



## Equality and Diversity

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### Introduction

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#### Commitment

The Executive Board and staff of Ixion Holdings are committed to equal opportunities and valuing diversity. The equal opportunities and valuing diversity agenda is delivered via a top-down commitment from the Executive Board and senior staff which is translated into effective management and monitoring arrangements. Ixion are working towards the C2E (Committed to Equality Quality Standard).

Our Equality and Diversity policy sets out our commitment to achieving an organisation which values diversity, promotes equality and eliminates bias and discrimination in the way Ixion operates.

#### Our policy:

- seeks to embrace the spirit as well as the law of the Equality Act 2010
- Ixion commits to the fair treatment of all people including customers, staff, partners and stakeholders
- Ixion seeks to achieve high quality performance through providing equality of opportunity for its staff, customers, partners and stakeholders and valuing their diversity.
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#### Monitoring by the Executive Board

The Executive Board keep equal opportunities and valuing diversity under regular review. They receive an annual report on progress with equality and diversity issues and regularly review relevant policies and plans to ensure that they address the requirements of equal opportunities legislation.

## **Responsibilities of Ixion Staff**

The Director of Finance and Corporate Services has lead responsibility for the overview of equal opportunities on behalf of the Executive. The Head of Learner Journey and Curriculum who reports to the Chief Operating Officer has devolved responsibility for the successful implementation of Company policy and procedures associated with equality and diversity in all aspects of the learner and customer journey and the development and review of appropriate monitoring arrangements.

Within Ixion, the successful implementation of policy and the promotion of equal opportunities, however, rests with every member of the organisation.

## **Planning and Monitoring**

As part of the annual business planning process, all senior managers across each division within Ixion analyse and utilise equality and diversity management information data to highlight issues associated with staff and learner/customer profiles and performance and use these to inform developments in their area.

A high-level Equality Action Plan approved by the Board provides an integrated statement of the overall direction being taken by the organisation in relation to equality and diversity. The Equality Action Plan was drafted by a dedicated working group which considered the requirements of legislation, staff and learner views, performance and monitoring.

The Equal Opportunities Action Plan produced by Ixion is relevant to the needs and circumstances of Ixion and has been mapped to the Equality Plan approved by the Board to ensure alignment with the direction of the Company.

## **Promoting equality of opportunity and tackling discrimination**

Ixion works strenuously to promote equal opportunities and address issues related to discrimination. Ixion is working towards the C2E Committed to Equality quality standard to validate its commitment to Equality and Diversity.

**Our staffing profile** representing each ethnic group is currently detailed as below with 3% of staff having a disability:

<b>BREAKDOWN</b>	<b>NO OF STAFF AS AT OCT 15</b>	<b>%</b>
<b>WHITE:</b>		
BRITISH	120	65%
IRISH	5	3%
OTHER	10	5%
	135	73%
<b>MIXED:</b>		
W&B CARRIBEAN	4	2%
W&B AFRICAN	3	2%
WHITE&ASIAN	1	1%
MIXED OTHER	3	2%
	11	6%
<b>ASIAN OR ASIAN BRITISH:</b>		
INDIAN	7	4%
PAKISTAN	1	1%
BANGLADESHI	2	1%
OTHER	2	1%
	12	6%
<b>BLACK OR BLACK BRITISH:</b>		
CARRIBEAN	12	6%
AFRICAN	8	4%
OTHER	2	1%
	22	12%
<b>CHINESE / OTHER:</b>		
CHINESE	0	0%
OTHER ETHNIC GROUP	0	0%
	0	0%
NON DISCLOSURE	5	3%
<b>TOTAL HEADCOUNT</b>	<b>185</b>	<b>100%</b>

<b><u>DISABILITY</u></b>	<b>HEADCOUNT:</b>	<b>%</b>
YES	6	3%
NO	164	89%
UNSPECIFIED	15	8%
<b>TOTAL</b>	<b>185</b>	<b>100%</b>

Policies and procedures are in place for the recruitment and selection of staff which provide equality of opportunity for all job candidates. Vacancies are advertised in local newspapers and via the internet; senior posts are also advertised nationally. We particularly welcome ethnic minority candidates and those with disabilities (who are currently under-represented in the workforce).

