

# Equality and Diversity

This policy demonstrates our commitment to treating people fairly and equally. We recognise and value people's differences and will assist them to use their talents to reach their full potential. We are opposed to any form of discrimination and are committed to upholding and promoting equality of opportunity through all aspects of our work.

Sampson Training Limited understands the diverse nature of individuals by;

- Appreciating and meeting the needs of learners
- Ensuring information and learning opportunities are available to everyone
- Ensuring learners are not prejudiced
- Ensuring learners are included
- Ensuring efforts are made to obtain individual information, and that the differences of individuals and learners are acknowledged

We are committed to taking positive steps to ensure that;

- We treat people with dignity and respect
- Equality of opportunity and diversity is promoted
- Differences and individual contributions are recognised and valued
- Services are accessible, appropriate and delivered fairly to all
- All individuals and learners have access to this policy
- Equality and diversity awareness is raised through information and training

## Training and qualifications

- Every learner is assessed according to their personal capability prior to any training/qualification/assessment
- Training and qualification opportunities are offered in diverse geographical locations
- Training and qualifications are offered to learners who can achieve the required standards, free from unnecessary barriers that restrict access and progression
- Content and language of written information, including training and assessment materials, is non-discriminatory
- Our Appeals policy is published and made available to learners
- Information about reasonable adjustment policy is made available to ensure it is achieving its objective of providing all learners with equal access to fair training/qualifications/assessment
- Learners with a protected characteristic, when they are undertaking one of our training/qualifications/assessment, are neither advantaged nor disadvantaged in comparison to learners who do not share that characteristic

# Reasonable adjustment

We endeavour to accommodate the needs of learners with a particular training, qualification or assessment requirement, according to individual circumstances, ensuring such learners are not disadvantaged in relation to other learners and that certificates accurately reflect learner attainment.

Please speak to us at the earliest possible opportunity if you believe you, or a person you are booking onto a training course, may need an adjustment or special consideration. We give every consideration to reasonable adjustment or special consideration requests and will consult with and follow the Awarding Organisation or Accrediting Body process for which the training/qualification/assessment is accredited with. Records of reasonable adjustments will be kept for audit purposes and evaluated for trends and continual improvement.