

LATER LIFE TRAINING LTD

EQUITY & EQUAL OPPORTUNITIES POLICY

Later Life Training strives to implement equality at every level within their organisation. In particular we aim to:

- Eliminate unlawful discrimination and harassment; and
- Promote equality of opportunity between and amongst
 - Men and women (SDA¹)
 - Disabled persons and other persons (DDA¹, DRC¹)
 - People of different racial groups and religious beliefs (RRA¹ and EA¹)
 - People with differing sexual orientations (EA¹)
 - People of advanced or young age (EA¹)

Equality (known as 'equity' in Scotland) refers to creating equality of opportunity and treating people in such a way as to ensure overall fairness and to prevent discrimination. We fully sign up to the Equality and Human Rights Commission's aims (www.equalityhumanrights.com).

A recent Guidance Document on Equal Opportunities² gives clear and simple explanation of the legal duties and requirements under the six major equality strands:

Gender	Sexual Orientation
Disability	Religion or Belief
Race	Age

Data monitoring

A key step to this process is the gathering and analysing of monitoring information. We gather information in relation to employees, tutors and students. Regular analysis of the information obtained via monitoring highlights potential issues requiring further investigation and/or corrective action. Currently we only record age, gender, disability and race (not sexual orientation or religion/belief). The only recommendation we do *not* follow is the use of a separate anonymous form for collection of this data. If we anonymised the return sheets we would not be able to monitor student numbers successfully achieving or referring qualifications or those attending CPD days or other training to ensure we are reaching the widest available audience.

Equality impact assessments

All policies/ practices/ terms and conditions/ changes to course structure or assessment/ changes to internal policies on tutor and assessor training, contracts or staffing etc. are impact assessed in order to consider their effect on the six major equality strands. These must be seen in light of the specialist nature of LLT Qualifications and Training Courses and the level of experience and knowledge necessary to both attend and deliver LLT courses.

Implement equality objectives

We have built equality objectives ('to provide a range of courses and training products that meet the diverse needs of the wide range of health and leisure professionals (knowledge, experience, disability, age, gender, race, culture)'), into LLT organisational objectives. We provide appropriate training provision for our staff at all levels.

LLT Equality Duties

There are two general duties of care that LLT have for their employees, self employed tutors and students:

1. The promotion of equality of opportunity for all; and
2. The elimination of discrimination and harassment

We aim to follow good practice in enabling those with *disabilities* or *learning impairments* to successfully attend our courses. We are a small company but examples of previous individualised actions include provision of all resources in large font, on different coloured paper, on CD (for computer reading/speaking facility) and lectures and information on dedicated student web page. We encourage tape recording of lectures for students with hearing difficulties and provide telephone support. Extra time is given in the theory paper to students with dyslexia and a separate room with an assessor who can rephrase questions or write answers are other previous actions. One visually impaired student sat her course and qualification with her "seeing companion". LLT tutors are trained to give individual support to all students. We strive to follow SENDA guidelines.

All LLT employees and self employed tutors will ensure that any *harassment* or *bullying* (by others within LLT or by / within students) is reported to the head office immediately. *Bob Laventure* (LLT Director) will oversee any disputes. If any incidents of harassment or bullying occur between students on a course the LLT tutor will speak to both parties and try to resolve the issue. Any complaints by students of bullying or harassment by LLT tutors will be taken very seriously and dealt with swiftly and thoroughly. LLT will take appropriate action against anyone who discriminates against any other person.

References:

¹ The Legislation referred to is available on the LLT website.

SDA - The Sex Discrimination Act 1975

EA - The Equality Act 2006

DDA - The Disability Discrimination Act 1995, 2003, 2005

DRC - Disability Rights Commission Codes of Practice "Employment and Occupation" and "Trade Organisations and Qualifications Bodies", available from the Equality and Human Rights Commission

RRA - The Race Relations Act 1976, 2000, Racial and Religious Hatred Act 2006

EA - Equality Act 2006, 2007 (Sexual Orientation and Religious Beliefs)

² Equalities Legislation: A Guidance for Governing Bodies of Sport. UK Sport and Sport Scotland, 2007.