



# Diversity, Equality and Inclusion Statement

---

## Introduction

YMCA Fitness Industry Training (YMCAfit) is an operation which acts under London Central YMCA. It aims to provide training of excellent quality at all levels for all students. In pursuit of this aim, YMCAfit is committed to ensuring that all of its activities are governed by principles of equal opportunity, and that all students are helped to achieve their full potential. In our programmes this statement applies to bookings and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

## Bookings & Admissions

Decisions on admission are based solely on the individual merits of candidates and their suitability for the course for which they have applied (which considers the requirements and prerequisites of YMCAfit and relevant Awarding Organisations). Admissions procedures are kept under regular review to ensure compliance with this policy.

YMCAfit will not unlawfully, unfairly or unreasonably discriminate or treat any individual less favourably on the grounds of gender, marital status, race, ethnic origin, disability, colour, religion, sexual orientation, social background or other irrelevant distinction.

Applications for students with individual needs and disabilities are considered on exactly the same grounds as those from other candidates. We are committed to making reasonable arrangements to enable such students to participate as fully as possible.

## The Curriculum, Teaching & Assessment

Discrimination will not be tolerated. YMCAfit departments and in some instances the Awarding Organisation, monitor the curriculum, teaching practice and assessing methods. Teaching and support staff should have regard for the diverse needs, interests and backgrounds of students in all dealings with them.

It is the responsibility of the Tutor Managers to ensure that all YMCAfit tutors are technically and occupationally competent in the disciplines that they teach and assess. The Curriculum Team are responsible for informing the Tutor Managers of changes to the curriculum in order to ensure that all Tutors/Assessors are kept up to date.



## Support Services

We recognise that some students have different learning needs. The Learning Support Manager at YMCAfit has responsibility for students with individual learning needs, disabled learners and vulnerable adults and can provide information on the support and guidance available to these students.

## Staff Development & Training

Personal development is part of Central YMCA's mission statement. It is recognised that the fulfilment of the YMCAfit's goals will come about largely through the efforts of the staff and volunteers of the organisation. Therefore, YMCAfit believes that it is essential for its staff to be given adequate exposure to training opportunities in the interest of both personal development and for the success of the organisation as a whole.

YMCAfit promotes and facilitates training for all employees. All staff undergo:

- An induction, which provides staff members with a clear understanding of their role within the organisation and equips them with the relevant information and tools needed to competently fulfil their job role and identify any areas for development.
- On-the job training which is an inevitable part of employment and enables the employees to perform their daily working tasks to the best of their ability.
- Internal courses to increase staff awareness of the organisation's policies and procedures and to aid professional development.
- External courses to improve staff members' skills relevant to their job role.
- Compulsory training, which aids employees to fulfil the operational obligations such as Health and Safety etc.

Training needs are identified through appraisals. Appraisals take place on an annual basis and reflect on the employee's development throughout the year.

If a member of staff wishes to attend training it must be relevant to their job role and the organisation. All requests must be put through the employees' Line Manager.

## Complaints

A candidate for admission, who considers that he or she has not been treated in accordance with this policy, should raise his/her concerns with the Team Co-ordinator. Employees of YMCAfit should consult their Line Manager who should then inform the HR department for further investigation. Students during the course of or,

## world class training

Registered Charity No. 1001043. Company registered in England No. 2551972.

YMCAfit is a trading name of London Central Young Men's Christian Association Ltd, with registered offices: 111 Great Russell Street, London.WC1B 3NP. YMCA® is a registered trade mark in Great Britain and Northern Ireland. Activator® is a registered trade mark in class 41 in Great Britain and Northern Ireland. ISO9001 accredited.



post study may use the student complaints procedure, and should, in the first instance, lodge their complaint with the Team Co-ordinator, who will advise on the procedure to be followed thereafter. The Team Co-ordinator monitors all complaints made by students.

YMCAfit reserve the right to change its Diversity, Equality & Inclusion Policies without prior notice.

These policies are to be kept under review and are subject to change in the light of:

- A general agreement being reached by London Central YMCA.
- Clarifications or information that may have been overlooked.
- Any other events that cast doubt on the policies.