

Equality and Diversity Policy

Centre Name: 4 TEFL

Responsible Person: Ruswel James, Quality Assurance

Review Date: 30 September 2025

1. Policy Statement

4 TEFL is fully committed to promoting equality, diversity, and inclusion in all aspects of its operations. We ensure that all learners, staff, and stakeholders are treated fairly and with respect, in line with the Equality Act 2010, Ofqual regulations, and Focus Awards requirements.

No individual will be disadvantaged, directly or indirectly, on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We provide equal access to our programmes and assessments, including the use of reasonable adjustments as set out in our [Reasonable Adjustments and Special Considerations Policy](#).

2. Scope

This policy applies to:

- All learners enrolled on 4 TEFL programmes.
- All staff members, including tutors, assessors, IQAs, and administrative staff.
- Contractors and partners working on behalf of 4 TEFL.

3. Responsibilities

- Quality Assurance (Ruswel James) oversees the implementation of this policy and ensures compliance with Ofqual and Focus Awards standards.
- Assessors are responsible for fair and consistent assessment decisions.
- Internal Quality Assurers (IQA) monitor assessment practices to ensure equality and fairness.
- All staff members are responsible for upholding these principles and reporting any breaches.

4. Implementation

- All programmes are delivered online through our secure learning systems, ensuring accessibility regardless of learner location.
- CRM and e-learning platforms are designed with inclusivity in mind.
- All Zoom sessions and assessment activities are recorded and securely stored, ensuring transparency and fairness.
- Learners requiring adjustments are supported on a case-by-case basis, following documented procedures.

5. Complaints and Appeals

Any learner or staff member who feels they have been treated unfairly or discriminated against can:

- Raise a complaint under the [Complaints Policy](#).
- Submit an appeal under the [Appeals Policy](#).

All complaints and appeals are handled confidentially and investigated promptly.

6. Training and CPD

- Equality and diversity awareness is included in staff induction.
- Ongoing CPD is logged and reviewed through internal training and external CPD providers, including:

CPD Standards Board, London EC1V 2NX (**Accreditation ID: TJ5Q4GT7WJGIZ**).

The CPD Group, Rothwell, Kettering NN14 6BQ (**Approved Provider # 788016**).

7. Monitoring and Review

- Equality and diversity practices are reviewed annually as part of our Quality Improvement processes.
- Feedback is collected from learners and staff to inform policy updates.
- Records are maintained in line with the [Data Protection and GDPR Policy](#).

This policy has been approved & authorised by:

James Ruswel
Quality Assurance
30 September 2025

