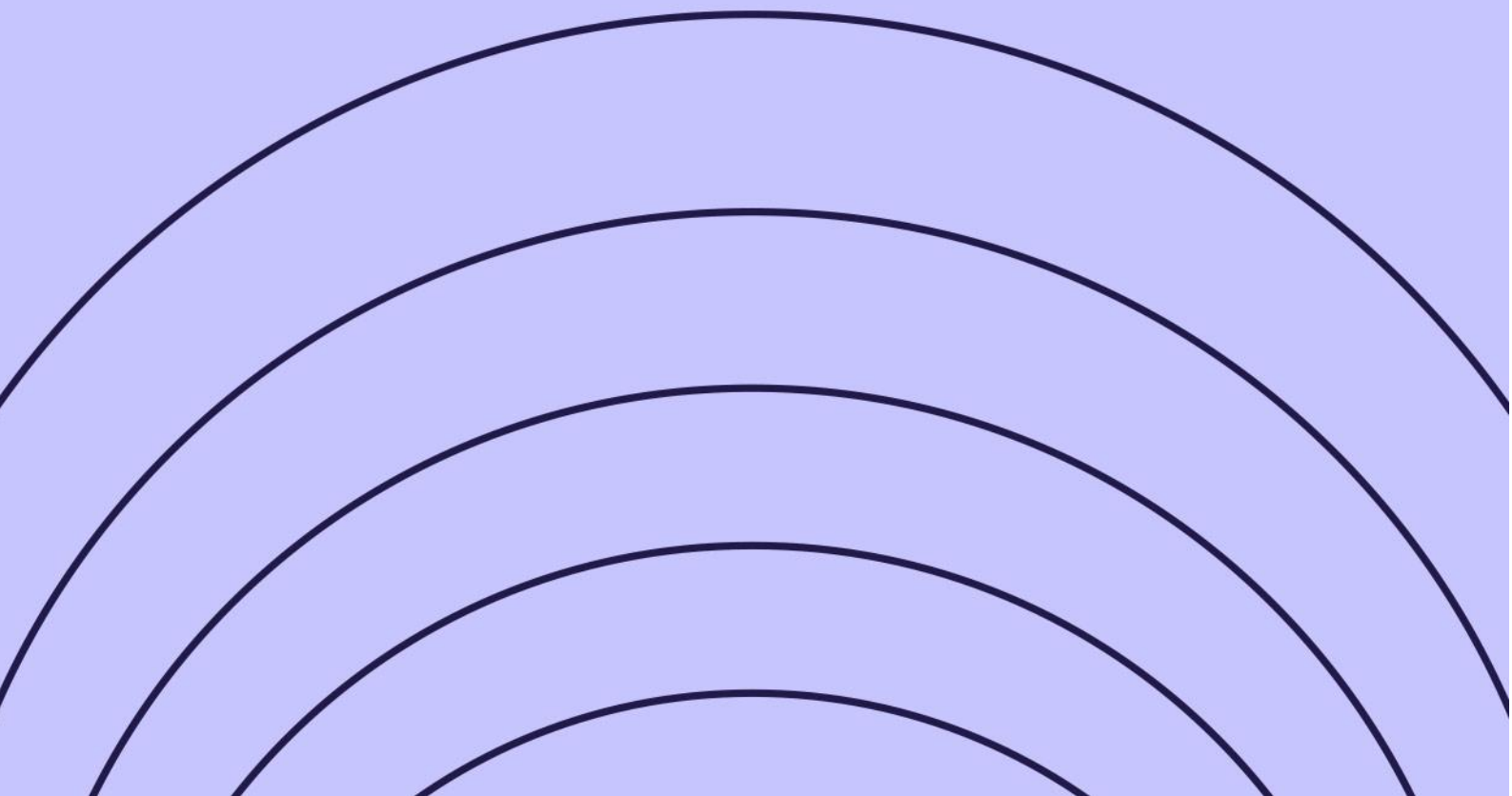




Pearson TQ UK Apprenticeships Equality & Inclusion Policy

[This Policy relates only to programmes delivered in the United Kingdom by TQ Education & Training Ltd]



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Policy Statement

Note: This Policy relates to programmes delivered in the UK by TQ Education & Training Ltd – Company number 00604934 and APAR number 10002806.

Pearson TQ (“TQ Education and Training Limited”) is committed to providing equality of opportunity and ensuring fair treatment for all individuals involved in the delivery of Apprenticeship programmes in England. We aim to foster a working and learning environment in which everyone behaves with mutual respect and courtesy, in full accordance with the principles set out in the [Equality Act 2010](#).

We are dedicated to ensuring that all staff, along with apprentices, employer partners, contractors, visitors and any other stakeholders, are treated with dignity, respect and fairness at all times. Our intention is to maintain a positive, inclusive and supportive environment that is free from discrimination, victimisation and harassment.

