



# **NEWQUAY FOR EXCELLENCE TRAINING LIMITED**

## **KEY POLICY STATEMENTS AND PLANS IN RELATION TO WORKFORCE DEVELOPMENT**

**Equality and Diversity  
Harassment  
Health and Safety  
Supplier Diversity  
Quality Management  
Sustainable Development  
Safeguarding Learners**

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## **Equality and Diversity**

The purpose of this Policy Statement and Plan is to provide Funding Bodies, Partners and Awarding Bodies with evidence that Newquay for Excellence Training is promoting equality of opportunity for all prospective workforce development candidates.

This policy statement relates to the progression of learners on a range of accredited and bespoke training provision, whether wholly or partly funded through Skills Funding Agency, European Social Funds or a combination of. It does not replace any documents or policies that businesses are legally required to provide in respect of their own business operations.

### **Policy Statement**

Newquay for Excellence Training is committed to the promotion of equality of opportunity by offering training opportunities that are;

- Free from unreasonable barriers which restrict access, achievement and progression
- Free from overt or covert discriminatory practices with regard to age, colour, creed, ethnic gender, nationality, marital status, offenders/ex-offenders, race or sexual orientation and pay due regard to the special needs and/or disabilities of individuals
- Free from age restriction unless legally required
- Compliant with current legislation

Through this equality and diversity plan Newquay for Excellence Training ensures that:

- The policy is applied within the organisation by all those who are directly or indirectly involved in the recruitment for and delivery of, workforce development, and client progression opportunities
- Recruitment policies and procedures adopt non-discriminatory practices and promote that publicity and advertising for all vacancies will encourage equally and fairly applicants from all groups.
- Both individual candidates and their employers have access to this policy and understand the position of NFET with regard to equality and diversity of opportunity
- Substantive Information, Advice and Guidance (IAG) is available to all clients, in order to promote the value of learning and support them as they progress through work and life long learning.

- Supplier Management procedures will ensure that providers of sub-contract provision have evidence that similar policies and procedures are applied.
- The monitoring and reporting procedures for this Policy and Plan are linked to our Self Assessment Reporting process and reviewed through the organisations own Quality Improvement Plan (QIP)

## **Harrassment**

The purpose of this Policy Statement and Plan is to provide Funding Bodies, Partners and Awarding Bodies with evidence that Newquay for Excellence Training is has implemented policy and procedures relating to harassment and grievances.

This policy statement relates to the progression of learners on a range of accredited and bespoke training provision, whether wholly or partly funded through Skills Funding Agency, European Social Funds or a combination of. It does not replace any documents or policies that businesses are legally required to provide in respect of their own business operations.

## **Policy Statement**

Newquay for Excellence Training is committed to ensuring that all clients have the ability and opportunity to bring forward any issues of harassment or grievance, and that these issues are discussed and progressed through a process of professionalism and confidentiality, by ensuring that:

- The organisation has well defined procedures and that these are communicated to all staff and associates through a series of regular communication meetings.
- Key stakeholders are appropriately trained, have access to appropriate management support in order to deal with issues of this nature.
- The implementation of the policy and procedures is reviewed through the organisations Self Assessment Report (SAR) and the Quality Improvement Plan (QIP)
- Changes are agreed and implemented through the ongoing SAR and QIP cycle.

## **Health & Safety**

The purpose of this Policy Statement is to provide Funding Bodies, Partners and Awarding Bodies with evidence that Newquay for Excellence Training is promoting health and safety for prospective workforce development candidates.

This policy statement relates to the progression of learners on a range of accredited and bespoke training provision, whether wholly or partly funded through Skills Funding Agency, European Social Funds or a combination of. This Policy Statement does not replace any health and safety documents or policies that businesses are legally required to provide in respect of their own business operations.

Newquay for Excellence Training recognises that the promotion of safe and hygienic working practices within its business is an essential part of its responsibilities. Furthermore, it regards the maintenance of health and safety matters as a mutual objective of all partners, employees, associates and trainees.

## **Policy Statement**

Newquay for Excellence Training will:

Ensure safe and healthy training conditions as far as is reasonably practicable, in accordance with relevant statutory requirements and industry best practice.

Encourage employers offering work-based learning and assessment sites to maintain continuing attention to all aspects of health, safety and hygiene, in particular by:

- Carrying out regular departmental health, safety and hygiene inspections
- Asking candidates to comment on health, safety and hygiene matters
- providing candidates with protective clothing and safe, appropriate equipment
- ensuring candidates take all reasonable steps for the health and safety of themselves and others affected by their actions and in so doing observe safe working practices and statutory obligations
- ensuring accidents are prevented by providing all relevant signs and props for use by candidates if required
- maintaining information on dangerous occurrences and maintaining full accident records
- co-operating in the investigation of accidents with the object of introducing measures to prevent re-occurrence
- ensuring all candidates have access to first aid
- displaying all relevant statutory health and safety notices

## **Quality Management**

The purpose of this Policy Statement is to provide Funding Bodies, Partners and Awarding Bodies with evidence that Newquay for Excellence Training aims to provide a high quality learning experience for all their workforce development candidates.

Newquay for Excellence Training recognises that quality improvement activities are central to ensuring a learner centred approach to the delivery of workforce development opportunities.

