



FUTURE CONNECT

TRAINING INSTITUTE

Produced by Jagruti Patel , Sr. Manager of Curriculum and

Quality Approved by Palwi Sood , Managing Director

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Person/s responsible: SLT, all management and delivery staff

Signed Jagruti Patel

Signed Palwi Sood

Responsible Person: Jagruti Patel

Table of Contents

1. Introduction
 - 1.1 Purpose of the Policy
 - 1.2 Legislative Context
2. Equality Vision, Values, and Principles
 - 2.1 Commitment to Equality and Diversity
 - 2.2 Organizational Values
3. Employee and Learner Profiles
4. General Duties
 - 4.1 Protected Characteristics
 - 4.2 Public Sector Equality Duty
5. Specific Duties
 - 5.1 Compliance and Reporting Requirements
 - 5.2 Setting and Reviewing Equality Objectives
6. Consulting Our Staff and Learners
 - 6.1 Employee and Learner Engagement
 - 6.2 Feedback and Review Processes
7. Information Gathering and Monitoring Arrangements
 - 7.1 Data Collection and Analysis
 - 7.2 Monitoring Progress
8. Division of Responsibilities
 - 8.1 Responsibilities of Senior Management
 - 8.2 Responsibilities of Managers
 - 8.3 Responsibilities of Staff
9. Publicising Our Policy and Progress
 - 9.1 Communication to the Public
 - 9.2 Communication to Learners
 - 9.3 Communication to Work Placement Providers
 - 9.4 Communication to Staff
 - 9.5 Communication to Senior Leadership and Stakeholders
10. Complaints
 - 10.1 Reporting Discrimination or Harassment
 - 10.2 Grievance and Disciplinary Procedures
11. Review and Consultation
 - 11.1 Policy Review Cycle
 - 11.2 Stakeholder Involvement in Policy Review
12. Implementation and Monitoring
 - 12.1 Equality Objectives Review
 - 12.2 Policy Effectiveness and Compliance Monitoring

Section 1 – Introduction

This policy outlines how Future Connect Training and Recruitment Ltd will fulfill its statutory and moral responsibilities to promote equality of opportunity and prevent discrimination.

It demonstrates our commitment to placing equality and diversity at the core of all our operations. This policy is designed to meet the requirements of the Equality Act 2010 as they apply to the training, recruitment, and education sectors.

This policy applies to all employees, trainers, and assessors at Future Connect, as well as trainees, learners, and candidates. It also applies to clients, partner organizations, and stakeholders.

It plays an essential role in enhancing inclusivity and success across our training and recruitment services.

Legislative Context

The Equality Act 2010 consolidates and replaces multiple anti-discrimination laws. The following key legislations have been merged under the Act:

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- The Equality Act 2006, Part 2
- The Equality Act (Sexual Orientation) Regulations 2007

Future Connect Training and Recruitment Ltd adheres to these regulations to ensure fairness, inclusivity, and equal opportunities for all individuals engaged with our organization.

Section 2 – Future Connect Training and Recruitment Ltd’s Equality Vision, Values, and Principles

Future Connect Training and Recruitment Ltd is committed to promoting equality of opportunity, diversity, and inclusion across all areas of its operations. The organization fosters a culture where differences are respected, and diversity is valued.

Future Connect recognizes the benefits of engaging employees, trainers, and learners from a variety of backgrounds and abilities. This approach enables the organization to meet the needs of a diverse learning and working community. Future Connect is dedicated to treating all employees, learners, and stakeholders with respect and dignity while ensuring a positive environment free from discrimination, harassment, or victimization.

Future Connect aims not only to eliminate discrimination but also to create a workplace and learning environment based on positive relationships. To achieve this, the organization provides

training and support for staff, encourages open discussions about experiences in the workplace, and ensures that promotional and learning materials reflect diversity. The objective is to establish an inclusive ethos where issues related to stereotyping and discrimination can be addressed openly, with a collective commitment to preventing discrimination, respecting diversity, and fostering good relations among all individuals.

