on racial/sexist grounds

Rights, responsibilities and duties of employees and candidates

All candidates and staff have a responsibility to implement the Company's Equal Opportunities policy. Our aim is to embed Equality in every aspect of the assessment process.

Responsibility of employers

Recruitment of Staff

Career Paths Ltd seeks to recruit assessors and IVs who reflect the multicultural communities in which the Company operates. Assessors and IVs will be chosen on the basis of their skills, knowledge and appropriate training & experience. The Company will not discriminate on grounds of age, sex, ethnicity, religion, sexuality or disability when recruiting assessors or IVs

Training and support of staff

Career Paths Ltd will treat all staff fairly irrespective of their age, sex, ethnicity, religion, sexuality or disability

As part of their induction, all staff will be informed about the Company's Equal Opportunity Policy and given a copy of the policy

All staff will have the opportunity to discuss issues relevant to equal opportunities during regular standardisation meetings

Role of assessors

Assessors are expected to

- Treat all candidates fairly irrespective of their gender, ethnicity, age, disability, religion and sexuality
- Take action to offer candidates with special needs appropriate support
- Not behave in any way that contravenes Equal Opportunities, including bullying or harassment

Rights of Candidates

Candidates have the right to

- Be told about the Equal Opportunities Policy during their induction, including being given a copy of this policy
- Be treated fairly irrespective of their gender, sexuality, disability, age, religion and ethnicity
- Be offered appropriate support if they have a special need.
- Have their competence and knowledge and understanding assessed fairly against the requirements of the NVQ
- Appeal against the NVQ decision if they feel they have been discriminated against

Responsibilities of Candidates

All candidates are expected to abide by the Centre's Equal Opportunities Policy

They should not

- Take any action which may be deemed to be offensive to either staff or other candidates, particularly about a person's gender, ethnicity, age, disability, religion and sexuality
- Make unwanted sexual approaches to staff or other candidates

- Behave in a bullying or harassing way to any staff or other candidates

Career Paths Ltd welcomes your feedback and intends to use your comments to improve the quality of the service.

Should you wish to make a complaint, make a suggestion or provide a compliment you should follow the procedure which follows.

This procedure is separate to the NVQ Appeals procedure. Please follow this procedure if you are dissatisfied with an Assessment decision.

Complaint Process

Stage

1. Talk to the person you wish to complain about and raise your concerns (go straight to stage 2 if you feel uncomfortable with doing this)
2. If you are still dissatisfied ask to speak to the NVQ Co-ordinator (Contact details are at the front of this pack). If you are still dissatisfied, put your complaint in writing and send it by email or post to the NVQ Co-ordinator. She will respond within five working days in writing
3. Should you have a complaint about the NVQ Co-ordinator, go straight to 4
4. If you are still dissatisfied, ask for the contact details of the internal verifier. Send your complaint to the internal verifier. She will respond within five working days in writing.
5. Should you still remain dissatisfied, you can write to the OCR, Coventry Office, Westwood Way, Coventry CV4 8JU (Tel 02476 470033). Please quote the Centre's number 02906.