

## **Equality and Diversity Statement**

(September 2017)

### **Careers Team**

Operating within the framework of Liverpool John Moores University and the AGCAS Equal Opportunity Policy and Code of Practice, the Careers Team is committed to offering a fair and equal service to all its clients regardless of race, age, religion and belief, sexual orientation, disability, gender, marital/civil partnership status.

#### **Standards**

All team members will:

- Comply with Equal Opportunities legislation and keep up to date with any changes
- Promote the validity and equality of all opportunities
- Use language that is free from bias
- Refuse to use or distribute materials which reinforce stereotypical images

#### **Responsibility**

- All staff are responsible for delivering and promoting the Equal Opportunities Policy
- Whilst ultimate responsibility lies with the most senior management, the Deputy Director is responsible for ensuring that policies and procedures within the service are up to date and monitored on a regular basis and that all training needs are met.

#### **Evaluation and Review**

- The Equal Opportunities policy is integral to all elements of the work of the Careers Team and will be central to the quality process and embedded in standard procedures.

#### **Information and Publicity**

- The Careers Team will provide and maintain up to date materials on Equal Opportunity legislation; relevant local and national information sources and contacts including web links to appropriate sites.

It is the responsibility of all staff to take reasonable steps to:

- Use careers information which is accessible and promotes equality of opportunity to all
- Counter stereotyping in all its forms
- Seek to ensure that all relevant documentation, publicity and information produced by the Careers Team includes an Equal Opportunities statement.
- Ensure that information is not discriminatory
- Produce labour market destination statistics highlighting equal opportunity issues e.g. destinations of ethnic minority students, destinations of disabled student
- Make information available on request in such a way that users with learning difficulties or sensory impairments are able to use it independently

### **Careers Advice and Guidance**

- The different backgrounds and individual needs of all users should be respected in the careers advice and guidance process, with all users encouraged to develop their full potential.
- Users are to be made fully aware of the widest possible range of realistic opportunities available.
- Use a method of communication that is appropriate to the user e.g. allowing the user to lip read or arranging a signer to be present.
- Identify users who require additional support and resource this as appropriate.
- Be aware of peer and family pressures that may be exerted on students contemplating non-traditional careers
- Be prepared to discuss and if necessary to challenge stereotypical ideas offered by users

### **Services to Employers and Other Agencies including education providers:**

- The Careers Team will seek to ensure equality of opportunity by establishing and maintaining good working relationships with opportunity providers
- Comply with legislation and all voluntary codes of practice relating to Equal Opportunities
- Encourage and support employers and training providers to monitor and review their recruitment and selection processes

- Assist the provider to take appropriate action where alleged discrimination has occurred
- Promote awareness through staff development and training to enable good practice in taking and submitting training and employment opportunities and ensure good practice with employers

### **Careers Team staff**

- Equal opportunities Statement to be included in induction programmes
- Training to enable staff to improve knowledge, understanding and confidence when dealing with Equal Opportunities issues as per University staff development policy/practice
- Review Equal Opportunities developments on a regular basis and provide training where appropriate.

### **Evaluation and review**

The Careers Team Equal Opportunities Statement is an integral part of all elements of its work and should be central to any quality review process of its standard procedures

