


UHL Apprenticeship and Development Centre Equality, Diversity and Inclusion Policy

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Document Amendment and Review Log

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1. Rationale

- 1.1 The University Hospitals of Leicester (UHL) Apprenticeship and Development Centre is committed to the promotion and advancement of equality and diversity for its staff and its apprentices/learners
- 1.2 We aim to provide learning and working environments which values individuals equally and does not disadvantage individuals by discriminating on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), and sexual orientation
- 1.3 The Centre policy supports apprentices/learners whilst attending training and assessment activities
- 1.4 The Centre is part of UHL and, therefore, Centre staff abide by those policies
- 1.5 This policy compliments the all staff Trust policy to support apprentices/learners, and does not supersede the Trust policy or guidelines.

2. Definitions

- 2.1. Equality; a state of being equal, especially in status, rights, or opportunities.
- 2.2. Diversity; understanding that each individual is unique, and recognising our individual differences. These can be along the 9 protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation as well as an individual's socio-economic status.
- 2.3. Inclusion; The aim of inclusion is to embrace all people irrespective of their protected characteristic or any other need. It is about giving equal access and opportunities and breaking down barriers that often prevent people from accessing employment opportunities or health care.
- 2.4. Protected Characteristics; The Equality Act 2010 introduced the term "protected characteristics" to refer to groups that are protected under the Act. For information on the definitions of the protected characteristics listed above please see www.equalityhumanrights.com and search for protected characteristics.

3. Responsibilities

- 3.1. Staff and apprentices/learners are responsible for their own conduct and should ensure that their behaviour does not make any other person feel uncomfortable. Every member of staff and every apprentice/learner have a responsibility to question their own prejudices and assumptions. It is the duty of all staff and

apprentices/learners to avoid unfair discriminatory practices, to challenge others and to accept personal responsibility for abiding by this and the Trust's policies.

- 3.2. The Trust has its own policy and Centre staff will primarily be managed under that. The Trust provides mandatory training to its staff in accordance with the NHS Core Skills Training Framework. Centre staff will complete this as part of their Trust employment contract. The Trust has an Equality and Diversity Lead who will support the Centre with any queries beyond their level of knowledge and expertise.
- 3.3. Line Managers manage apprentices/learners in their employed roles and are responsible for ensuring their staff understand Equality and Diversity issues and how to report any perceived discrimination or unfair treatment. Line managers also allocate development opportunities for their staff on a fair and objective basis based on the individuals' and Trust needs. In addition, they are responsible for ensuring their part-time staff are not disadvantaged in any way and that complaints of discrimination or offensive behaviour are dealt with promptly in accordance with Trust policies. All line managers are responsible for ensuring proactive dialogue about equality opportunities, issues and practices with partner organisations, contractors, customers and apprentices/learners.
- 3.4. External Partners, with which the Centre works, must comply with both the Trust and the Centre's Equality, Diversity and Inclusion policies and share the overall commitment to Equality, Diversity and Inclusion. When drawing up agreements or contracts with external partners, the Centre must ensure that external partners are made aware of the above requirements and must ensure that the external partner has appropriate policies and procedures in place regarding equality and diversity.
- 3.5. Visitors, Contractors and Sub-contractors must comply with the Trust's Equality and Diversity Policy. Centre staff who meet visitors and/or employ contractors and subcontractors are responsible for making them aware of both the Trust and Centre's Equality and Diversity Policy as relevant.

4. Statutory Duties

The Centre will abide by its current statutory duties for apprentices/learners and staff, in line with its obligations under the Equality Act 2010 and resulting duty to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between different groups.

5. Recruitment of Apprentices/Learners

The Centre will ensure that:

- recruitment and publicity materials are designed as necessary in a range of formats to ensure they are free from bias and stereotypes, and encourage applicants from all groups in the community

- applicants for programmes are considered on the basis of their ability to meet the entry criteria, as specified in course information NB: The Centre does not employ apprentices only educates the employees of organisations in apprenticeships. The recruitment onto courses is therefore limited to the applications it sees, post appointment
- applicants are not treated less favourably because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation
- applicants are interviewed on the basis of their academic ability and/or potential to succeed
- application and enrolment procedures give apprentices/learners the opportunity to identify any additional learning support available for their needs
- where assessment(s) form part of the application process for a particular programme, all applicants will take the same assessment(s), with adjustments being made for identified additional learning needs
- new apprentices/learners are made aware of the Equality, Diversity and Inclusion policy and the behaviour expected of them during induction, through the Core Workbooks and employer new starter training.

6. Teaching, Assessing and Learning

The Centre will ensure that:

- the range, content and delivery of the curriculum reflect the needs of the apprentices/learners and the Trust and promote widening participation
- all aspects of teaching are sensitive to, and promote, Equality, Diversity and Inclusion; including language used, timetabling, delivery methods, materials, group organisation and activities
- teaching and learning materials and delivery methods avoid stereotypes and bias, and promote the rich cultural diversity of the local community
- resources are available in formats appropriate to the needs of individual apprentices/learners, including the use of specialist equipment e.g. hearing induction loop where appropriate
- when on study sessions environmental factors will be inclusive for all such as non-binary paperwork, access to prayer rooms
- there is an ethos and learning environment which is inclusive and enables apprentices/learners to feel comfortable and valued as an individual
- Education and training is provided to all apprentices and apprentices/learners on the Centre Induction and during their learning in reflective learning and application of knowledge through Core Workbook A.

7. Harassment, Victimisation and Discrimination

- 7.1. The Centre will not tolerate harassment, victimisation or discrimination and has Centre procedures in place to deal with such incidents.
- 7.2. Apprentices/Learners who feel they have been harassed or discriminated against, or otherwise treated unfairly within the scope of this policy, may raise their concerns with a member of Centre staff, e.g. the practitioner/facilitator, in the first instance. Alternatively, they may discuss the issue with their line manager who will advise and assist them should they wish to pursue the matter through their organisations grievance, anti-bullying or resolution policy.
- 7.3. Staff who feel that they have been unfairly treated within the scope of this policy may raise their concern through the Trusts grievance procedures.
- 7.4. Apprentices/Learners whose conduct breaches this policy through discrimination, bullying, harassment or victimisation of others will be dealt with through the Centre Withdrawal Policy and their employers Disciplinary Policy.
- 7.5. Staff whose conduct breaches this policy through bullying, discrimination, harassment or victimisation of others will be dealt with through the Trust's Disciplinary Policy.

8. Sexual Safety

The Trust complies with requirements to support colleagues sexual safety when at work and in learning. The Centre follows Trust procedures and policies for this.

9. Safe Learning Charter

The Centre follows the guidelines in the Safe Learning Charter and ensures apprentices/learners know how to speak up and have a range of avenues to speak up if they have any concerns.

10. Training for This Policy

- The Trusts mandatory training, policies and procedures are the main source of training for this policy.
- Additional development can be requested from the Trust subject matter expert as needed/identified.
- The Centre Education Manager supports the planning of Centre staff continued professional development which includes equality, diversity and inclusion topics.