

2013

# Equality & Diversity Induction Pack

A useful tool for raising awareness about  
Equality and Diversity

This resource provides an induction and refresher package for staff working in a range of capacities for colleges, work-based learning providers, voluntary and community sector organisations, public sector bodies and in the private sector.

It can be used to form the basis of induction training or guided self study for new and existing staff, including temporary staff, volunteers ([trustees](#)) and people on work placement. In addition, it can be used flexibly to support delivery of equality and diversity sessions for those working directly with learners, service users, volunteers or staff.

It has the information you need to help you implement the new Equality Act effectively in your organisation.



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## About the resource



### Context

Many organisations, especially those associated with the public and community sectors. Wish to make fairness and inclusion fundamental to everything they do. This pack is designed to help them act on their commitment to:

- understand and meet the needs of all the individuals and communities they serve
- ensure that equality and diversity are fully integrated into the everyday activities of the organisation
- develop an inclusive culture in which everyone treats all colleagues and service users such as learners, customers and clients with equal dignity and respect
- take into account how new and existing policies, processes and practices could affect different groups
- encourage talented people from all parts of the community to join the organisation or use its services and achieve their potential
- value and support a diverse workforce through fair and transparent recruitment and employment policies, practices and processes.

This resource provides an induction and refresher package for staff working in a range of capacities for colleges, work-based learning providers, voluntary and community sector organisations, public sector bodies and in the private sector. It can be used to form the basis either of formal induction training or guided self study for new and existing staff, including temporary staff, volunteers and people on work placement. In addition, it can be used flexibly to support delivery of equality and diversity sessions for those working directly with service users such as learners, customers and clients, volunteers or staff.

## About the pack

The pack has been developed as a practical toolkit to help staff meet their legal and professional obligations and follow a twin-track approach to equality and diversity: that of tackling inequalities and valuing diversity.

It aims to:

- remove any mystery and misconceptions and clearly explain the concepts of equality, diversity, inclusion and discrimination
- suggest simple strategies for supporting equality and diversity in everyday situations that staff at all levels can put into practice straight away
- offer practical advice on dealing with challenging situations in an effective way
- demonstrate how embracing equality and diversity creates a better working environment for everyone
- improve understanding and social awareness of why people behave differently and thus reduce the incidence of unwitting and unintentional discriminatory behaviour in the workplace.

The information in the pack is supplemented by a range of activities to help you test your understanding and apply your learning to your own situation. Many of the activities will kick start the preliminary thinking, planning and awareness raising processes you will need to embed equality and diversity into your area of work.

The following icons help to guide you around the pack.



Signposts you to another section of the pack where you can find out more on the topic



Signposts you to an activity to help you develop skills or plan your next move for promoting equality and diversity



Signposts you to the **Further information** appendix for ideas on where to find out more about the topic