

Equality, Diversity and Inclusion (EDI) Policy

Approved: 1st April 2025 | Review Due: 1st April 2026

Policy Statement:

Purpose and Scope

Salt Training Ltd is committed to advancing equality, celebrating diversity, and fostering inclusion across all aspects of our organisation. This policy applies to all Salt Training Ltd employees, learners, apprentices, employers, subcontractors, and stakeholders. It covers recruitment, employment, curriculum design, apprenticeship delivery, learner support, partnerships, and governance.

We believe that fairness, respect, and representation are essential to achieving our mission: to empower individuals with the skills, confidence, and opportunity to succeed—regardless of background or identity.

This policy meets the statutory obligations of the Equality Act 2010 and is central to our compliance with Ofsted, ESFA funding rules, and Department for Education expectations for apprenticeship providers.

2. Our EDI Commitments

We commit to:

- Providing equal access to education, training, and employment opportunities
- Eliminating discrimination, harassment, and victimisation
- Promoting inclusive learning and working environments
- Celebrating and valuing difference
- Actively addressing disadvantage and underrepresentation
- Embedding inclusion in all organisational systems and processes

3. Leadership and Accountability

EDI is led at the highest level. The Managing Director holds strategic responsibility and chairs our quarterly EDI and Safeguarding Board, which includes learners, employers, and staff representatives. The Head of Quality is responsible for operational delivery and oversight.

All staff are accountable for upholding this policy. Tutors, progress coaches, and employer engagement teams are expected to model inclusive behaviours and ensure apprentices and learners receive appropriate adjustments, representation, and support.

An annual EDI Implementation Plan sets out priorities, actions, and success measures, and is reviewed termly by the senior leadership team.

4. Inclusive Curriculum and Apprenticeship Delivery

We embed EDI into the design and delivery of all training and apprenticeship provision by:

- Co-designing curriculum with employers and learners to reflect diverse identities, cultures, and lived experiences

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- Ensuring teaching materials are accessible, inclusive, and free from bias
- Using case studies, assessment content, and examples that reflect a wide range of backgrounds
- Encouraging learners to challenge inequality and apply inclusive values in the workplace
- Offering flexible, hybrid delivery and tailored support to remove barriers to learning and progression

Our apprenticeship programmes include dedicated sessions on EDI awareness, inclusive behaviours in the workplace, and how to recognise and report discrimination.

5. Employer and Subcontractor Expectations

We require all employers and subcontractors to commit to inclusive practices. As part of onboarding, we:

- Provide an EDI Partner Briefing Pack
- Ask employers to sign our Inclusion Charter
- Conduct checks on their EDI policies and facilities

We offer support to help partners implement inclusive recruitment, mentoring, and adjustments for apprentices with additional needs or from underrepresented backgrounds.

Subcontractors are monitored termly to ensure compliance with Salt Training Ltd's EDI standards.

6. Support for Learners, Apprentices and Staff

We recognise that individuals face different barriers. We offer:

- Reasonable adjustments across all learning, working, and assessment environments
- Individual Learning Plans (ILPs) and personal support packages
- Access to assistive technologies and alternative formats
- Named contacts for LGBTQ+, care-experienced, and neurodivergent learners
- Access to mental health and wellbeing support
- A clear mechanism to disclose additional needs at any point during training or employment

Support is reviewed termly to ensure it remains responsive to learner needs.

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7. Learner and Staff Voice

We value lived experience. We:

- Run learner and apprentice focus groups every term
- Include apprentices and staff on the EDI and Safeguarding Board
- Use learner surveys and exit interviews to identify systemic issues
- Publish an annual EDI Progress Report summarising findings, actions taken, and next steps

8. Training and Development

All staff undertake EDI training at induction and annually. Training includes:

- Understanding protected characteristics
- Recognising unconscious bias
- Inclusive teaching and recruitment practice
- Neurodiversity awareness
- Responding to disclosures and challenging inappropriate behaviour

Managers complete enhanced training on inclusive leadership and trauma-informed practice. EDI is embedded into all CPD and performance reviews.

9. Monitoring and Evaluation

We monitor:

- Participation, retention, and achievement rates across all protected characteristics
- Staff recruitment and promotion patterns
- Complaints and safeguarding concerns with an EDI lens
- Subcontractor and employer compliance

Data is reviewed by the EDI and Safeguarding Board and informs our QIP and self-assessment report (SAR).

10. Complaints and Reporting

Discrimination, bullying, harassment, or victimisation are never tolerated. Concerns may be raised via:

- The Safeguarding and Prevent Policy (for learner risk or harm)
- The Complaints Policy (for learners and employers)
- The Grievance Policy (for staff)

All complaints are investigated confidentially and actioned promptly. Where needed, support and reasonable adjustments will be provided throughout the process.

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11. External Resources and Advice

We promote access to the following:

- Equality and Human Rights Commission – www.equalityhumanrights.com
- ACAS – www.acas.org.uk
- Mind – www.mind.org.uk
- Stonewall – www.stonewall.org.uk
- Disability Rights UK – www.disabilityrightsuk.org

12. Related Policies

- Safeguarding and Prevent Policy
- Recruitment and Selection Policy
- Staff Induction and CPD Policy
- Complaints Policy
- Grievance and Disciplinary Policy
- Quality Improvement Plan (QIP)

Approved by: Kurt Salter

Position: Managing Director

Date: 1st April 2025



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