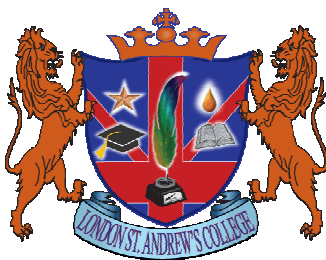


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LONDON ST. ANDREW'S COLLEGE

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EQUAL OPPORTUNITY POLICY AND ACCESS POLICY

General:

We live in a multi-racial, multi-ethnic and multi-cultural society. In line with a belief in the principles of social justice and the active promotion of genuine equal opportunities for all, London St. Andrew's College has committed itself to a policy of equality opportunity not only in employment and personnel practice, but also in its examination and assessment services and development of new qualifications. This document outlines the London St. Andrew's College's Equal Opportunities Policy, its obligations under existing legislation and its intention to abide by and comply, not only with the requirements, but also with the spirit of the legislation. The London St. Andrew's College management will take steps to ensure that all future documents, procedures, codes of practice, management guidelines, and instructions to London SAC personnel, examiner sub -contractors, members and candidates are developed in line with this Policy. In addition to the Legislative Obligations at [2] below, other relevant London SAC policies include *Advice for Candidates with Particular Needs*.

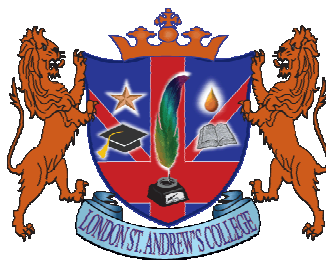
1. Purpose of Equal opportunity policy

1.1. To confirm the commitment of the College to the principle of equal opportunities for all. The policy covers all the people who have contact with the college, students (current and prospective), staff and visitors.

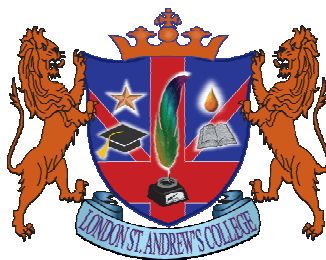
1.2. To ensure that London St Andrew's College complies with all the laws and directives relevant to equal opportunities and those procedures are in place to clarify and support this intention.

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1.3. To ensure that the College has a sound system of monitoring and review of progress so that good practice is identified, issues addressed and a culture of equal opportunities is embedded in all aspects of the work of the college.



2. Scope of equal opportunity policy

All current and/or prospective students, staff and visitors are included in the policy.

3. Statement

3.1. **London St Andrew's College** provides education and training across a broad curriculum which involves classroom based study and professional training, further and higher education, full-time, and short courses. As such, our student base is diverse, bringing on to site people from a wide range of backgrounds, education experience, age, culture, physical/emotional ability and ambition. Staff and visitors are diverse and bring their own perspectives and expectations. The procedures enshrined within this policy will ensure that all persons involved with **London St. Andrew's College** are treated with respect, courtesy, integrity and equality of opportunity in all aspects of their contact with the College.

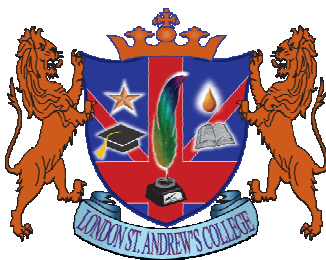
3.2. Our policy is to ensure that no person associated with the college receives less favourable treatment on the grounds of: - gender, racial or ethnic origin, nationality, religion, marital status, age, disability, ability in numeracy or literacy, behavioural or learning difficulties, sexual orientation or preference, unemployment, language, culture or social background, or for any other identifiable discriminatory cause.

3.3. This policy and associated procedures also provide guidance to the wider college community on the role for every individual in contributing to equal opportunity.

3.4. In order to ensure commitment to the principles outlined in the policy and associated procedures, senior managers will liaise regularly with relevant representative bodies (e.g. Student Union)

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4. The Legislative Obligations

The London St Andrew's College policy goes beyond the minimum standards but has been developed within the framework of existing legislation. The relevant acts of parliament are:

- 4.1. The sex discrimination Act 1975 (and its amendments, 1986)
- 4.2. The Equal payact 1970 (and its amendments 1983)
- 4.3. The race Relations Act 1976
- 4.4. Disabled persons (employment) Acts 1944 & 1958
- 4.5. Disabled persons (service, consultant & representation) Act 1986
- 4.6. Disablity discrimination Act 1995

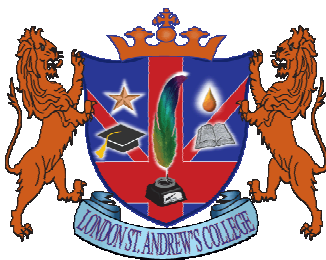
5. Definition of terms

5.1 direct discrimination results from treating a person less favourably on grounds of gender, race, disability, ethnic and nation origin, nationality , sexuality , marital status, responsibility for dependants , religion, trade union activity or age (up to 65)

5.2. Victimisation occurs if a person is given less favourable treatment than others because he/has exercised his /her right under the policy relevant legislation

Harassment is defined as : any hostile of offensive act, deliberate or otherwise, or any unwelcome attention against as individual or group, any incitement to commit such as acts, any actions which affect a person's safety or comfort or which demean that person in any way.

