



VENUS TRAINING & CONSULTANCY

SINGLE EQUALITY SCHEME

1. Introduction

This scheme outlines how Venus Training & Consultancy will meet its statutory duties to promote equality of opportunity and avoid discrimination, placing the promotion of equality and diversity at the centre of our work in meeting the needs of both learners and employees.

Legislative context

The Scheme is intended to meet our duty to produce a race equality scheme, a disability equality scheme and a gender equality scheme and to meet the requirements for each of these.

The scheme will encompass the seven equality strands identified by the Equality and Human Rights Commission and that form part of the Equality Act 2010:

- Age
- Disability
- Gender
- Gender identity
- Race
- Religion or belief
- Sexual orientation

Context and culture of Venus Training & Consultancy

Venus Training & Consultancy specialises in targeting labour market training and development needs across the length and breadth of the Health & Social Care sector within the South West Peninsula.

Venus Training & Consultancy's mission is to provide quality training and consultancy services which:

- Meet clients' needs
- Encourage individuals to realise their full potential
- Support lifelong learning
- Help learners, the community and business to prosper
- Put clients first and provide services in a flexible, responsive, friendly and efficient way.

Venus Training & Consultancy's goals are to:

- provide a variety and range of quality programmes and services which meet clients needs in a flexible, responsive and innovative way.
- ensure that Venus Training & Consultancy staff and quality systems are client focused and promote continuous improvement.
- foster effective links with other providers to give a balanced portfolio of provision.
- maintain effective communication and information systems
- ensure financial security by developing income streams and making the best use of the resources available in a cost-effective and efficient way.

2. Vision, Values and Principles

Vision for equality of opportunity

To provide an environment in which discrimination in all its forms is deemed to be unacceptable and to treat everyone equally, irrespective of their gender, race, ethnicity, belief, age, mental or physical health, sexual orientation or gender identity.

Broad values and mission related to equality of opportunity

- Embedding an awareness of the dangers of discrimination and prejudice in all areas and the need to counter discrimination and prejudicial practices;
- Providing for the individual needs of learners and staff, having regard to their gender, individual racial, social, cultural and linguistic backgrounds, disability and learning needs.
- Enabling all staff to deliver a quality service by building upon strengths of cultural diversity, mutual tolerance and good race relations

Alignment with company strategy

Venus Training & Consultancy's Single Equality Scheme provides for coordination and implementation at a strategic level and is supported by additional policies that provide for a company wide integrated approach to equality and diversity.

Benefits that improving equality of opportunity will bring to the organisation

Ongoing development and enhancement of equality of opportunity will benefit the organisation by ensuring that all who could benefit from the opportunities for learning and employment are able to participate

Statement of commitment to equality of opportunity

Venus Training & Consultancy is committed to advancing equality and diversity as key features within all its activities, as it believes this to be ethically right and socially responsible. Equality and diversity are essential factors that contribute to the academic and economic strengths of Venus Training & Consultancy.

Venus Training & Consultancy wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, nationality, ethnic or national origin, gender, gender identity, sexual orientation, social class, religion or belief, marital status, age, family responsibility, trade union activity, unrelated criminal convictions or disability.

Venus Training & Consultancy is committed to:

- promoting equality and diversity
- respecting and supporting each learner, employee and user of its services
- providing an inclusive learning and working environment where all are able to fulfil their potential
- eliminating discrimination, harassment and bullying

3. Actively engaging with people

Venus Training & Consultancy will continue to consult and involve learners and their advisers and influencers, staff, employers, other relevant stakeholders including representative organisations on the implementation, monitoring and evaluation of this Scheme and any other equality and diversity initiatives as appropriate.

Venus Training & Consultancy has a number of methods of consulting with and involving staff including:

- regular team meetings
- staff surveys
- monthly reviews

Venus Training & Consultancy has a number of methods of consulting with and involving learners including:

- information, advice & guidance sessions
- induction
- review meetings
- satisfaction surveys

Venus Training & Consultancy has a number of methods of consulting with and involving employers including:

- review meetings
- newsletters
- surveys
- employer events

Venus Training & Consultancy consults and is involved with a number of representative groups and other stakeholders including:

- Local Authorities
- Schools
- Careers South West
- Devon and Cornwall Training Provider Network
- DCT
- Workforce Development Fund Sub Group
- Equality South West
- Sector Skills Council

Venus Training & Consultancy is committed to ensuring continuing and meaningful two-way dialogue with stakeholder groups and will seek to identify and implement further innovative ways of facilitating their involvement and engagement together with extending the range of organisations involved.

4. Leadership and Management

All staff within Venus Training & Consultancy are committed to eliminating discrimination and positively promoting equality and have a responsibility to ensure that the provisions of the Single Equality Scheme are implemented.

Training will be organised for all staff to familiarise them with the Scheme and its implications for their work.

Appropriate action will be taken against anybody who does not comply with the requirements of this scheme.

5. Gathering information

The following information specific to Venus Training & Consultancy was also reviewed:

- Recruitment, training and career development of all staff
- Diversity of staff
- Enrolment, success and progression of disabled learners, learners from all ethnic groups, males and females
- Training and Assessment of learning – through internal and external verification
- Numbers of learner receiving support and guidance
- Learner disciplinary records
- Records of racial harassment and/or bullying

7. Publication

The Single Equality Scheme will be published on the Venus Training & Consultancy website, and is available in hard copy / email format on request

8. Action Plan

An ongoing action plan to support the Single Equality Scheme has been implemented as part of Venus Training & Consultancy's ongoing quality assurance processes.

9. Complaints under the Single Equality Scheme

Complaints should be raised using the Complaints or Grievance procedures as appropriate. Details available on the Venus Training & Consultancy website and are available in hard copy / email format on request

10. Monitoring and Evaluation

The Scheme identifies in the action plan those people within Venus Training & Consultancy who have specific responsibilities in relation to implementing, monitoring and evaluating the scheme.

The report will be reviewed annually or as legislation dictates (whichever is soonest) and will be updated on the Venus Training & Consultancy website. The reporting mechanisms to communicate annual progress to all staff will be via programme review and the completion of annual self assessment. .

The Scheme will be reviewed each year and action plans and targets will be updated as appropriate. Updating will take account of changes in the law, government policy and national priorities. The Quality Director will be responsible for regular updating of the scheme including the action plan and for convening such staff groups as necessary for the purposes of promoting and evaluating the impact of the Single Equality Scheme at Venus Training & Consultancy. This process will feed into the annual self assessment report.

11. Related documents

- Single Equality Scheme Action Plan
- Equality and Diversity policy
- Complaints procedure
- Grievance procedure
- Harassment policy