

**EQUALITY AND DIVERSITY POLICY
SUPPLEMENTARY GUIDANCE FOR APPRENTICESHIP PROGRAMMES**

1. Purpose

This guidance to Equality and Diversity within the apprenticeship programmes is a supplement to The London Institute of Banking & Finance's general Equality and Diversity policy (the policy), and aims to address specific processes for the implementation and embedding of good practice in equality and diversity practice within the apprenticeship space.

2. Scope of policy

This supplementary guidance applies to apprentices, apprenticeship programme staff and relevant stakeholders.

3. Aim

This guidance supplements the aims and principles that are detailed in the policy and aims to clarify how the policy is applied in apprenticeship programmes.

4. Promotion and commitment

The promotion of, and commitment to the principles detailed in the policy are embedded in processes and procedures for apprentices and The London Institute of Banking & Finance employees through multiple means, including, but not limited to:

- Inclusion of the policy in the staff recruitment process
- Job descriptions
- Annual agreement to abide by the IT Acceptable Use Policy
- Organisational values
- HR policies and procedures
- Staff performance review
- Expectations of behaviour in the Apprentice Commitment Statements
- Apprentice orientation programme
- Apprentice reviews

5. Implementation

All employees received a briefing on equality and diversity and the organisation's values at orientation. Any additional specific training needs are identified and addressed through the performance review and employee development programmes run by line managers and overseen by the HR department.

Employees dealing directly with apprentices, complaints and appeals, malpractice, special considerations and student/apprentice support services are expected to regularly attend CPD sessions to ensure their understanding and implementation of processes and procedures that support equality and diversity are up-to-date and in line with current best practice.

Equality, diversity and widening participation are considered as fundamental considerations in the design, development and delivery of all of our programmes and are formally considered as part of programme validation and review processes.

On an organisational-wide basis, we have a number of ways of bringing focus to a widening participation, diverse and inclusive culture; we have an HE Access & Participation plan approved by the Office for Students, undertake a REACH programme (Routes to Enhancing ACHievement) that provides free, targeted workshops for groups under-represented in banking and finance training and are accredited as an 'Investor in People' organisation.

6. Recruitment

Our employee recruitment processes include reference to the policy including competency-based assessment of how well a candidate feels they can meet the organisational values.

While apprenticeship cohorts are currently recruited through the employer, rather than directly through us, our programme design, our ability to create bespoke offerings and tailor assessment methods to employer requirements support our ability to provide apprenticeship programmes that both appeal to and cater to a diverse cohort of apprentices.

7. Training apprentices

The principles of equality and diversity are embedded throughout our day to day operations and interactions with apprentices.

Our employees are expected to act in ways that reflect and model inclusive practice and are held to account on these principles as part of their regular performance reviews. Should the rare occasion arise, we have complaints and disciplinary policies in place to address any inappropriate behaviour.

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