Future Connect is committed to eliminating discrimination, whether explicit or implicit, and ensuring that all individuals have equal access to training programs, employment opportunities, and other services.

Our mission is to be a reflective and progressive organisation that supports and inspires everyone to succeed. This mission is central to our approach to equality, ensuring that every individual has the opportunity to develop and achieve their potential in a fair and inclusive environment.

Our vision is to position Future Connect Training and Recruitment Ltd as a confident, fully inclusive, and forward-thinking organisation with a strong reputation for innovation and excellence. This vision reinforces our commitment to equality, diversity, and inclusion across all areas of our operations. Employees, learners, clients, and stakeholders will recognise our dedication to fostering an inclusive culture where diversity is celebrated and everyone is treated with respect and dignity. Positive attitudes toward equality and inclusion will be evident in all aspects of our work.

Our values underpin our commitment to equality and diversity:

- Inspiring
- Innovative
- Collaborative
- Caring
- Responsible
- Respectful

These values guide our strategic planning, objectives, and priorities, ensuring that equality of opportunity remains at the heart of our organisation.

The strong focus on equality of opportunity and our support for learners and employees form a key part of our self-assessment, quality improvement, and development planning.

Improving equality benefits the organisation as it:

- Creates a positive and inclusive atmosphere where diversity is valued and respected
- Integrates equality into all processes by addressing the specific needs of employees and learners
- Strengthens relationships with partners and stakeholders through shared commitments to inclusion
- Enhances overall quality by ensuring the needs of all internal and external customers are met effectively

Section 4 – Employee and Learner Profiles

Future Connect Training and Recruitment Ltd monitors diversity within its workforce and learner community. Employee and learner profiles, including data on age, gender, ethnicity, sexual orientation, and religious beliefs, are assessed to ensure fair representation and inclusivity.

This data is collected, analyzed, and reported in our internal Equality and Diversity Reports, which support our commitment to fostering a diverse and inclusive environment. These reports inform decision-making and help identify areas for improvement in promoting equality and removing barriers to inclusion.

Section 5 – General Duties

The Equality Act 2010 consolidates previous equality duties into a single framework that covers all protected characteristics:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

It should be noted that marriage and civil partnership, while protected in employment law, are not considered protected characteristics within the context of further and higher education provisions.

Future Connect Training and Recruitment Ltd is committed to upholding the public sector equality duty by ensuring that all policies and practices:

- Eliminate discrimination, harassment, and victimisation
- Advance equality of opportunity for all individuals
- Foster good relations between people from different backgrounds

These principles are integrated into all aspects of our operations, including recruitment, training, and learner support.

Section 6 – Specific Duties

Future Connect Training and Recruitment Ltd is committed to demonstrating compliance with the **Equality Act 2010** by fulfilling the following specific duties:

- Publish information that evidences compliance with the general equality duty across all areas of operation.
- Ensure that published information includes details about employees and learners who share a protected characteristic, where relevant.

- Review and publish **Equality and Diversity Reports** annually to assess progress and maintain transparency.
- Establish and publish clear **equality objectives** aimed at advancing inclusion and eliminating discrimination.
- Ensure that equality objectives are **specific and measurable**, allowing for accountability and ongoing improvement.
- Update and publish equality objectives at least every **four years** to align with organizational developments and legal requirements.

These duties ensure that Future Connect Training and Recruitment Ltd remains proactive in promoting equality, fostering a diverse and inclusive environment, and continually improving policies and practices.

Section 7 – Consulting Our Staff and Learners

Future Connect Training and Recruitment Ltd is committed to engaging staff, learners, and other stakeholders in the development and implementation of our Equality Policy.

To ensure fairness and transparency in our HR policies and practices, employees are encouraged to provide feedback on any policies or procedures they believe may be discriminatory or, conversely, those they find particularly supportive.