## **Policy Statement**

Newquay for Excellence Training aims to provide all learners with high quality vocational training opportunities. This is achieved by ensuring that we have clear and concise quality improvement arrangements in place to:

- Ensure candidate participation in fit for purpose training and personal development activities, with access to additional support as identified.
- Assure the vocation and teaching competences of staff and associates involved in the learning and assessment process.
- Consider the views of staff, associates and learners in reviewing the quality of the training and assessment processes.
- Implement recommendations or good practice from Awarding Bodies or Sector Skills Councils in respect of sector/industry based quality assurance requirements.
- Use appropriate management information in order to ensure that quality judgements are based objective on evidence.
- Draw up and implement quality improvement plans that are based on continuous monitoring of the key processes involved in engaging and supporting learner achievement and progression.

## **Sustainable Development**

The purpose of this Policy Statement is to provide Funding Bodies, Partners and Awarding Bodies with evidence that Newquay for Excellence Training is promoting the principles of sustainable development through all of its workforce development opportunities.

This policy statement relates to the progression of learners on a range of accredited and bespoke training provision, whether wholly or partly funded through Skills Funding Agency, European Social Funds or a combination of. This Policy Statement does not replace any policies, procedures or best practice that businesses may adopt in respect of their own business operations.

### **Policy Statement**

Newquay for Excellence Training is committed to the principle of sustainable development, enabling individuals to satisfy their basic needs and enjoy a better quality of life, without compromising the quality of life for future generations.

Newquay for Excellence Training will:

- Consider opportunities to support sustainability through procurement and waste and energy management
- Consider the use and adoption of learning materials that promote and support sustainability, particularly those relating to our specific sectors of operation
- Continue to enhance our community and employer communication and linkages in order to lead to greater involvement and understanding
- Seek opportunities to support individuals and businesses in order to contribute towards stable economic growth and employment

## **Teaching and Learning**

The purpose of this Policy Statement is to provide Funding Bodies, Partners and Awarding with evidence that Newquay for Excellence Training is committed to inclusive learning that ensures the greatest degree of match between Employer and Individual Learner requirements, their learning goals, learning environment and opportunities provided.

Newquay for Excellence Training recognises that teaching and learning activities are central to ensuring a learner centred approach to the delivery of workforce development opportunities.

## **Policy Statement**

Newquay for Excellence Training aims to provide all learners with the highest quality personal development, and vocational training support. We are committed to widening participation and actively seek to encourage Employers and Learners to engage, participate, achieve and progress in appropriate workforce development opportunities, by:

- Providing clear guidance to all staff and associates on all appropriate organisational policies and progress implementation procedures, particularly but not exclusively equality and diversity.
- Ensuring that all types and levels of training comply with Awarding Body guidelines relating to staff competencies and quality assurance procedures.
- Undertaking formal induction procedures for all new staff and associates, that are documented and held for QA purposes.
- Encouraging all staff and associates to participate in ongoing CPD activities and that are formally recorded for QA purposes.
- Taking steps to ensure that all subcontracting organisation implement similar plans with regard to training design and delivery.
- Monitoring and reviewing the whole process through the organisations own SAR and Quality Improvement Plan.

## **Supplier Diversity**

The purpose of this Policy Statement is to provide Funding Bodies, Partners and Awarding with evidence that Newquay for Excellence Training is committed to inclusive learning that ensures the greatest degree of match between Employer and Individual Learner requirements, their learning goals, learning environment and opportunities provided.

Newquay for Excellence Training recognises that 'supplier diversity' central to assisting a learner centred approach to the delivery of workforce development opportunities.

## **Policy Statement**

Newquay for Excellence Training aims to provide all learners with the highest quality personal development, and vocational training support. We are committed to widening participation and actively promote supplier diversity in order to encourage earners to engage, participate, achieve and progress in appropriate workforce development opportunities, by:

- Providing clear guidance to all staff and associates on the appropriate organisational policies and progress implementation procedures.
- Ensuring that we are active in seeking all types and levels of subcontract provision that complies with Awarding Body guidelines relating to staff competencies and quality assurance procedures.
- Encouraging all associates and subcontractors to participate in ongoing CPD activities and that are formally recorded for QA purposes.
- Taking steps to ensure that all subcontracting organisation implement similar plans with regard to training design and delivery.
- Monitoring and reviewing the whole process through the organisations own SAR and Quality Improvement Plan.

## **Safeguarding Learners**

The purpose of this Policy Statement and Plan is to provide Funding Bodies, Partners and Awarding Bodies with evidence that Newquay for Excellence Training is actively safeguarding its learners for all prospective workforce development candidates.

This policy statement relates to the progression of learners on a range of accredited and bespoke training provision, whether wholly or partly funded through Skills Funding Agency, European Social Funds or a combination of. It does not replace any documents or policies that businesses are legally required to provide in respect of their own business operations.

### **Policy Statement**

Newquay for Excellence Training is committed to safeguarding vulnerable adults participating in its learning opportunities by:

- Working with partners and other agencies to ensure that our learners human and civil right are not violated.
- Ensuring that staff and associates receive appropriate training and ongoing support with reference to safeguarding issues.
- Taking immediate and appropriate action should an act of abuse or neglect of a vulnerable adult be identified or suspected.

Within this policy statement a vulnerable adult is someone who:

- Is or may be in need of community care services by reason of mental or other disability, age or illness: and
- Is or may be unable to take care of themselves, or unable to protect him or herself against significant harm or exploitation

Within this context abuse may take the form of:

- Physical abuse
- Sexual abuse
- Psychological Abuse
- Financial or other material abuse
- Neglect or acts of omission
- Discriminatory