mwmac Ltd. is committed to the provision of fair environment and equal opportunities for all its trainees, instructors, assessors and associates, and it recognises the importance of making appropriate and safe training, assessment and development opportunities available to all people irrespective of gender, ethnic origin, disability or any other factors.

Introduction

Under the Equality Act 2010, mwmac ltd will make everyone aware that it is against the law for a company to discriminate against anyone on the grounds of race, sex, pregnancy and maternity, marriage or civil partnership status, gender reassignment, disability, religion or belief, age or sexual orientation. It is also possible for employees to claim for discrimination on a combination of two of these grounds. Similarly, if employees discriminate against a colleague or customer mwmac ltd. could be held vicariously liable for their acts, and be responsible for paying the compensation or damages to the victim of the discrimination.

Staff , instructors, assessors, trainees and candidates will be treated solely on the basis of their merits , abilities and potential, regardless of gender, colour, ethnic origin or national origin race disability, age, sexual orientation, gender reassignment, socio economic background , religious or political beliefs, trade union membership or other irrelevant distinction. Direct and associative discrimination and harassment will now be encompassed in the company policy. All staff, agents, contractors and candidates are asked to ensure that their dealings with others promotes equality of opportunity and fair treatment for all.

All Lantra, City & Guilds NPTC, and in-house qualifications are free from barriers which restrict access and progression unless the restriction is part of the assessment. Qualifications are available to all those who can achieve the standard required. No candidate is disadvantaged by any conditions or procedures that cannot be justified as relevant to the assessment. mwmac ltd. is committed to improving the diversity of its workforce and will seek to adopt employment/ assessment practices that ensure diversity and a flexible approach including positive action which serve to support this objective.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation. All staff, trainers and assessors will be recruited solely on merit, and to meet the needs of mwmac Ltd and will be required to work to the Centre`s policies.

Mwmac Ltd will Endeavour to meet the requirements of the Equality Act which became law in October 2010. It replaces previous legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and ensures consistency in what you need to do to make your workplace a fair environment and to comply with the law.

Implementation

1. As part of its strategy to ensure equality of selection of trainees/trainers mwmac Ltd will ensure that there are clear consistent procedures for dealing with applications, provide applicants with as much clear and accurate information as possible about the training/ assessment for which they apply. Candidates & Trainees will be made aware that they can access the company Equal opportunities policy in mwmac Ltd trading terms, and access to the policy will also be covered in the induction program.

2. Ensure that fair selection criteria are based on the requirements that are necessary and justifiable for successful completion of the training/assessment.

3. Applications from people with disabilities will be properly considered. When making a decision about a disabled persons suitability for training and assessment, account will be taken of all the information available on the person, discussions with the person and those who will be responsible for his/her training, and where appropriate seek advice from professional services

4. The training programs and assessment organisation including location will be designed to ensure that people living in remote areas have equality of access to training, and the logistics and timing of the courses will be carefully scheduled in order to maximise opportunities for those disadvantaged to benefit most.

5. MWMAC will provide Welsh speaking Trainers and training materials where required. All trainees/candidates will be asked whether they want their training/assessment to be conducted through the medium of Welsh.

6. Instructors/ Assessors will be given a copy of the Centre equal opportunities & diversity policy, and it will be featured as an item in their verification process. They must also Support and contribute to the monitoring and review process, .and be aware of the diverse needs of candidates and support them appropriately and fairly.

7. Activities carried out by candidates at home work and in voluntary capacity are valued for the purposes of accreditation of prior achievement.

8. Complaints and appeals will be dealt with promptly and fairly.

9. Every employee/ candidate is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated to any employee or candidate or from a third party to an employee or candidate.

10. Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings

Monitoring

The policy and its implementation will be monitored by the Business Manager.

Equal opportunities & diversity practice is demonstrated through:

- External verifier visits and report forms.
- Discussed as an agenda item at Directors meetings/ tri monthly meetings.
- Technical updates and training days for Assessors, plus external verification.
- Scrutiny and the provision of AFAG guides and approved training materials.
- Use of standard forms for candidate record keeping, providing all information relating to equal opportunities, and monitoring of these forms. (mwmac ltd registration forms/ NPTC registration forms)
- Centre approval by the relevant awarding bodies.
- Monitoring of grievance & complaints & appeals procedures.

It should be noted that the candidate in giving this information agrees that it may be sent to various awarding bodies and associated organisations for the purposes of national equal opportunities and access monitoring and be disclosed to Government Bodies if requested. If candidates have accessed EU funding for courses the records are to be made available to both internal and external audit. Records are also open to audit by Accountants Morgan Griffiths.

Statements and terms of conditions of employment contain a section on equal opportunities, and the company policy is available for all to view.

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