Learners are consulted annually through surveys, focus groups, and engagement activities to assess their experiences related to equality, diversity, and inclusion. The Learner Voice Strategy allows them to raise concerns through feedback mechanisms, including meetings, forums, and one-on-one discussions.

Staff are encouraged to participate in satisfaction and engagement surveys to assess Future Connect's commitment to equal opportunities. This data is used to shape policies and enhance inclusion initiatives.

Section 8 – Information Gathering and Monitoring

Arrangements 8.1 Monitoring Learner and Employee Progress

Future Connect Training and Recruitment Ltd systematically collects and analyzes equality-related data to evaluate its policies and ensure continuous improvement. This information is reviewed annually and informs action planning at both organizational and departmental levels.

The Senior Management Team is responsible for ensuring that self-assessment processes reflect a commitment to high-quality, inclusive training and employment practices.

Feedback from learners on equality and inclusion is gathered through surveys and focus groups. Additionally, staff focus groups provide insights on workplace equality and diversity concerns. This data is used to track progress and identify areas for improvement.

All data collection complies with General Data Protection Regulations and is used in an aggregated form to support policy development and performance monitoring.

8.2 Monitoring Our Progress

To assess the impact of our equality initiatives, Future Connect collects and analyzes the following data related to protected characteristics, including race, sex, disability, age, sexual orientation, and religion or belief.

For Learners

- Applications and progression rates for course admissions
- Retention rates
- Achievement rates
- Disciplinary actions
- Complaints related to discrimination or harassment
- Learner surveys and feedback
- Early withdrawals and reasons for leaving
- At-risk learner profiles and intervention success rates
- Learner support fund applications and approvals

For Employees

- Gender pay gap analysis
- Ethnicity pay gap analysis
- Workforce profiles by role, salary scale, and employment type
- Recruitment data, including applications, shortlisting, and appointments
- Employment contract types such as permanent, temporary, or part-time
- Staff training and professional development participation
- Promotion applications and success rates
- Uptake of flexible working arrangements
- Disciplinary and grievance cases
- Employee exit surveys

Regular Equality and Diversity Reports ensure that the organization remains accountable and continues to make progress towards a fair and inclusive work and learning environment. The findings from these reports are reviewed periodically to align with Future Connect's Equality Objectives.

Section 9 – Division of Responsibilities

Leadership and Management

9.1 Senior Management Responsibilities

The Senior Management Team at Future Connect Training and Recruitment Ltd is responsible for ensuring that:

- The workforce and learner community reflect, as far as possible, the diversity of the communities served by the organization.
- The strategic plan includes a clear commitment to equality of opportunity.
- They remain informed about their statutory responsibilities in relation to equality legislation as both an employer and a training provider.
- Data on learners and employees is regularly collected, reviewed, and used to support decision-making on equality matters.

9.2 Responsibilities of Managers

All managers within Future Connect Training and Recruitment Ltd are responsible for:

- Being fully aware of the organization's duties under equality legislation.
- Ensuring that all policies, procedures, and practices are inclusive and sensitive to equality issues.
- Collecting and analyzing monitoring information to assess progress in promoting equality.
- Setting and reviewing targets for recruitment, retention, and achievement of learners based on monitoring data.
- Including equality and diversity criteria in learning walk reports and quality assessments.
- Embedding equality considerations in internal verification processes and curriculum reviews.
- Ensuring that recruitment and promotion processes reflect best practices in equal opportunities.
- Setting targets for staff recruitment based on monitoring and analysis of workforce diversity.
- Ensuring that marketing, outreach, and training materials present positive and inclusive messages.
- Incorporating equality awareness and inclusion topics into learner induction and tutorial programs.
- Providing staff with appropriate training and professional development to enhance understanding of diversity and inclusion.

9.3 Responsibilities of Staff

All staff members at Future Connect Training and Recruitment Ltd have an individual responsibility to:

- Be aware of and comply with the organization's statutory duties related to equality legislation.
- Ensure that lesson plans, teaching materials, and resources are inclusive and reflect equality principles.