Training needs are identified through individual appraisal meetings and met through a variety of training strategies to ensure that all staff are aware of their obligations under relevant legislation and can develop an understanding of the issues associated with the promotion of equality and diversity in their roles. This is detailed within the overarching company Staff Training Pathways.

### **Embedding and Promoting Equality and Diversity into the Curriculum**

Ixion has a wide and diverse range of teaching, learning and assessing staff that have experience delivering engaging qualifications whilst also challenging the learner. Ixion strive to remove, wherever possible, barriers which would place any of our learners at a disadvantage.

Through IAG, initial assessment and discussion Ixion staff create lesson plans to meet the needs of all learners, be it 1-2-1 or in group dynamics. Ixion staff are trained to recognise differing learning styles and adapt to those needing support. Through this training we are able to meet the needs of diverse range and level of learners who's ILPs are documented and updated regularly showing progress made.

Ixion is committed to an inclusive approach to teaching, training and learning and places great emphasis on the importance of identifying and providing for the needs of individual learners. In 2014 Ixion were re accredited with the matrix standard for IAG. We were able to demonstrate a depth of understanding towards equality and diversity awareness within our work. We have also been able to demonstrate our understanding of localised needs for ESOL, English and Maths training with our skills funding not only being used for apprenticeship delivery at a range of levels but for those at entry level 1 and below.

Our staff have developed working relationships with customers, whether through our Case Managers meeting with our customers before Pre Employment Training courses commence to obtain an understanding of the needs and expectations of them and any additional support they may require or with our New Enterprise Allowance customers who are supported to ensure their skills to produce high quality business plans support moving them into sustained self employment. Our Business Development Managers work with local and national employers to ensure we deliver the bespoke apprenticeships and skills training that they and their workforce need. This results in a better learning programme and has resulted in increased retention and performance, considering the individual needs of each learner.

Ixon recognises the multicultural communities in which our learners live as well as the larger regional areas, and we have a balanced mix of staff to further support the diverse needs. We have a wide range of flexible trainers, tutors and assessors who recognise the individual needs of each learner and plan assessment, coaching and classroom delivered courses' times and locations to suit our learners, e.g. for our lone parents or through providing breaks during prayer time.

Embedding and promoting Equality and Diversity into our programmes can be evidenced in our inductions, staff training, as well as the design of our qualifications which include planned discussions around E&D themes or by using organically occurring opportunities to challenge learners' knowledge, view and understanding of the subject.

A variety of teaching methods are used in our delivery and assessment to make sure our teaching and assessment is good quality and consistently and fairly graded by observing against the Common Inspection Framework guidelines and awarding body standards. Discussions are appropriate, challenging and non-discriminatory; these are all recorded during programme. Our resources are accessible in many different ways ie we make use of ICT in addition to paper based portfolios, we use different fonts, sizes and colours to ensure learners needs are met, we also use recording equipment and have invested in fully accessible online resources all stored and accessed through our virtual learning environment.

Learners are involved in the setting of start and planned end dates with some learners requiring longer to achieve qualifications and sit tests. Those learners who are able to finish sooner are supported with extension and enrichment activities to support progression to the next level or within their career.

Learner satisfaction surveys are completed during and on completion of all learning programmes which are open and anonymous. This is then used in our Quality Improvement Plan.

In order to address any issues associated with the bullying and harassment of staff or students, Ixion has a policy and procedure related to “Anti-Bullying”

### **Supporting Evidence**

Ixion Equality and Diversity Policy

Ixion Equality Action Plan

Anti- Bullying and Harassment policy

Ixion Teaching, Learning and Assessment Strategy