



ENGLISH LANGUAGE CENTRE SUMMARY

UNIVERSITY OF LIVERPOOL DIVERSITY AND EQUALITY OF OPPORTUNITY POLICY

1. INTRODUCTION

As part of the University of Liverpool, the English Language Centre follows the University's policies and procedures relating to diversity and equality. Full information about these can be found on the University's webpage at <http://www.liverpool.ac.uk/hr/diversityandequality/>.

The ELC will always follow the University's policy and procedures. This document is a summary of some of the main points to try to make the process easier to understand and is intended only to help students of the University of Liverpool English Language Centre.

2. BACKGROUND

The University wants to be an organization which recognises and values people's differences, uses the strengths that those differences bring to the institution and helps all staff and students to succeed. This is especially with reference to a person's **age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religious belief/non belief, sex or sexual orientation**. You can find definitions of **these terms** in Appendix A of the University's *Diversity and Equality of Opportunity Policy*. You can read the full policy at: <https://www.liverpool.ac.uk/media/livacuk/hr/diversityandequality/policiesandactionplans/D&E,Policy,April17.pdf>.

3. RESPONSIBILITIES

3.1 STAFF

All members of staff should:

- not discriminate against or harass anyone.
- be familiar with this policy and other appropriate policies and action plans such as the *Dignity at Work and Study Policy*.
- report unlawful behaviour by the University, members of staff or students either directly, through their line manager or Head of Department, or the appropriate complaints procedure.
- if applicable, manage diversity and equality in the workforce and amongst the student body.
- anticipate disabled access to the University and take appropriate action to remove barriers.
- always consider the need to eliminate unlawful discrimination, promote equality between different groups and foster good relations.
- promote a positive environment in which to work and study.
- be prompt, efficient and polite in their dealings with fellow members of staff, students and visitors to the University.
- keep up to date with the law on equality, issues in this area and the support available to students and staff by attending training and taking advantage of information opportunities as appropriate.

3.2 STUDENTS

All students should:

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- not discriminate against or harass anyone.
- be familiar with this policy and other appropriate policies and action plans such as the *Dignity at Work and Study Policy*.
- report unlawful behaviour by the University, members of staff or students either directly, through the Course Coordinator, Course Director or ELC Director, or through the *ELC Suggestions, Compliments and Complaints* procedure.
- promote a positive environment in which to work and study.
- Be prompt, efficient and polite in their dealings with fellow students, members of staff and visitors to the University.

4. IMPLEMENTATION

The University takes a proactive approach to promoting diversity and equality of opportunity through:

- regular reviews of procedures in both staffing and student recruitment.
- a requirement to consider diversity and equality of opportunity when approving a new programme of study.
- annual academic programme monitoring and periodic reviews.
- the use of a standard annual professional development and review for all members of staff.

5. MONITORING

The success of this policy is monitored regularly by the University of Liverpool using statistics on:

- applications and admissions
- degree classifications (or grades)
- retention rates (or how many people drop out of their course)
- complaints and appeals
- first destination statistics (or what people do after finishing their studies)
- enquiries, applications and appointments to jobs at the University
- workforce analysis (who works at the university)
- promotions