

Name of policy or procedure :	Equalities and Diversity Policy	Internal/external	External
Section	Housing Academy	Teams	CIH Learning, CIH Training, CIH Apprenticeship Training Provider
Policy owner and job title	Jill Cheshire, Training and Apprenticeships Manager	Approved:	Vanessa Howell, Head of Professional Standards
Date effective from:	Aug 2018	Review date:	Aug 2021
Associated policies and procedures	Complaints policy and procedure Whistle blowing policy and procedure Learner support procedures Safeguarding policy and procedure Prevent policy and procedure Data Protection Act 2018 guidance	Version	V.1 Oct 2018

Introduction

This policy outlines how CIH Housing Academy will work to ensure and promote equal opportunities in all its work, with the aim of eliminating discrimination and promoting good relations between different groups as defined by the nine 'Protected characteristics' from The Equality Act 2010 - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. CIH Housing Academy aims to achieve this by:

- providing an environment which promotes and celebrates equality and diversity and is free from unlawful discrimination, harassment and victimisation of any kind
- educating and training individuals for life and work in a multi-cultural society
- increasing the diversity of individuals, staff and contractors
- maintaining and promoting a culture of continuous improvement
- monitoring the effectiveness of this policy.

All CIH Housing Academy individuals, contractors and staff are responsible for their own conduct and actions as detailed within the scope of this policy. This includes:

- listening to what others have to say and respecting their point of view
- speaking out, or reporting, if they witness bullying, vindictiveness, verbal or physical aggression
- questioning own prejudices and assumptions
- familiarising themselves with the scope of this policy and the responsibilities placed on them by equalities legislation.
-

Individuals

Recruitment and admissions

CIH Housing Academy will ensure that:

- Recruitment and marketing materials are designed in a range of formats to ensure they are free from bias and stereotypes, and encourage applicants from all groups in the community
- Applicants for regulated and non-regulated course and programmes are considered on the basis of their ability to meet the entry criteria as specified in course/ programme information
- Applicants are provided with impartial guidance to direct them towards the most appropriate courses/programmes
- All individuals are made aware of this Equality and Diversity Policy and the behaviour expected of them during induction as published on Moodle, in handbooks and in CIH codes of conduct and ethics

Teaching, learning and assessment

CIH Housing Academy will ensure that:

- The range, content and delivery of course curriculum reflect the needs of individuals, the housing sector and wider community, and promotes widening participation
- All aspects of course delivery are sensitive to, and promote, equality and diversity. Including language used, attendance requirements, methods of delivery, learning resources and learning activities
- Teaching and learning resources avoid stereotypes and bias, and promote the rich cultural diversity of communities, where applicable
- Resources are available in formats or can be adapted as appropriate to the needs of individuals
- Opportunities for personal and professional development are embedded into teaching, learning and assessment strategies so all individuals may benefit
- As far as possible peoples' lives and commitments outside CIH Housing Academy are taken into account
- Fair and transparent criteria for the assessment of individual's work is established

Learning resources and support

CIH Housing Academy will ensure that:

- It provides, self- assessment diagnostic learning tools, study skills support and personal tutoring support (from an associate, trainer or tutor) to enable individuals to succeed on their courses/programmes of study
- Support for study is publicised to potential applicants and individuals through recruitment and publicity materials, CIH website, handbooks and during induction
- Individuals with access requirements due to disability are not disadvantaged
- Individuals with conditions that affect learning receive reasonable adjustments

Staff and contractors

Recruitment and selection

CIH Housing Academy will ensure that:

- All staff and contractor appointments to roles within CIH Housing Academy are conducted in accordance with CIH policies and procedures including preparing role specifications, identifying the essential and desirable levels of qualifications/training, knowledge/experience and skills/abilities for the role, interviewing and where jobs/roles are advertised
- Applicants are considered on the basis of their suitability for the role and their ability to meet requirements as set out in the role specification

Training and development

CIH Housing Academy will ensure that:

- Briefings on equality and diversity, and CIH codes on conduct and ethics, are made available as part of the induction briefing for new staff and contractors
- Where appropriate, provide briefings/ training opportunities for contractors to meet these needs: this will be through CIH Housing Academy organised webinars and conferences; for staff this will be accordance with CIH staff development policy.

Harassment, victimisation and discrimination

CIH Housing Academy will not tolerate harassment, victimisation and discrimination and has measures in place to deal with such incidents including disciplinary procedures for staff, malpractice procedures for individuals and contractual requirements for contractors.

Raising concerns

Where people feel they have been treated unfairly within the scope of this policy, they are encouraged to raise their concerns informally with the relevant Housing Academy manager. If informal discussions cannot achieve a satisfactory resolution people can raise their concerns through the following means:

- Individuals - CIH Housing Academy's complaints policy and procedure

- Contractors - contacting the Housing Academy manager responsible for their area of work in accordance with the procedures set out in the contract
- Staff - CIH's disciplinary and grievance procedure

Monitoring

Monitoring of this policy will take place at course/programme level and integrated into periodic review and self assessment processes. Where there are differences in data for different groups of people actions will be taken to seek to eliminate these. These actions will feed into quality improvement plans and subject to periodic monitoring.