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## Diversity and Equality Statement

### Introduction

Corporate Flight Training is committed to equality of opportunity for staff, students, employers, community groups and members of the public and for all others who come into contact with Corporate Flight Training. We are proud to be a multi-cultural, multiracial organisation and we are fundamentally opposed to racism, sexism and any other form of violent, abusive or irrational discriminatory behaviour.

Corporate Flight Training is committed to eliminating discrimination and encouraging diversity amongst the workforce and students. Our aim is that our environment will be truly representative of all sections of society and each employee and student feels respected and able to give their best.

Any complaints of discrimination or harassment will be treated seriously, be fully investigated.

To that end the purpose of this policy is to provide equality and fairness for all and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination. All staff and students will be made aware of the Policy and implementation strategy at induction.

All employees, whether part-time, freelance, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

All students, Corporate Flight Training welcomes all applicants, regardless of age, colour, race, sex, origin, disability, background or marital status. The Equality & Diversity Policy endorses the right of all students, staff and visitors to equal opportunities within Corporate Flight Training. Corporate Flight Training is committed to providing an educational service, which guarantees equality of opportunity irrespective of age, class, disability, ethnic background, marital status, religion, gender or sexual orientation, Corporate Flight Training upholds its legal duty to ensure that unlawful discrimination does not take place. In all our dealings with you we will treat you fairly and with respect, as we expect you to treat each other.

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## Candidate General:

- All entrance qualifications for Corporate Flight Training courses will relate to standards laid down by the appropriate validating body or to objective criteria relating to course content and outcomes.
- All potential Corporate Flight Training students who meet the entrance qualifications will have equal access to the curriculum. Corporate Flight Training will not discriminate in providing access to opportunities and facilities related to their course of study.
- The specific needs of International students will be taken account of e.g. through the provision of special guidance, counselling and assistance.
- Specialist equipment, arrangements and software are made available for learners with learning difficulties and disabilities
- We will work with trainees to determine any specific support needs they may have by:
  - asking them to complete a self-declaration
  - encouraging our trainers to reviewing trainee progress with a view to identifying specific learning needs.
- The policy will be monitored and reviewed annually

## Our procedures

We will provide our training and assessment staff with the expertise needed to comply with this policy.

This includes the ability to:

- identify discriminatory behaviour
- identify trainees with support needs
- support trainees with specific needs and
- manage reasonable adjustments and special considerations.
- We will ensure that any recruitment practices, including entry requirements, take account of the potential for anti-discrimination and we will publish our commitment to equality in any materials promoting our training.

We will ensure our induction and review processes for trainers and trainees include reference to this policy and anti-discriminatory practice.

We will be inclusive in the way we provide support and endeavour not to highlight to others any individual's support needs. We will ensure that details of support needs and support provided is recorded and documentation is retained for 6 months following end of employment.

We will work with individuals to remove, where practicable, barriers to achievement. Details of any special considerations and reasonable adjustments will be recorded and made available to the CAA if requested.

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We will use our recruitment and trainee review processes to review the provision of resources needed to support learning and assessment and ensure we have in place appropriate physical resources needed to support trainees.

We will maintain confidentiality of any trainee information related to additional support needs.

### **Our Commitment:**

- To create an environment in which individual differences and the contributions of all our staff and students are recognised and valued.
- Every employee and student is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management.

We will formally review this policy in January 2022. However, we will keep this policy under review until then, and we welcome feedback on our approach

Yasmin Milner

Head of Training

Corporate Flight Training

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