The following list provides examples of acts that might occur in incident of harassment:



5.3. Physical assault and abuse, verbal threat and abuse

5.4. Unwelcome physical contact

5.5. Wearing of racist or sexist badges or insignia

5.6 displaying or distributing leaflets etc containing offensive material

6. Responsibilities

6.1. The ultimate responsibility for the operation of this policy lies with the Principal. All managers have direct responsibility for the implementation of procedures relevant to their area of work.

6.2. Every member of the college community has a responsibility for ensuring they behave in a manner consistent with equal opportunity principles.

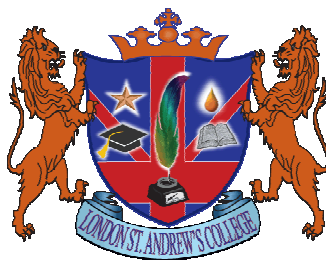
6.3. The College Equal Opportunity Committee has responsibility for advising the Principal on equal opportunity issues and for the formal monitoring of progress with equal opportunity principles.

6.4. Each formal procedure associated with this policy will clearly state the relevant manager(s) responsible for implementation.

6.5. Statistical information will be gathered and analysed regularly as part of monitoring and reviewing progress. Information will be forwarded to relevant managers for action.

7. Implementations

7.1. The Equal Opportunity Policy will be issued to all staff through the Staff Handbook and to students through the Student Diary and Joining Instructions.



7.2. Procedures will be available to staff and students through the College Intranet, Operating Procedures, Policy Manuals and leaflets.

7.3. Induction programmes for staff & students will contain Equal Opportunity principles, and responsibilities.

7.4. Personal tutors, line managers, lecturers, trainers, training advisers and support staff will ensure that individuals are guided and supported by relevant information regarding equal opportunity procedures & principles.

7.5. Staff training programmes will incorporate general and specific matters relating to Equal Opportunities with particular reference to new and developing guidance on legislation e.g. Human Rights Act, Disability Discrimination Act.

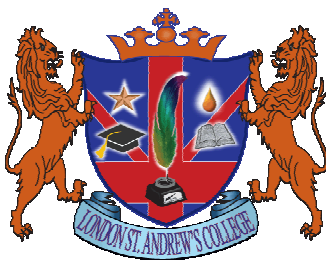
7.6. Any member of the college community who believes himself or herself to have been subjected to unfair treatment as described in this policy & associated procedures should report their concern to either their personal tutor, line manager or a member of the Senior Management Team.

7.7. College staff is required to report any case of alleged discrimination or harassment to the Personnel Administrator.

8. Grievances

8.1. The College's grievance procedures are available to any student, member of staff or visitor who believes he or she may have been unfairly discriminated against.

8.2. The harassment complaints procedure is set out in a separate policy and is available to any student, member of staff or visitor who believes he or she may have been harassed.



8.3. The students, members of staff and visitors will not be victimised in any way for making such a complaint in good faith.

8.4. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

9. General Policy

9.1. all entry requirements or qualification for London st. Andrew's college program will be relate to standards specified by London st. Andrew's college

9.2. London st. Andrew's college must ensure that all potential London st Andrew's college candidates who meet the entrance qualifications have equal access to London st Andrew's college

9.3. London st. Andrew's college must not discriminate to provide access to opportunities and facilities to candidates.

10. Process for Monitoring

10.1. The Equal Opportunities Committee will meet term and submit a term report to the College Executive and an annual report to the Principal.

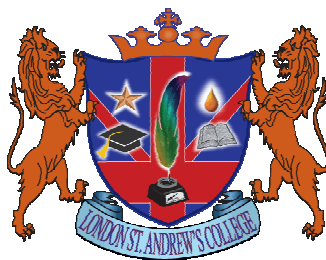
10.2. Programme management committees will review equal opportunity issues and statistical information twice a year and submit a report to the Equal Opportunities Officer and the Equal Opportunities Committee.

10.3. The Personnel Administrator will submit an annual report relating to staff matters to The Principal

10.4. This policy will be reviewed by Equal Opportunities Officer & Principal on an annual basis and any changes agreed by the Equal Opportunities Committee.

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10.5. The Corporation will approve the policy on an annual basis.

Laws and directives which inform the development of this policy and associated procedures and practice:

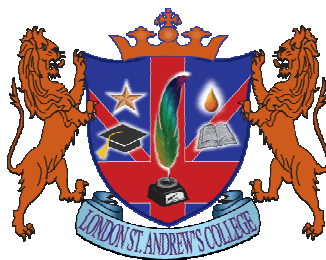
- Human Rights Act 1948 and 1998
- Equal Pay Act 1970
- Health & Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- European Equal Treatment Directive 1976
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Protection from Harassment Act 1997
- Treaty of Amsterdam 1997
- Data Protection Act 1998
- Working Time Regulations 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Part Time Workers Regulations 2000

Related Procedures

- The College Disability Statement
- Quality Operating Procedures : Section 5 - Student Admission and Support
- Section 6 - Student and Course Records
- Section 7 - Assessment and Testing of Students
- Section 11 - Physical College Environment
- Section 13 - Staff Training

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- Section 14 - Statistics and Management Information
- Grievance Procedure
- Disciplinary Procedure
- Complaints Procedure
- Recruitment Procedure

11. Policy review

11.1. No policy documents remain static and must be subject to changes. It is the intention of London st. Andrew's college management to keep this policy under review to ensure that the college's commitment to equal opportunity policy, as set out in the policy statement, is adopted and fully implemented.