- Challenge any inappropriate or discriminatory behavior by learners, work placement providers, contractors, or colleagues.
- Actively contribute to a culture that opposes discrimination in any form, whether intentional or unintentional.

By clearly defining responsibilities across all levels of the organization, Future Connect Training and Recruitment Ltd ensures that equality, diversity, and inclusion remain embedded in all areas of operation.

Section 10 – Publicising Our Policy and Progress

10.1 To the Public, Including Learners, Work Placement Providers, and Staff

Future Connect Training and Recruitment Ltd is committed to transparency in its approach to equality, diversity, and inclusion. Our commitment to equality will be highlighted in our organizational prospectus and published on our official website. A summary of the results of our equality monitoring will be included in the annual Equality and Diversity Report, ensuring compliance while maintaining individual confidentiality.

10.2 To Learners

- All learners will receive summary information on equality and diversity during their induction. Copies of the Equality Policy will be available through the organization's intranet and in different accessible formats.
- Learner induction programs will outline Future Connect's commitment to equality, the steps learners should take if they experience discrimination, and the actions to be taken against those who engage in discriminatory behavior.
- Trainers and tutors will reinforce this information during training sessions, tutorials, and work-based assessments.

10.3 To Apprenticeship and Work Placement Providers

- All work placement providers will receive a copy of this policy and will be required to acknowledge their understanding and acceptance of their responsibilities.
- Future Connect will establish requirements for work placement providers to ensure their staff receive appropriate training in diversity and inclusion.
- The organization will promote the inclusion of under-represented groups by communicating expectations and best practices to placement providers.
- A summary of the monitoring results will be included in organizational publications such as newsletters or reports sent to relevant employers and partners.

10.4 To Staff

- All employees will receive and have access to a full copy of the Equality Policy.
- The staff induction program will emphasize Future Connect's commitment to equality, the steps staff members should take if they experience discrimination, and the actions to be taken against discriminatory practices.

- A summary of the results of equality monitoring will be included in the annual Equality and Diversity Report.

10.5 To Senior Leadership and Stakeholders

- Members of the Senior Management Team and other key stakeholders will receive a full copy of the Equality Policy.
- The induction program for senior leaders will reinforce Future Connect's commitment to equality, outlining measures to address discrimination and promote an inclusive culture.
- A summary of equality monitoring data and progress against objectives will be included in periodic reports presented to the leadership team.

All published information will be managed with strict confidentiality and in compliance with data protection regulations to protect individual privacy.

Section 11 – Complaints

11.1 Future Connect Training and Recruitment Ltd is committed to providing a supportive environment for individuals who experience discrimination or harassment based on age, disability, sex, sexual orientation, gender reassignment, race, religion, or belief.

11.2 Acts of discrimination, whether direct or indirect, by association or perception, as well as harassment, victimisation, or abuse, will be treated as serious disciplinary offences.

11.3 Staff or learners who believe they have been subjected to discrimination by colleagues or peers should report the matter through the formal Grievance or Harassment Procedure. If the complaint is upheld, appropriate disciplinary action will be taken.

11.4 If a member of staff experiences discrimination from external parties while performing their duties, Future Connect will take appropriate action and provide necessary support.

11.5 Any discriminatory behaviour by learners against staff or fellow learners will be addressed under the learner disciplinary procedure.

Section 12 – Review and Consultation

12.1 This policy will be reviewed regularly to ensure compliance with legislative updates and best practices in equality, diversity, and inclusion.

12.2 As part of the review process, Future Connect will seek feedback from stakeholders, including staff, learners, work placement providers, and relevant equality bodies, to ensure continuous improvement.

Section 13 – Implementation and Monitoring

13.1 This Equality Policy is supported by Future Connect's Equality Objectives, which will be reviewed annually and updated at least every four years to ensure alignment with organizational and legal requirements.

13.2 The effectiveness of this policy will be monitored through data collection, analysis of equality reports, and engagement with stakeholders to track progress in promoting equality and inclusion.