



Equality and Diversity Policy

Version 1 | Effective from 24/08/2026 | Review due 24/08/2027

1. Policy Statement

Wise Training Ltd is committed to promoting equality of opportunity and valuing diversity for all learners, staff, associates and visitors, and to eliminating unlawful discrimination, harassment and victimisation. This policy applies to all aspects of the centre's operation, including recruitment, training delivery, assessment, and day-to-day treatment of learners and staff.

2. Protected Characteristics

Wise Training Ltd will not discriminate against any individual because of, and continually reviews its practice with reference to, the protected characteristics defined under the Equality Act 2010:

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

3. Measures to Support Learners and Prevent Discrimination

3.1 Inclusion and Accessibility

- Training venues are assessed in advance to confirm they are physically accessible (e.g. step-free access, accessible toilets) and, where a venue cannot meet a learner's specific access needs, an alternative venue is sourced.
- Course materials are available in accessible formats (e.g. large print, digital format compatible with screen readers) on request.
- Reasonable adjustments are considered and applied for learners with a disability or additional need, in line with Highfield's Reasonable Adjustment Procedures, without compromising the assessment criteria of the qualification.
- Learners are made aware of this policy, and how to raise a concern, as part of their induction.



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3.2 Preventing Discrimination

- Any incident of discrimination, harassment or victimisation reported by a learner or member of staff will be investigated promptly and fairly by the Director, and dealt with under the centre's Complaints Policy or disciplinary procedures as appropriate.
- Centre personnel are required to challenge inappropriate behaviour or language they witness, and to report it to the Director.

4. Training Provided to Centre Personnel

Every tutor, assessor and invigilator must complete a recorded equality, diversity and reasonable-adjustments briefing before undertaking duties for Wise Training Ltd. The briefing covers the protected characteristics, inclusive conduct, reasonable adjustments, and how to recognise, challenge and report discriminatory behaviour. The Director maintains completion records and refreshes the briefing when requirements change.

5. Responsibility

The Director, Umar Bhatti, holds overall responsibility for ensuring this policy is implemented, reviewed and updated in line with current legislation. All centre personnel share responsibility for upholding the principles of this policy in their day-to-day conduct.

6. Version Control

Version	Revision Date	Author	Summary of Changes
01	24/08/2026	Umar Bhatti	First issue for the Highfield centre approval application.