

# ARC Training Services Equal Opportunities Policy

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Supporting Excellence

ARC Training Services upholds the principles of Equal opportunities and recognises its legal duty to ensure that none of its policies and procedures constitutes any form of unlawful discrimination.

The Centre recognises that individuals may have their own Equal Opportunities policies which apply to learners and therefore would be additional to this policy document.

This policy reflects ARC's commitment to Equal Opportunities as it supports organisations to enable learners to gain qualifications in their workplaces. This will cover agreements with organisations to enable fair assessments to take place as well as the provision of quality assurance.

Following the satisfactory completion of learners registration forms, ARC will accept learners registrations that may have special requirements. These may include any of the following:

- Part time workers
- Night staff
- People with a disability
- People who may be dyslexic
- People whose first language is not English.

If necessary, ARC will support organisations to develop strategies to enable these learners access to fair assessment and quality assurance.

ARC will not refuse to register a learner on the grounds of Race, Ethnic Background, Gender, Sexual orientation, Age, Ability, Political Background, People who are Shift workers, Night Staff or people whose first language is not English.

The only criteria for refusing registration for a qualification would be if a learner would be unable to provide sufficient evidence to prove competence in the award that they wish to access, or if the registration fee for the learner was not paid.

The Centre will endeavor to support organisations to address any issues preventing learners from gaining assessment or quality assurance.

If a learner feels that they are being discriminated against they can use the Centre's Complaints procedure to register their complaint.

This policy will be reviewed annually or sooner, if a need is identified.