

Alchemea Equal opportunities Policy For Students

Alchemea will endeavour not to discriminate, directly or indirectly, against students or potential students on the grounds of gender, race, colour, nationality, ethnic or national origin, religious or political beliefs, disability, marital status or family circumstances, sexual orientation, age, ex-offender status, social class, HIV status or any other irrelevant criteria. Staff and students at all levels should treat one another with respect and courtesy.

Definitions of direct and indirect discrimination are given in Appendix 1.

Admissions

Admission to the College is necessarily selective as more applications are received than there are places available and applicants need to show they have the ability to complete the programme of study successfully. The College will aim to use appropriate, non-discriminatory language in all recruitment literature.

Applicants will be selected on the basis of their existing knowledge and their ability to complete the diploma programme successfully and to contribute to the life of the College. Evidence on which decisions are made may include qualifications, predicted qualifications, academic references; information provided on an application form, outside interests, evidence of recent study, motivation for the diploma programme and performance in an interview.

Where an applicant has a disability or special need, the Board of Directors will also consider all applications on academic merit first. The College will also have to determine if adequate special provisions can be made. Although every effort will be made to provide any special facilities needed, occasionally it may not be possible to accept a student with a particular disability. The College will look into relocating the course if access is the problem, or buying relevant special equipment if that is necessary. Students with a disability or special need are recommended to contact the College as early as possible (including pre-application).

All other irrelevant criteria will be discounted when making the decision.

Interviewers should not ask about issues irrelevant to the course of study and which may be seen as discriminatory (such as family responsibilities), but if the candidate raises such issues they may be discussed in full.

The Board of Directors may wish to take into account poor home study facilities; poor schools, early family responsibilities, financial hardship or other factors which may have caused a candidate to under-achieve educationally.

Teaching Materials

Lecturers should endeavour to use language which does not cause offence to particular groups of students and should try to ensure teaching materials, case studies, etc, reflect the diversity of the student population and are not stereotypical. This should not, however, prevent free speech or the academic freedom to debate and challenge the views of others.

Examples of more appropriate language would be humanity instead of mankind, and reference to a wheelchair user, not someone confined to a wheelchair.

Placements

Alchemea will try to ensure that organisations offering work placement follow the equal opportunities principles set out in this document and contained in UK equal opportunities legislation. Students with disabilities are also encouraged to take up placements where possible and every assistance will be given in enabling them to find a suitable position.

Examinations

Alchemea will try to ensure that examination papers are marked fairly and where practical be moderated by another person. Special circumstances (for example, illness) will be taken into account provided advance notice has been given.

Students whose first language is not English and students with disabilities or special needs (including dyslexia) may be allowed special provision in examinations such as additional time or the facility to type their answers, to compensate for their circumstances without giving an unfair advantage. Any students requiring a special provision must inform the Director of Curriculum as early as possible. Evidence of a disability may be required.

Support Services

The student Welfare Officer (the College Manager) will endeavour to ensure that Alchemea's activities and interactions with students comply with the equal opportunities policy. In particular, Alchemea will try to provide services appropriate to the needs of differing groups of students.

Alchemea provides careers advisory services, library and information services, computing and information systems, student financial support services, student advice services and counselling services.

Alchemea does not have sufficient parking spaces to allow most students to park on site. It will, however, endeavour to prioritise students who have particular disabilities; medical needs or welfare needs which require them to park a car on site.

Harassment

Harassment is any behaviour or action that is unacceptable to the recipient and which creates an intimidating, hostile or offensive environment in which to live or work. Harassment may be on the basis of gender, race, religion, sexuality, disability, appearance or many other factors. It may take many forms, ranging from suggestive or derogatory remarks, offensive or practical jokes, to ridicule, social exclusion, threats, pressure to become involved in antisocial or criminal behaviour, or actual physical assault.

Harassment in any form is unacceptable behaviour and may be dealt with under the College's disciplinary procedures. Harassment may involve staff or students. Staff harassing staff is dealt with under the staff equal opportunities policy.

Free Speech and Meetings Held on College Premises

The College will ensure that freedom of speech within the law is secured for members, students and employees of Alchemea and for visiting speakers.

The College must, however, operate within the law, and any meetings which may incite or cause violence, racial hatred or a breach of the peace, may not be allowed or may be required to operate under strict conditions, for example admission by ticket only or the presence of security staff.

Further Advice

Any student who feels they have experienced discrimination or who is being harassed should approach the Welfare Officer (the College Manager) in the first instance, for confidential advice on the options open to them. The College has developed a formal complaints procedure, which can be found in the Student Handbook.

Monitoring

All students are asked at the time of enrolment, if they wish, to indicate details of any disability. This information is treated confidentially. Disability information will be used by Alchemea when assessing which students need special examination provision and may occasionally be used to contact individuals to inform them of services or events of interest, for example a careers fair for students with disabilities.

Appendix 1 – Definitions

Direct discrimination is defined as treating a person differently on the basis of belonging to a particular group, for example being male or female, being married or belonging to a particular ethnic group. It may arise when, for example, someone acts on the basis of stereotyped views about particular groups of people.

Indirect discrimination is defined as applying a requirement or condition, which, although applied equally to everyone, is such that a considerably smaller proportion of a particular group can comply with it and it cannot be shown to be justifiable.