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## **Equal Opportunities and Diversity Policy**

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### **Introduction**

This policy sets out Johnson Training Ltd's (JTL) intention to deliver a service and range of qualifications that are fair, accessible and do not include any unnecessary barriers to entry. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any government departments, and any other statutory bodies to whom JTL must have due regard.

### **Review arrangements**

We will review the policy annually and revise it as necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies, or changes in legislation.

### **Areas covered by the policy**

#### **JTL Staff**

JTL commits to incorporating specific and appropriate duties when embedding the equal opportunities policy into job descriptions and performance objectives of all staff. JTL will provide equality training and guidance as appropriate to our staff; including induction training as well as further on-going courses as identified via our internal staff performance review arrangements.

#### **Qualification Development**

JTL seeks to ensure that learners have equal access to training and assessment for qualifications with the aim of being inclusive of all learners irrespective of their gender, marital status, age, religion, colour, race, nationality, ethnic origin or disability (the Protected Characteristics). The fact that most of our qualifications are now available online provides additional opportunities for learners. Assessment must similarly be undertaken without discrimination. JTL will ensure that there are no features that could disadvantage any groups of learners that share a particular characteristic or barriers to entry, other than those directly related to the purpose of the qualifications.

In the event of a claim of discrimination this will be managed by following the Complaints Policy and Procedure.

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Learners should also be made aware of the opportunity, where applicable, to request revised assessment arrangements under JTL's Reasonable Assessment Adjustments policy.

Where complaints relating to issues of inequality cannot be satisfactorily resolved, learners must be made aware of their right to complain or appeal to JTL (via the arrangements outlined in our Complaints or Appeals policies).

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## Monitoring the success and relevance of our arrangements

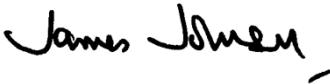
JTL is committed to complying with all current and relevant legislation and includes at the time of writing, but is not limited to, the Equality Act 2010 and Northern Ireland Equality Law (1995).

As part of the learner registration and certification processes for qualifications and units, JTL may collect information aligned to the General Data Protection Regulations (GDPR) on diversity, requests for special consideration, access arrangements and feedback from learners, centres and other stakeholders.

All relevant issues identified that suggest our provision or services may have unnecessarily impacted on learners will be reported back to our Operations Director who will be responsible for ensuring that relevant staff introduce amendments to provision and/or services where necessary, and in accordance with our documented procedures for developing and reviewing qualifications.

This Policy is regularly reviewed in order to ensure its continuing suitability.

Copies of the Policy are made available to all members of staff.

Name:	James Johnson
Position:	Managing Director
Signature:	
Date:	30 10 2018

Review date	Reviewed by:	Comments	Version
30 10 2019	JJ	No changes required	2
29 10 2020	JJ	No changes required	2
30/10/2021	JJ	No Change required	3
30/10/2022	JJ	No Change required	4
30/10/2023	JJ	No Change required	5
29/08/2024	MJ	No Change required	6
28/11/2024	JJ	Reference to managing a discrimination claim by following the Complaints Policy and Procedure.	7
01/09/2025	MJ	No change Required	7
The next policy review date is <b>01/09/2026</b>			