



Equality and Diversity Policy

1. Equality and Diversity Policy Statement

- 1.1 AM Training Services Ltd is an equal opportunities organisation.
- 1.2 It is our aim that there shall be equal opportunities within this organisation and in all the services we provide, and services provided by approved Trainer/Assessors.
- 1.3 There shall be no discrimination on the grounds of gender, gender reassignment, marital status, colour, race, disability, age, ethnic or national origin, religion or belief, sexual orientation, marriage and civil partnership, maternity or political opinion.
- 1.4 All AM Training employees, associates and approved Trainer/Assessors have a responsibility to apply this principle in practice.

2. In order to implement the policy we shall:

- 2.1 Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- 2.2 Provide equality training and guidance as appropriate including training on induction as well as further ongoing courses as identified via our internal management and review arrangements.
- 2.3 Incorporate equal opportunities notices into general communication practices.
- 2.4 Communicate, as appropriate, this policy to employees and all those associated with the services provided by AM Training including approved Trainer/Assessors.
- 2.5 Ensure that the policy is applied in all aspects of our activities and those of approved Trainer/Assessors.
- 2.6 Clarify the responsibility of all members of staff and approved Trainer/Assessors in any aspect of their business activities.
- 2.7 Ensure that there are no barriers to entry to courses and qualifications offered by AM Training Services for disabled people, for women or men, or people from different racial groups, other than those directly related to the integrity of the courses and qualifications. The nature of any barriers will be stated and the inclusion of the requirements that create the barrier justified only and explicitly in terms of the integrity of the courses and qualifications. Any details of how the effect of any barriers will be mitigated, including using access arrangements, including reasonable adjustments will be recorded.
- 2.8 Make every practical effort to ensure that materials, services and facilities are not only free from bias but will also support employees, approved Trainer/Assessors and Learners in maximising employment and personal development opportunities.
- 2.9 Require approved Trainer/Assessors to base assessments on knowledge and competence related to the qualification and the exercising of the qualification in accordance with AM Training Services requirements and standards.

3. Monitoring

- 3.1 AM Training Services will comply with all current and relevant legislation and this policy will be monitored and reviewed periodically and revised as and when necessary. Relevant legislation, which at the time of writing includes, but is not limited to the Equality Act 2010.
- 3.2 As part of the monitoring of Learners registering to undertake a qualification with AM Training Services, we will collect information on diversity, requests for special considerations, access arrangements and feedback from Learners, Trainer/Assessors and other stakeholders.
- 3.3 All relevant issues identified that suggests that our provision or services may have unnecessary impacted on Learners will be reported back to the Centre Manager who will be responsible for leading on introducing amendments to provision and/

or services where necessary and in accordance with our documented procedures for delivering courses and qualifications.

- 3.4 Details of the outcomes of each review will be made available to the qualification regulators upon request.

4. Complaints

- 4.1 AM Training Services will give full and prompt consideration to any complaints under this policy:
- Learners or prospective Learners who believe they have a complaint relating to this policy should take up the matter through the approved Trainer/Assessor's complaints procedure. Where applicable, or when the issue is not resolved through this procedure, the matter must be referred to AM Training for mediation.
 - AM Training Services employees who believe they have a complaint relating to the policy should take the matter up through the Company's Individual Grievance Procedure.

5. How to contact us

- 5.1 How to contact AM Training Services

Post: **AM Training Services**, 78 Dunstall Hill, WOLVERHAMPTON, WV6 0SP

e-mail: enquiries@am-trainingservices.co.uk

Telephone: **07746 465 121**

Signed: 

Adrian McDowell
Managing Director
AM Training Services

Dated: 1st April 2021 **Review date:** 1st April 2022