



**ESTAR**

ELITE SKILLS, TRAINING  
& RECRUITMENT

**CP-008**

**Equal Opportunities  
Policy**

**REV: 00**



**Policy owner:** Head of Quality & Compliance

**Operational leads:** Senior Leadership Team (SLT), Programme Managers, Safeguarding Lead

**Applies to:** All learners, apprentices, staff, associates, subcontractors, employers and partners

**Provision:** Funded and non-funded delivery (including apprenticeships and adult skills)

**Review cycle:** Annual, or earlier if legislation or regulatory expectations change

**Version:** 00

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## 1. Purpose

ESTAR Education is committed to promoting **equality of opportunity**, eliminating discrimination, and fostering an inclusive learning and working environment where everyone is treated with dignity and respect.

This policy sets out how ESTAR:

- provides fair access to learning, assessment and progression;
- ensures equality in recruitment, employment and partnership working; and
- meets its legal, funding and inspection responsibilities.

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## 2. Scope

This policy applies to:

- all learners and apprentices accessing ESTAR provision;
- all staff, associates and subcontractors;
- employers, partners and visitors engaging with ESTAR.

It covers all aspects of activity, including:

- recruitment, enrolment and selection;
- teaching, learning, assessment and support;
- employment, training and professional development;
- progression, achievement and certification;
- governance and decision-making.

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## 3. Legal framework

ESTAR complies with equality legislation, including:

- **Equality Act 2010**
- relevant funding and regulatory requirements applicable to post-16 education and training.

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#### 4. Protected characteristics

Under the Equality Act 2010, the following are protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, ethnic or national origin)
- religion or belief
- sex
- sexual orientation

ESTAR will not discriminate against any individual on the basis of a protected characteristic.

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#### 5. Policy statement

ESTAR Education will:

- treat all individuals fairly and with respect;
- provide equal access to learning, assessment and progression opportunities;
- make reasonable adjustments to support learners and staff where required;
- challenge discrimination, harassment and victimisation;
- promote inclusive practices across all areas of provision.

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#### 6. Forms of discrimination

ESTAR does not tolerate:

- **direct discrimination** – treating someone less favourably because of a protected characteristic;
- **indirect discrimination** – policies or practices that disadvantage certain groups without justification;
- **harassment** – unwanted conduct related to a protected characteristic;
- **victimisation** – unfair treatment because someone has raised or supported an equality concern.

## 7. Responsibilities

### 7.1 Senior Leadership Team

- Ensures equality is embedded in strategy, policy and practice.
- Allocates resources to support inclusive delivery.

### 7.2 Head of Quality & Compliance

- Oversees implementation of this policy.
- Monitors equality data and compliance.
- Leads investigations into equality-related concerns.

### 7.3 Programme Managers and Tutors

- Promote inclusive learning environments.
- Identify and remove barriers to participation and achievement.
- Challenge discriminatory behaviour.

### 7.4 All staff and associates

- Comply with this policy and related procedures.
- Treat others with respect and fairness.
- Report discrimination or harassment immediately.

### 7.5 Learners and apprentices

- Are expected to behave respectfully towards others.
- Must not engage in discriminatory or offensive behaviour.

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## 8. Recruitment and selection

ESTAR ensures that:

- recruitment of learners and staff is fair, transparent and based on objective criteria;
- selection decisions are free from discrimination;
- reasonable adjustments are made during recruitment and selection processes where required.

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## 9. Teaching, learning and assessment

ESTAR will:

- design and deliver learning that is inclusive and accessible;



- use a range of teaching and assessment methods to meet diverse needs;
- make reasonable adjustments in line with the **Access to Fair Assessment Policy**;
- monitor achievement and progression to identify and address gaps.

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## 10. Reasonable adjustments and support

ESTAR will make reasonable adjustments for:

- learners with disabilities or additional learning needs;
- staff requiring workplace adjustments.

Adjustments will be:

- considered on an individual basis;
- proportionate and evidence-based; and
- reviewed regularly for effectiveness.

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## 11. Equality monitoring

To support continuous improvement, ESTAR may collect and analyse equality data relating to:

- recruitment and enrolment;
- achievement and progression;
- complaints and disciplinary matters.

Data is handled confidentially and in line with data protection requirements.

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## 12. Raising concerns

Any individual who believes they have experienced discrimination, harassment or victimisation should:

- raise the issue with a tutor, manager or senior member of staff; or
- use ESTAR's **Complaints Policy** or **Whistleblowing Policy**, where appropriate.

Concerns will be:

- taken seriously;
- investigated promptly; and
- addressed fairly and confidentially.



### 13. Breaches of this policy

Breaches of this policy may result in:

- disciplinary action (for staff);
- learner disciplinary procedures; or
- termination of contracts (for associates or subcontractors).

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### 14. Training and awareness

- Equality and diversity awareness forms part of staff induction.
- Ongoing training is provided to support inclusive practice.
- Learners receive information on expected behaviours and standards.

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### 15. Monitoring and review

This policy is monitored through:

- quality assurance activity;
- complaints and incident reviews;
- self-assessment and quality improvement planning.

The policy is reviewed:

- annually; and
- following changes to legislation or regulatory expectations.

Date of last Review	Print Name	Position
02/02/2026	Keiran Casey	Chief Executive Officer
	Darren Beach	Quality Manager