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**Jokings International Business College**

**Equal Opportunities Policy**

**Policy Statement**

Jokings International Business College is committed to the active pursuit of an equal opportunities policy which addresses the need and right of everyone in the College to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experiences is valued. It aims to ensure that all staff and students whether existing or potential receive fair and equal treatment when applying to, or working as, members of the College. Jokings International College has a continuing programme of action to bring about the implementation of its policy.

**The Mission Statement commits the College:**

Adding values to the lives of people by providing high quality education and training for individuals and employers.

In supporting this Mission, the Equal Opportunities Policy will comply with all current equalities legislation, employment and service delivery and will strive to:

1. Ensure equality of access to all potential students;

2. Ensure that all students enjoy equal access in terms of curriculum, assessment, support services and resources;

3. Work towards a staff team that reflects and complements our communities and clients;

4. Ensure that all staff and students understand the significance of equality of opportunity and know how to implement it in practice;

5. Ensure that effective systems for the monitoring and evaluation of equal opportunities are in place.

**Policy implementation**

**1.0 Ensure equality of access to all potential students by:**

1.1 Ensuring that all course information is accurate, clear and free from explicit or implicit discrimination.

1.2 Providing written entry criteria and procedures which are free from any form of discriminatory practice.

1.3 Providing impartial and accurate guidance for all applicants to ensure their placement on appropriate courses which offer success and progression.

1.4 Locating classroom based courses in rooms which are accessible for students who have a disability where it is reasonable to do so.

1.5 Ensuring that all course information is written in a format that is easily understood by all prospective students.

1.6 Providing feedback on which selection criteria the student has not met.

**2.0 Ensure that all students enjoy equal access in terms of curriculum, assessment, support services and resources by:**

2.1 Ensuring that the curriculum meets and reflects the diversity of our student body and community.

2.2 Ensuring that all teaching staff identify opportunities in all areas in which they work to adopt the best approach to the opposition of all forms of discrimination in terms of course content, teaching styles and classroom organisation and management.

2.3 Ensuring that all teaching and learning materials are free from explicit or implicit discrimination and include positive images of disadvantaged groups.

2.4 Ensuring that all students and staff have equal access to the full range of support services within the College.

2.5 Ensuring that all assessment strategies and materials are fair and reliable.

**3.0 Work towards a staff team that reflects and complements our communities and clients by:**

3.1 Having a recruitment policy that positively supports equality of opportunity.

3.2 Ensuring that all recruitment and selection panels have training and guidance on their responsibilities under the Law and under the College’s Equal Opportunities Policy.

3.3 Assisting in the establishment of support networks for under-represented groups where this could further the aims of the Equal Opportunities Policy.

3.4 Having relevant literature in the College’s Library Learning Centre.

4**.0 Ensure that all staff and students understand the significance of equality of opportunity and know how to implement it in their practice by:**

4.1 Ensuring that all newly appointed staff attends an induction programme within the first term of service and is aware of how to address any breach in the Policy.

4.2 Ensuring that all students attend an induction programme and are aware of how to address any breach in the Policy.

4.3 Ensuring that all staff and students accept the principle that there is equality of opportunity for everyone in all aspects of College life.

**5.0 Ensure that effective systems for the monitoring and evaluation of equal opportunities practices are in place by:**

5.1 Setting and monitoring Equal Opportunities performance indicators as part of the College’s commitment to Quality Assurance.

5.2 Monitoring data on student applications, enrolment, retention and achievement with a view to comparing trends and highlighting and improving any imbalances identified.

5.3 Monitoring and recording student progression.

5.4 Monitoring staff recruitment and selection.

5.5 Monitoring the take up of staff training and development opportunities.

5.6 Regular meetings of the Equal Opportunities Committee at which views of staff and students are represented. Policies and practices are regularly examined and are part of the formal impact assessment to ensure there is no inadvertent discrimination taking place.