



Skillnet Automotive Academy

Skillnet Equality and Diversity Policy

OUR VISION

‘To grow and diversify through open, honest and supportive relationships with our staff and stakeholders’

INTRODUCTION

Skillnet is committed to the promotion of equality of opportunity for all. Skillnet takes equality & diversity responsibilities very seriously. By promoting awareness of our beliefs, values and behaviours to staff, learners and other individuals, we ensure that all of those who we work with will be treated with the utmost respect and dignity regardless of their skills, needs, limitations, beliefs, culture or values.

It is our belief that every individual has the right to equal access to training and no individual should be denied the opportunity to have a career and work towards achieving his or her goal.

We rely on and value the opinions and views of our employees, learners, employers, subcontractors and parents. We actively seek the opinions of learners employers, subcontractors and parents and use the feedback taken from surveys to improve upon the services that we deliver.

We respect each individual’s right to privacy and recognise the need for updating our own skills and knowledge if we are to handle equality and diversity issues. We intend to strengthen our commitment to equality & diversity by promoting fairness in all aspects of our work.

OUR MISSION

“To provide an excellent recruitment, placement and training service, to employers engaged in the retail motor industry and for all learners interested in employment within the sector”

OUR COMMITMENT

Skillnet has a commitment to:

“Remain consistent in our approach so protecting against all forms of discrimination and the promotion of equality & diversity in all of our activities”.

Ensure that the equality and diversity policy has the full commitment of the directors.

Review this policy on an annual basis through Skillnet’s audit process.

Make any amendments to this policy with the approval of the Skillnet Directors.

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OUR EMPLOYMENT PRACTICES

Recruitment and Selection

As an equal opportunities employer/training provider, Skillnet will ensure that everyone is treated in a fair, honest and dignified manner.

All individuals who apply to join Skillnet or any of our training programmes will be asked to complete an interview and/or assessment. This process will identify current strengths and areas of development. This process will allow our staff to ensure learning needs can be identified at the earliest stage and ensure that on commencement, the individual will receive the support needed to achieve their career aim. If the support required is of a specialist nature Skillnet will endeavour to obtain the support or direct the learner to an appropriate source to pursue their learning aim. Skillnet will take positive action to attract applicants from all sections of our community, recognising the diverse backgrounds of the people we work with.

Training and Development

Skillnet will ensure that all learners and Skillnet staff have access to training and development opportunities to enable them to promote equality & diversity within the workplace.

Skillnet will ensure that our staff are aware of the issues that can affect minority groups and other learners affected by disabilities.

We will take reasonable steps to ensure suitable resources are made available and are used effectively to support equality & diversity.

Skillnet will provide all learners and Skillnet staff with the opportunity to develop their skills and confidence and to deal with equality & diversity issues in a professional manner.

Skillnet Staff, learner and employer awareness

Skillnet will endeavour to drive beyond compliance in order to promote best practice in all our activities through working in partnership and sharing best practice with others. We will promote equality & diversity to all our partners and stakeholders and ensure that our marketing and advertising actively reflects this.

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Stakeholder surveys and internal audits are conducted regularly and we use the results to help us to review and renew our policies and procedures.

Monitoring of participation and achievement

Skillnet is committed to using the views and opinions of our learners and other stakeholders to improve our services.

Skillnet will endeavour to track the progress of all learners ensuring that our systems and procedures take into account their needs.

Complaints

Skillnet will endeavour to respond to all complaints immediately treating all complaints from learners/stakeholders with the utmost respect and dignity. Every effort will be made to preserve anonymity as far as is reasonably possible.

We aim to resolve all complaints within a 10-day period from notification, keeping the complainant updated on the progress of their complaint.

We continue to monitor the effectiveness of our procedure through customer evaluation and internal audit.

Investigations of all complaints will be thorough and objective

We will provide clear information to staff, learners and other stakeholders on our Complaints and Appeals procedure.

We will welcome feedback from all Complainants on the quality of service that they receive in relation to complaints and use this feedback to improve our service.

Statutory Requirements

Skillnet will review and upgrade our policies in line with current legislation; this will be supported by our external support specialists Mentor and Field Seymour Parkes.

Skillnet will promote and inform learners, employers and subcontractors of their responsibilities in relation to equality & diversity.

