



Adult Skills and Learning Service

Equal Opportunities Policy

The Service believes that all people have the right to an environment which is free from discrimination on the grounds of age, culture, including the culture of deaf people, disability, employment status, gender, HIV and Aids status, language including the language of deaf people, marital status, race, religion, political belief, sexual orientation or class.

Our commitment is:

- To raise the awareness of everyone involved with education and training regarding Equality of Opportunity, and to ensure that all students and staff receive equal treatment.
- To encourage the full participation of students in all aspects of their learning.
- To work towards inclusive learning by ensuring the greatest degree of fit or match between the individual requirements of learners and potential learners, and the provision made for them.
- To identify and remove all discriminatory practices, procedures and customs and to replace them with systems which are fair to all.
- To develop positive images of those with different needs through the development and promotion of the curriculum.
- To recognise that positive action is needed if equality of opportunity is to be achieved.

This will be achieved through:

PROMOTION, MARKETING AND INITIAL CONTACT

- Recruitment and publicity materials will not exclude any group of learners.
- There will be a positive approach to marketing courses to all under-represented groups
- All potential students will have appropriate access to information and advice in order to help them access our programmes.
- Students will be given support to participate in their course of study.
- There will be wide dissemination of information on available support.
- The only criteria for admittance to a course will be the specified entrance criteria.

PROGRAMME AND CURRICULUM

- A range of fair and impartial assessment methods are to be available so that an all-round picture of students' skills, including their learning support needs, can be gained.
- The Service will be learner-centred at all points of administration
- There will be compliance with the current Equalities legislation in order to facilitate access of students to our programme
- The aims and objectives of courses are to be continually evaluated to ensure that they meet the needs of all students
- Alternative learning strategies are to be explored and developed to assist in providing for a wide range of students

ADDITIONAL LEARNING SUPPORT

- The service will identify individual additional support needs of learners and provide appropriate support mechanisms and reasonable adjustments, to enable full participation..
- The service will identify barriers to learning in order to develop an accessible service.
- The service will provide quality information, advice and guidance in order to meet individual need and build networks for an effective referral system.
- Staff will be supported and trained in order for staff to support all learners irrespective of gender, race, age, culture, disability and sexual orientation.

RECRUITMENT AND APPOINTMENT OF STAFF

Compliance with Leicester City Council policy (available on the LCC Intranet)

STAFF DEVELOPMENT

- All staff are to be made aware of the importance of language in the development of materials.
- Issues of equality and diversity will be embedded in all staff training.
- The staff development programme should include explicit training to support implementation of the Equal Opportunities policy.

MONITORING AND FEEDBACK

- Performance is monitored regularly against our Equality and Diversity Impact Measures.
- We ensure that there are appropriate and accessible feedback mechanisms through our [Learner Involvement Strategy](#)
- Equalities Impact Assessments are undertaken in line with LCC corporate Equalities duty.

Reviewed 11.04.07