



# Equality and Diversity Policy

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## 1. Introduction

LICQual UK is committed to promoting equality and diversity in all aspects of our operations, including the development and delivery of qualifications, services, and activities for learners, staff, and stakeholders. This policy outlines our commitment to ensuring that all individuals are treated with fairness, respect, and dignity, regardless of their background, identity, or characteristics. We recognize that embracing diversity and fostering an inclusive environment benefit everyone involved with LICQual UK.

## 2. Purpose of the Policy

The purpose of this policy is to:

- Promote a culture of inclusion and respect.
- Ensure equal opportunities for all learners, staff, and stakeholders.
- Eliminate discrimination, harassment, and inequality.
- Comply with relevant laws and regulations relating to equality and diversity.
- Provide a framework for promoting fairness in the delivery and assessment of qualifications.

## 3. Scope and Applicability

This policy applies to:

- All learners enrolled in LICQual UK qualifications.
- All Accredited Training Centres (ATCs) delivering LICQual UK qualifications.
- LICQual UK staff and contractors.
- All stakeholders, including employers, regulatory bodies, and partners.

## 4. Key Principles

LICQual UK is committed to ensuring the following key principles are upheld:

- **Fairness:** All individuals, regardless of their background, should have equal access to opportunities.
- **Respect:** Every individual should be treated with respect and dignity, promoting an environment where diversity is celebrated.
- **Inclusion:** Creating a learning environment where everyone feels valued, supported, and included.

- **Non-discrimination:** Ensuring no individual faces unfair treatment based on personal characteristics such as age, disability, gender, race, religion, sexual orientation, or any other protected characteristic.
- **Accountability:** Promoting awareness and holding individuals and organisations accountable for their role in ensuring equality and diversity.

## 5. Legal and Regulatory Compliance

LICQual UK complies with the Equality Act 2010 and other relevant legislation, as well as international regulations related to equality and diversity. We ensure that:

- Learners and staff are not discriminated against on the basis of any protected characteristics.
- Reasonable adjustments are made for individuals with disabilities or specific needs to ensure they can participate fully in qualifications and activities.
- Any policies, processes, and practices are regularly reviewed to ensure compliance with legal requirements.

## 6. Types of Discrimination

LICQual UK acknowledges various forms of discrimination and takes active steps to prevent them:

- **Direct Discrimination:** Treating an individual less favourably because of a protected characteristic.
- **Indirect Discrimination:** Implementing policies or practices that disadvantage individuals with a protected characteristic, even if unintentionally.
- **Harassment:** Unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- **Victimisation:** Treating someone unfairly because they have made a complaint about discrimination or helped someone else make a complaint.

## 7. Promoting Equality and Diversity in Education

LICQual UK ensures that equality and diversity are embedded in the qualifications we offer. This is done by:

- Designing and developing inclusive qualifications that meet the needs of diverse learners.
- Ensuring teaching materials, resources, and methods are inclusive and do not promote stereotypes.

- Providing training and development for ATC staff to raise awareness of equality and diversity issues.
- Monitoring learner progress and providing additional support where necessary to ensure equality of opportunity.

## 8. Roles and Responsibilities

- **LICQual UK Management:** Responsible for ensuring the implementation of the Equality and Diversity Policy and that all staff, learners, and ATCs are aware of and follow its guidelines.
- **Accredited Training Centres (ATCs):** Responsible for promoting equality and diversity in their centres, ensuring that learners and staff are treated fairly, and that appropriate adjustments are made for learners with specific needs.
- **Staff:** Responsible for adhering to the principles of equality and diversity, supporting learners from all backgrounds, and addressing any concerns regarding discrimination or inequality.
- **Learners:** Expected to engage in a respectful and inclusive manner, adhering to the values of equality and diversity and contributing to a positive learning environment.

## 9. Addressing Inequality and Discrimination

LICQual UK takes any form of inequality or discrimination seriously. We have established procedures for addressing complaints or concerns regarding discrimination, harassment, or unfair treatment, which include:

- Providing clear guidance on how to raise a complaint or report incidents of discrimination or harassment.
- Investigating complaints in a fair and impartial manner.
- Taking appropriate action to address issues and prevent recurrence.

Any form of discrimination, harassment, or victimisation is treated as a serious matter and may result in disciplinary action, including suspension or termination of accreditation or qualifications.

## 10. Reasonable Adjustments

LICQual UK is committed to ensuring that individuals with disabilities or additional learning needs have access to qualifications and services on an equal basis with others. This includes:

- Providing reasonable adjustments to assessments and qualifications where necessary, such as extended time or alternative formats.
- Ensuring physical and digital environments are accessible.
- Offering additional support to learners who may require assistance to fully participate in learning and assessment activities.

## 11. Training and Awareness

LICQual UK provides regular training and awareness-raising activities to staff and ATCs to ensure that equality and diversity are fully understood and upheld. This includes:

- Equality and diversity training for new and existing staff.
- Guidance on implementing inclusive teaching practices.
- Ensuring all staff understand the importance of reasonable adjustments and how to implement them.
- Regular updates on changes to equality and diversity legislation.

## 12. Monitoring and Review

LICQual UK continuously monitors and reviews its policies, practices, and activities to ensure they align with equality and diversity principles. We gather feedback from learners, staff, and ATCs to assess:

- The effectiveness of equality and diversity initiatives.
- Any barriers or issues faced by learners or staff.
- Areas for improvement in service delivery and support.

The Equality and Diversity Policy is reviewed regularly to ensure it remains relevant and in line with legal and regulatory changes.

*LICQual UK is committed to creating an inclusive and respectful environment where all individuals have the opportunity to succeed. We believe that equality and diversity are fundamental to achieving excellence and providing high-quality qualifications and services. This policy provides the framework for achieving these goals and ensuring that all learners, staff, and stakeholders are treated with fairness and respect.*