

Equality and Diversity Policy

Introduction

Tolley recognises it is essential to provide equal opportunities to all without discriminating. We are committed to encouraging equality and diversity, and to eliminating unlawful discrimination. All learners are treated equally and in accordance with RELX (UK) PLC policy on equality and diversity. Meanwhile, the fundamental principles underpinning our British Values are embedded in everything we do.

This policy sets out Tolley's intention to deliver a range of qualifications and learning outcomes that are fair, accessible, and do not include any unnecessary barriers to entry. This includes our apprenticeship programmes. This policy sits alongside the RELX (UK) Ltd global approach through which we actively promote equality regardless of gender, sexuality, ethnicity, race, disability, or political beliefs.

Our responsibility

All Tolley staff involved in the delivery of apprenticeships and qualifications to learners and apprentices are fully aware of the contents of the policy. This is ensured via training during their induction into the company and periodically afterwards by way of refresher training.

Review arrangements

The Director of Tax Apprenticeships will review the policy annually and revise it as and when is necessary in response to employer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies (e.g. ESFA), or changes in legislation.

Areas covered by the policy

- **Staff**

We commit to incorporating specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.

We will provide equality training and guidance as appropriate to our staff, including as part of their induction training. In addition, we will provide further ongoing courses as identified via our internal staff performance review arrangements and in line with group-wide requirements.

- **Apprenticeship Delivery**

We will ensure through a comprehensive initial assessment of all apprentices that all specific individual needs are taken into account when preparing the delivery programme for each apprentice. We will, as far as is reasonably practical, ensure fair and equal access for all apprentices to each of the apprenticeship standards that we offer. We will ensure that there are no features contained in course materials or the delivery of those materials that will disadvantage any individual or groups of apprentices.

- **Qualification Development**

We will ensure that there are no features of our apprenticeship delivery, irrespective of which apprenticeship standard, that could disadvantage any groups of learners or apprentices that share a particular characteristic or barriers to entry other than those directly related to the purpose of the units or qualifications. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier will be justified in terms of why they are required for the particular unit or qualification.

- **Employers**

We expect the apprentice's employer to enable the apprentice to have equal access to training and assessment for qualifications irrespective of their sex, marital status, age, religion, colour, race, nationality or ethnic origin, or disability. Assessment must similarly be undertaken without discrimination. Employers are required to have in place a policy to ensure that such discrimination does not occur directly, indirectly, or as a result of pressure from other bodies. There should be arrangements in place to monitor its application and effectiveness.

Where complaints relating to issues of inequality cannot be satisfactorily resolved by the employer, learners and apprentices must be made aware of their right to appeal to us via the arrangements outlined in our Complaints Policy.

Implementing the policy

At Tolley we will undertake to ensure that all staff and learners are made aware of the contents of this policy, both at the commencement of, and during, their employment or apprenticeship.

All staff will be trained in the implementation of the policy. This means that they will be given specific training to ensure that they fully understand the contents of the policy and how it relates to their specific role.

Likewise, all apprentices will also receive training to ensure that they understand how the policy relates to their role in their business. This training will form part of their induction and will also be reinforced at regular intervals as part of their reviews.

Monitoring the success and relevance of our arrangements

Tolley is committed to complying with all current and relevant legislation and, which at the time of writing includes but is not

limited to, the Equality Act 2010 and Northern Ireland Equality Law.

As part of the learner and apprentice onboarding and certification processes for qualifications and units we may collect information. This information include or relate to diversity, requests for special considerations, access arrangements and feedback from learners, apprentices, centres, and other stakeholders.

All relevant issues identified that suggest that our provision or services may have unnecessarily impacted on learners and apprentices will be reported back to the Director of Tax Apprenticeships. They are responsible for ensuring that relevant staff introduce, as appropriate, amendments to provision and/or services where necessary and in accordance with our documented procedures for developing and reviewing units and qualifications.

Details of our ongoing reviews will be made available to the qualification regulators upon request.

Contact us

If you have any concerns that this policy is not being properly implemented, or if you have any queries about the contents of the policy, please contact Victoria Davies at: Victoria.davies@lexisnexis.co.uk

Implementation

The Tolley Equality and Diversity Policy is made available to all learners through Tolley Academy. Equality and diversity awareness is promoted in team meetings and by working in an environment where the individual learner is supported. It will be raised periodically with apprentices in their progress reviews.



Jonathan Scriven – Director of Tax Markets