



Equal Opportunities Policy

Our aim is to provide a training service which is inclusive, does not discriminate, is accessible to all and is fair and transparent.

We will not discriminate on the basis of age, disability, gender, marital status, race, religion, colour, cultural or national origin. This is in line with the Equality Act 2010.

Where appropriate, guidance should be sought from the SEND Code of Practice: 0 – 25.

Managing Equality in Practice

Enrolment to exit

TT Training and Consultancy Company Ltd will ensure equality from the enrolment process through to completion of training. Opportunities will be made for learners to discuss and provide feedback on their learning experiences. Written and verbal opportunities will be given to learners for them to communicate any specific needs they may have, through the enrolment form and induction.

Teaching and Assessing

All learners will complete an enrolment form and have an initial induction meeting. At this meeting they will have the opportunity to discuss any needs they may have. Where applicable, staff completing inductions will document the needs of individual learners and inform any other team members, as appropriate.

When teaching or assessing learners, trainers will ensure the most appropriate methods are used. IQAs will ensure that assessors are aware of the range of assessment and teaching methods available. Support can be gained from the IQA or other assessors, where appropriate. Trainers, assessors and IQAs will assess and IQA in line with awarding body 'reasonable adjustment' procedures, ensuring the assessment criteria has been fully met.

Where there is group learning a mixture of teaching methods will be used to support, auditory, visual and kinesthetic learners. All learners will have the opportunity to complete a VAK questionnaire.

Orchard Lodge, Isaacs Road, Torquay, Devon. TQ2 8NB
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All trainers will have participated in Equal Opportunity training.

Resources used will reflect positive images and trainers should be aware of stereotyping and assumptions that could be made. Trainers must challenge discriminatory remarks and refer concerns to a Director.

Partnerships with employers, placements and partner agencies are crucial in supporting learners in a holistic way therefore we strive to work in a multiagency way, sharing information as legally required.

Any issues raised relating to equal opportunity will be treated as a complaint and be investigated thoroughly.

Specific regard will be given to First Aid training, due to the physical and hands on nature of this training. Reasonable adjustments will be made with regard to cultural requirements such as same gender partners, if requested and clothing that meets cultural requirements. However, trainers and assessors must ensure that learners meet the assessment criteria in the correct way. For example, 'Be able to' must be observed.

At the start of every course learners have the following opportunities to inform us of specific needs:

1. The confirmation email details to contact us or speak to your tutor if you have specific needs
2. The booking form asks if you have any specific needs
3. The tutor during the health and safety talk discusses specific needs

Date: 31st March 2012

Review dates: 7th January 2013, 7th February 2013, August 2014, 18th June 2015, November 2016. 16th July 2019

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