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Facilitating Diversity

Policy

HealthCo confirms its commitment to develop, maintain and support a comprehensive access policy predicated on a respect for the values of equality, inclusion and diversity. HealthCo will operate in accordance with the above values in order that all learners are enabled and empowered to reach their full potential. HealthCo recognises that this is achieved through the development of systems and of a culture that is supportive of these aims.

HealthCo acknowledges that the implementation of an equality & diversity policy and its articulation and reflection of its benefits to both staff and the wider community is an organisation-wide responsibility. It is recognised that high-level commitment to equality & diversity through the HealthCo's mainstream strategic priorities, resource allocation and quality assurance processes is crucial for success in this area.

HealthCo affirms that its equality and diversity policy will be particularly concerned with learners from economically or socially disadvantaged backgrounds, mature students, learners with a disability and those from sections of society significantly under-represented in the main learner demographic. HealthCo acknowledges that delivering on access objectives is a key means of making a proactive contribution to the social, economic and cultural development of geographical markets.

HealthCo is committed to a culture of transparency in the monitoring and evaluation of progress in the levels of admission and successful programme completion of learners from under-represented groups.

Procedures
Facilitating
Diversity

Purpose	To ensure we provide training which is suitable to all learners – including those individuals or groups with additional support needs. To enable them to successfully participate in training, assessment, transfer and programme progression.
Responsibility	Directors, Administrator, Tutor(s), Designated Officer – Majella Savage
Key Steps	<ul style="list-style-type: none"> • Diversity training for all employees incorporated into employee induction. • Email sent to learners prior to commencing their programme requesting information on any additional support needs. • Application form to have section for learner to state request for additional support needs. • Learner interviews will be used to ascertain support needs. These will be managed and or facilitated where possible to allow learners to participate on programmes. • Learners who are protected by safeguarding legislation such as children or vulnerable adults will be accommodated appropriately during programme design and delivery. • Tutors will report concerns regarding protecting vulnerable adults to the designated officer within HealthCo immediately on becoming aware of such concerns. • Programme content/delivery/assessment adapted to support individuals or groups with special requirements. • Learner induction, One to One meetings, Oral Communication. • Individual tuition – where learners require specific or special attention this will be identified during delivery and ongoing assessment of learners throughout the programme. They will be afforded as much individual attention, facilitation, assistance and encouragement as possible within the constraints of programme delivery. • Additional guidance may be provided between sessions and or modules if this is deemed to be necessary. • Consultation with relevant local agencies to reference support for groups/individuals with specific training needs.
Records	CPD Records, Emails, Course confirmation, Record of Meetings, Induction ppt, Programme review

Garda Vetting Procedures

Staff Recruitment

Purpose	To describe how we will recruit suitable staff who will have sufficient experience and expertise to fulfil their designated roles.
Key Steps	<ul style="list-style-type: none"> • Management meeting to agree recruitment and selection plan (Job specification, Person specification) • Prepare advertisement and announce job vacancy to include job specification and selection criteria. • Screening and selection of the most suitable candidates for interview will be based on their skills, knowledge, capabilities, attitude and qualifications (short listing may apply). • Schedule, confirm and conduct the interviews of suitable applicants. • Notify successful and unsuccessful applicants and specify the details of an opportunity for feedback. • Garda vetting is not normally required where training has been organised by HealthCo i.e. public courses. Where HealthCo clients require tutors to be vetted before program delivery, local policies and procedures will be implemented for all relevant tutors. • Appoint a suitable candidate and issue terms of employment/employment contract.
Responsibility	Directors, Administrator
Records	Record of Meetings, Job Description, Advertisements, Interview notes, Scoring sheets, Interview Questions, Interview Schedule, Correspondence (emails, letters etc.), Personnel files, Employment contract

