

# NFWI

## Equality and diversity policy for the provision of education and training



### **The Role and Aims of the NFWI's Education and Training Provision**

The WI is the largest women's organisation in the UK with over 210,000 members. It is an educational charity, formed in 1915, which is committed to widening participation and empowering women and through them their families and communities, to reach their full potential to improve their quality of life.

The WI is a democratic, voluntary organisation which is open to all women.

The WI plays a unique role in providing women with a wide range of learning opportunities and the chance to build new skills.

The NFWI promote, organise and deliver these learning opportunities in venues across the country and at their own adult residential college, Denman College in Oxfordshire. Most of the NFWI courses are held in rural locations where access to traditional learning opportunities is limited. Many of the students who attend NFWI and Denman College courses have not participated in learning since they left school and very often they have not had positive learning experiences in the past. The NFWI and Denman College courses are therefore designed to build confidence and to enable students to progress to accredited courses, employment and volunteering.

The NFWI and Denman courses are open to all, not just to WI members. They aim to promote active citizenship and community involvement as well as personal development.

The NFWI's education and training work includes:

- The design and delivery of educational programmes and activities.
- The development of new qualifications, available to all members, verified by the NFWI, City and Guilds, OCN (LASER Learning Awards) and other bodies.
- The provision of information and advice to individuals on learning opportunities.
- The provision of a wide range of learning and training opportunities in a supportive environment, which lead to vocational qualifications, employment and volunteering.
- Supporting a national training network to train and update key volunteers in the WI.
- Organising classes to raise standards in basic skills, home economics and traditional crafts.
- Promoting the formation of special interest groups.
- Organising conferences and training events.
- Influencing and campaigning on behalf of adult learners.
- Project work.
- Informing members about issues which affect all aspects of the environment, rural affairs and health.

## **1. NFWI COMMITMENT TO EQUALITY AND DIVERSITY**

- 1.1 The NFWI Board of Trustees, senior management and staff are collectively committed to ensuring that equality of opportunity and diversity is promoted for all students and staff for all education and training opportunities provided by the NFWI and Denman College
- 1.2 There is a separate policy to cover the employment of staff which is outlined in the NFWI's Equality & Diversity policy. This was reviewed to comply with the Equality Act 2010. The policy and procedures for the welfare and employment of staff is regularly monitored and reviewed to ensure that it operates effectively.
- 1.3 The values of the NFWI and Denman College, demonstrated through their policies and procedures will enable all earners to gain access to a wide range of learning opportunities and to benefit from a learning programme that leads to good quality outcomes and matches future aims and aspirations.
- 1.4 The NFWI and Denman College have a franchise agreement with Abingdon and Witney College and are committed to working in partnership with A&W College's Oxford Creative Academy to ensure that equality and diversity current legislative requirements are adhered to in relation to all NFWI franchised courses.
- 1.5 In meeting current legislative requirements the NFWI and Denman College will ensure that all students are treated equally regardless of: disability, nationality, gender, age, religion or belief, personal circumstances, transgender status and sexual orientation.
- 1.6 The NFWI will work with A&W College to engage in positive, active measures to promote equality and diversity on NFWI/Denman College franchised courses, to overcome barriers caused by disadvantages and inequalities revealed through monitoring. Through positive action the NFWI will ensure that:
  - Facilities or services (in the form of resources, equipment or welfare) are provided in conjunction with A&W College, to meet the particular circumstances of people from under-represented groups.
  - Groups who are underrepresented are encouraged to apply for places on courses.

## **2. NFWI POLICY**

- 2.1 The purpose of this policy is to establish clear guidance for NFWI and Denman College's educational provision, with regard to equality and diversity. The policy establishes key principles, structures and monitoring arrangements for this provision. The guidance should be applicable and accessible to all students, staff and key stakeholders.
- 2.2 Through their mission, statement and values the NFWI/Denman College believe

that all forms of prejudice and discrimination are unacceptable and they will not tolerate any discrimination on the grounds of race, disability, religion or belief, gender, age, trans gender status and sexual orientation.