The Skillnet Team will continue to raise awareness of equality & diversity issues through all communications with stakeholders.

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OUR APPROACH

- a) To ensure that the learner remains the central focus in all of our work.
- b) To operate in a manner which provides Equal Opportunities for all and aims not to discriminate on improper grounds, for example, in relation to gender, ethnic origin, religion, disability, age, ex-offender background, sexual orientation and marital status.
- c) To pursue actively an Equality & Diversity policy which recognises the need and right of everyone to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experiences is valued.
- d) To continue to provide training in Equal Opportunities and Diversity to learners and Skillnet staff.
- e) To place emphasis on work that promotes good practice in equality & diversity.
- f) To lead by example in our dealings with employers, work placements and subcontractors.
- g) To help employers and work placements to improve their Equal Opportunities and Diversity practices.
- h) To monitor investment in equality & diversity activities to ensure that the commitments are being achieved.

IMPLEMENTATION

Skillnet has developed a strategy that has taken into consideration current legislation, business needs, and available resources.

RESPONSIBILITY

Skillnet recognises its responsibility and legal obligations in relation to:

- The Sex Discrimination Acts 1975 and 1986
- The Race Relations Act 1976
- Race Relations Amendments Act 2000
- Disability Discrimination Act 1995
- The Special Educational Needs and Disability Act 2001
- Equal Pay Act 1970 and Equal Pay (Amendment) Regulations 1983
- The Rehabilitation of Offenders Act 1974
- Employment Rights Act 1996
- Employment Relations Act 1999
- Human Rights Act 1998

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- The Learning and Skills Act 2000
- The Health and Safety at Work Act 1974
- European Equal Treatment Directive 1976
- Protection from Harassment Act 1997
- Treaty of Amsterdam 1997
- Public Interest Disclosures Act 1998
- Data Protection Act 1998
- Working Time Regulations 1998
- Part time Workers Regulations 2000
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Equality Act 2006
- Employment Equality (Religion & Belief) Regulations 2003

It is the responsibility of all Skillnet staff, learners, and employers to work together towards combating all forms of discrimination. By ensuring the Equality and Diversity policy is adhered to and that all incidents of discrimination are reported through the appropriate channels we can make a positive impact.

- a) The Skillnet Directors take responsibility for endorsing the Equality & Diversity Policy.
- b) The Quality Director supported by the Skillnet Team, takes responsibility for advising on and developing the Equality & Diversity strategy, policies, staff training and the co-ordination of activities.
- c) The Quality Director takes responsibility for the communication of policies and actions to Learners, Skillnet staff, subcontractors, employers and stakeholders.
- d) All Skillnet staff take responsibility for ensuring that Equality & Diversity policies are consistent themes within all areas of their work. Reading, understanding and applying the policy and the adjoining appendices will ensure that potential acts of discrimination are dealt with appropriately.
- e) All Skillnet staff are responsible for the promotion of Equality & Diversity to the wider community.
- f) The Quality Director will, as part of the Internal Audit process, monitor the effectiveness of this policy in relation to equality & diversity.

Skillnet is specifically committed to the following Appendices:

- [Appendix 1](#) [Learner Support Policy](#)
- [Appendix 2](#) [Disability Statement](#)
- [Appendix 3](#) [Anti Bullying and Harassment Policy](#)
- [Appendix 4](#) [Complaints & Appeals Procedure](#)
- [Appendix 5](#) [Employment Equality \(Religion & Belief\) Regulations](#)

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DUTIES OF ALL SKILLNET STAFF AND LEARNERS

All Skillnet staff are responsible for ensuring that harassment and all other forms of discrimination do not occur in the areas for which they are responsible and working in and for dealing promptly with any incident of which they are aware.

All Skillnet staff have a duty to adopt personal standards of behaviour and treat all colleagues and learners with dignity and respect.

All Skillnet staff and learners have a responsibility to ensure that their behaviour at work creates an environment that is free from any form of harassment and all other forms of discrimination.

Learners who are unhappy with the services provided by Skillnet can discuss the matter with the Quality Director based at Eastcote

All Skillnet staff and Learners should challenge inappropriate behaviour

Lee Acton

Chief Executive

Date: 31/10/07

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