

UK Professional Development Academy



Equal Opportunities Policy

Equal Opportunity Policy	Last Review:	January 2026
	Amended Date:	N/A
	Next planned review in 12 months, or sooner as required	

Equal Opportunities Policy

1. Introduction

UK Professional Development Academy is committed to equality, diversity, inclusion and respect. No learner, applicant, employee, contractor or visitor will be treated less favourably because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

2. Legal and Regulatory Context

This policy reflects the Equality Act 2010, including the duties relating to direct discrimination, indirect discrimination, harassment, victimisation and reasonable adjustments. UKPDA also considers relevant awarding organisation requirements and data protection obligations when collecting equality information.

3. Scope

The policy applies to admissions, recruitment, employment, teaching, learning, assessment, learner support, complaints, disciplinary processes, procurement and all activities delivered on site or online.

4. Policy Commitments

UKPDA will provide fair access to programmes and employment, use objective selection criteria, promote inclusive teaching and assessment, make reasonable adjustments, challenge discriminatory conduct, and provide accessible routes for reporting concerns. Positive action may be used where lawful and proportionate.

5. Inclusive Teaching, Learning and Assessment

Learning materials and activities should represent diverse people and experiences, avoid stereotypes and be available in accessible formats where reasonably required. Assessment must test relevant competence and not create unnecessary barriers. Staff should consider language, digital access, disability, caring responsibilities and other circumstances without lowering academic standards.

6. Reasonable Adjustments

UKPDA will consider reasonable adjustments for disabled learners and staff. Adjustments will be discussed with the individual, recorded and reviewed. Decisions will take account of effectiveness, practicability, cost, available resources, health and safety and any competence standard that cannot lawfully be altered.

7. Dignity, Harassment and Victimisation

Bullying, harassment, sexual harassment, discriminatory language and victimisation are not acceptable. Reports will be treated seriously, sensitively and as confidentially as possible. Retaliation against a person who raises a concern or supports an investigation is prohibited.

8. Admissions and Recruitment

Decisions will be based on published requirements, merit and suitability. Questions about disability or health will only be asked where lawful and relevant, including to arrange adjustments. Equality monitoring data will be separated from selection decisions where practicable.

9. Responsibilities

Senior management is accountable for implementation. Managers, tutors and assessors must model inclusive behaviour and respond to concerns. Every learner and member of staff must treat others with dignity and avoid discriminatory conduct.

10. Reporting and Complaints

Concerns may first be raised informally with a tutor, line manager or designated officer. A formal complaint may be submitted where informal action is unsuitable or unsuccessful.

Investigations will be impartial, outcomes will be communicated in writing and appropriate corrective action will follow.

11. Monitoring

UKPDA may review participation, achievement, complaints, recruitment and progression data to identify disproportionate outcomes. Personal data will be minimised, secured and used only for legitimate purposes.

12. Review

This policy will be reviewed annually or earlier following legal, regulatory or organisational change.