

Touchline Training Ltd. Equal Opportunities for Learners (Students)

Policy provided: October 2011
Responsibility: Director (Lead)
Responsibility for implementation: Directors and Trainers
Responsibility for review: Director (Lead)
Date of review: March 2020
Next review due: March 2022

Introduction

It is the policy of Touchline Training Ltd. that there is equal opportunity to learning and that all students will be recruited on the basis of their ability, their suitability, and the requirements of the course.

No applicant shall receive less favourable treatment on the grounds of race, sex, pregnancy or maternity, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, political beliefs, religious or other similar beliefs, creed or social persuasion.

Furthermore, Touchline Training Ltd. is committed to promoting equality in relation to all its student policies and practices.

Responsibility

It is the responsibility of all staff in carrying out their normal duties to ensure compliance with the terms of the policy and to adopt a positive attitude towards equality of opportunity.

Directors shall be responsible for:-

- (a) Communication of the policy to all staff and ensuring their compliance.
- (b) Identification of training needs of staff involved in recruitment and selection of students.
- (c) Complaints of discrimination from students shall be considered in accordance with the Complaints Procedure.

Recruitment

Recruitment to the training courses provided by Touchline Training Ltd shall be advertised in external media and through contact with relevant organisations. Applicants shall be given sufficiently clear and accurate information through advertisements, course descriptions and information sessions, or interviews, to enable them to assess their own suitability for a place. Where necessary, information in alternative formats will be provided on request. Recruitment literature shall not imply there is a preference for one group of applicants unless there is an occupational requirement, which limits a course to a particular sex, in which case this must be clearly stated.

Complaint

In the event of a complaint of discrimination, the person responsible for the selection decision will be expected to state the criteria on which the decision was

based and to demonstrate that the person recruited was a student who best met those criteria.

Records should be kept of selection interviews indicating not only the reasons for selection of the successful candidate, but also of the reasons for non-selection. Where there is doubt about the suitability of a student for a course due to a disability, further advice should be sought from the lead director.