### **3. KEY PRINCIPLES AND RESPONSIBILITIES**

- 3.1 The NFWI/Denman College will challenge inequality and discrimination. It is the duty of every member of staff, students, key volunteers and trustees to avoid discriminatory practices and to accept personal responsibility for the application of this policy.
- 3.2 The NFWI/Denman College embrace diversity in all its aspects and aim to employ education and training staff that reflect the learners they serve. (NFWI Equality & Diversity Policy relating to the employment of staff).
- 3.3 The NFWI/Denman College will treat all students, staff, trainers and volunteers with respect and dignity and seek to provide an environment free from harassment, discrimination and victimisation.
- 3.4 Students, tutor/trainers and staff will be encouraged and supported in reporting any instances of discrimination. The NFWI/Denman College will ensure that all allegations are fully and impartially investigate with due regard to confidentiality.
- 3.5 The NFWI Board of Trustees designates the General Secretary and the Head of Denman College as having overall responsibility for the implementation of these procedures, supported by the NFWI Accreditation Officer for the education and training provision and the Head of Human Resources for the employment and welfare of staff.
- 3.6 For NFWI and Denman College students the NFWI/Denman College will ensure that information about their courses, learning opportunities and services is available and accessible to the widest possible audience. Publicity materials will be available in a range of formats and media to avoid prejudice and stereotyping.
- 3.7 In order to ensure that all students and potential students are treated with equality and fairness and that diverse needs are fully met, the NFWI/Denman College will ensure that good practice in equality and diversity is embedded into all its policies and procedures concerning:
  - Initial advice, information and guidance
  - Recruitment
  - Induction
  - Harassment and bullying
  - Teaching and learning
  - Assessment
  - Internal Verification
  - Tutorial programmes
  - Work-based learning (relevant for NFWI trainee National Trainers)
- 3.8 In ensuring that this policy is fully effective the NFWI/Denman College work in

partnership with Abingdon and Witney College (Oxford Creative Academy), Laser Learning Awards (LASER) and City and Guilds.

- 3.9 The NFWI will work with the WI federations to ensure that the policy is implemented throughout the WI organisation.

## **4. IMPLEMENTATION OF THE POLICY**

### **Monitoring of Equality and Diversity**

#### **Student Monitoring**

- 4.1 The responsibility for making the policy work in practice rests with all managers, individual employees, students, key volunteers and trustees.
- 4.2 The gender, ethnic origin, disability and age of all applicants and enrollees will be monitored to inform marketing, recruitment, promotional and curriculum planning.
- 4.3 Enrolment and registration procedures will be supportive, accessible and as straightforward as possible.
- 4.4 NFWI/Denman College will identify additional support needs and will work in conjunction with A&W College's Oxford Creative Academy to endeavour to meet those needs as far as is reasonably practical and within resource constraints.
- 4.5 Denman College will monitor and regularly review physical access to all its buildings. Where reasonably practicable classes will be moved to allow access for all students. The NFWI will monitor all venues used for outreach classes to ensure that the needs of students with disabilities are met.
- 4.6 Students with learning difficulties and/or disabilities will have the same rights of access as other students. Guidance and support will be provided in conjunction with A&W College to enable such students to be integrated into their learning programme.
- 4.7 So far as is reasonably practicable, for relevant programmes of study, the NFWI will offer individual and flexible programmes of study to students who request and/or need them. Measures to assess and accredit prior learning and/or experience will be used where this is permitted by examining bodies.
- 4.8 Tutor, trainer and student information will ensure that all teaching, training staff and students are made aware of the NFWI's Equality and Diversity Policy.
- 4.9 Schemes of work, lesson plans, teaching materials and assessments will be monitored and evaluated to ensure that equality and diversity awareness and practice is embedded into all teaching and learning. Lessons will be observed on a regular basis to ensure that best practice is promoted.
- 4.10 Recruitment, attendance, participation, retention, achievement, progression destination, learner employment and wider outcomes will be analysed for all

students attending franchised courses and the data will be used to inform future planning and policy.

- 4.11 Equality and diversity will be promoted through individual and group tutorials.

## **5. COMPLAINTS PROCEDURE**

- 5.1 If a student believes that they have not been treated fairly, due to prejudice or discrimination they should raise their complaint through the Student Complaint Procedure.

## **6. PROCESS FOR MONITORING THE NFWI EQUALITY AND DIVERSITY POLICY**

- 6.1 The NFWI/Denman College will work with A&W College through the self-assessment process and the tutor observation scheme to review all equality and diversity action plans and statistics relating to students and tutors. The outcomes will inform the A&W Self-Assessment Report
- 6.2 Regular meetings will be held with A&W College's Oxford Creative Academy, the Head of Denman College and the NFWI Accreditation Officer to monitor and review statistics and equality and diversity practice as part of the scheduled franchise meetings.
- 6.3 The NFWI will also monitor and report their equality and diversity practice to LASER as part of LASER's cycle of quality reviews. LASER will produce a report on how policies and procedures involving assessment, reasonable adjustments, special consideration and recognition of prior learning have been applied. The outcome of this report will be used to inform the annual report to LASER's Quality Review Committee.
- 6.4 The City and Guilds External Verifiers reports and action plans will be disseminated and implemented.
- 6.5 The NFWI/Denman College will monitor the impact of its Equality and Diversity policy through reports to the NFWI Education and Training committees and the Denman College Committee. Reports will also be presented to the NFWI Board of Trustees.

**Supporting documents which relate to the implementation of the NFWI's Equality and Diversity Policy:**

Denman College	Information for Guests and Students
NFWI	OCN Tutor Handbook
NFWI	Appeals and Grievance Procedures for OCN accredited courses
Denman College	Meeting Room Requirements, Guest – Denman College
A&W College	Franchised Provision: Contract 2010-2011
NOCN	Centre Handbook
OCN	External Verifier's Report and Action Plan (EV1/11)
NFWI	Equal Opportunities Policy Statement