All Pearson TQ employees, associates and contractors must comply with this policy and with all relevant Pearson PLC policies and associated best practices on which this policy is based. To uphold these standards, Pearson TQ will ensure that every learner and member of staff receives appropriate training and is provided with the opportunity to achieve their full potential within a culture founded on trust, respect and equality.

Objectives

The objectives of this policy are to:

- Provide clear guidance to all Pearson TQ staff, apprentices, employer partners, associates and contractors on how to actively promote, support and embed the principles of equality and inclusion in all aspects of apprenticeship delivery.
- Secure organisation-wide commitment to the effective implementation of this policy, ensuring that equality and inclusion remain integral to Pearson TQ’s culture, decision-making and operational practices.
- Positively influence recruitment practices for both employees and apprentices by encouraging fair, transparent and inclusive processes that support equal opportunities for all.
- Embed inclusive practice within apprenticeship training, ensuring that all training, support and learner engagement activities reflect the principles of equality, fairness and respect.

Roles, Responsibilities, and Implementation

Pearson TQ is committed to delivering a high-quality experience for all apprentices, employers and staff. The Senior Management Team holds overarching responsibility for ensuring that Pearson TQ operates within a framework that upholds equality of opportunity. This includes ensuring the effective implementation of this policy and delegating its ongoing maintenance and review to the Senior Quality Compliance Manager.

The Pearson TQ Vice President provides strategic leadership on equality and inclusion, ensuring the consistent application of this policy and championing an organisational culture that supports fairness, respect and inclusive practice.

In line with the Pearson TQ Safer Recruitment Policy, the management team will establish recruitment targets that reflect best practice and statutory requirements. They will also monitor achievement and progression outcomes in accordance with the principles of the [Education Inspection Framework](#) and relevant codes of practice.

Pearson TQ's management team is responsible for delivering equality and inclusion across all areas of apprenticeship delivery. This includes the development of policies, procedures and associated action plans to ensure that equality and inclusion are embedded in organisational activities.

All Pearson TQ staff members are responsible for:

- Taking appropriate measures in line with the Pearson Code of Ethics should incidents arise that breach this policy and undertaking Pearson's Code of Ethics certification and training annually;
- Being able to recognise discrimination/unacceptable behaviours;
- Providing equality of opportunity for all;
- Complying with UK legislation regarding equality and inclusion;
- Undergoing training, development and seizing learning opportunities;
- Reporting any form of discrimination within Pearson and, where appropriate, to any external regulatory bodies.

All Pearson TQ staff members are :

- Welcome to participate in various Employee Resource Groups (ERGs) - voluntary, employee-led networks formed around shared identities, interests or experiences. They provide a structured forum for colleagues to connect and support one another, contributing to an inclusive and collaborative working environment. All ERGs are open to

colleagues of every background, reflecting Pearson's commitment to creating an inclusive and supportive workplace for all.

- Required to undertake training focused on equality and inclusion via Pearson's in-house Learning and Development Platform available to all Pearson TQ employees.
- Invited to attend and participate in cultural awareness events across Pearson.
- Invited to take part in Pearson's Annual Global Diversity Awareness Month.

All Pearson TQ staff members when training apprentices must ensure that:

- All learners undertaking an apprenticeship programme at the commencement of the programme attend a detailed and robust induction that addresses equality and inclusion core values and Pearson TQ's policy;
- As part of each apprentice's personal development, including completion of the apprentice Progress Review process, they undertake equality and inclusion awareness activities to further develop apprentice knowledge and understanding around inclusivity, respect, and tolerances of other apprentices;
- Any staff members or apprentices who believe that they are being discriminated against, harassed or victimised may report their concerns to their manager, HR partner or on [PearsonEthics.com](https://www.pearsonethics.com) as per Pearson's Code of Ethics.

Pearson TQ's management team:

- Assess the effectiveness of this policy and other Pearson Plc policies on the users in accordance with the general duties;
- Monitor, review and investigate issues/incidents raised by staff, and/or apprentices; Review impact of equality and inclusion within Pearson TQ;
- Have regard to social inclusion and community cohesion.

This policy will be monitored to ensure it complies with current legislations including relevant UK laws and statutory codes of practice, ensuring strict adherence to the [Equality Act 2010](#).

Other Related Policies and Procedures

This policy is in addition to other Pearson Policies and best practice documents:

- Pearson Plc's Global Quality Standards Framework
- Pearson Plc's Code of Ethics
- Pearson UK – Equal Opportunities Policy

- Pearson TQ Safer Recruitment Policy

Review of the Policy and Procedure

The Policy will be reviewed annually by Pearson TQ's Senior Management Team to ensure it is still valid and reflective of current best practice.

Document Version History

Version No	Date Revised	Revision Description	Revised By	Approved By
1.0	17/03/17	Amended to reflect new Pearson TQ branding.	Neil Saunders	Martyn Leader
2.0	27/03/19	Annual review – major amendments to all sections.	Tina Hutchinson	Martyn Leader
2.1	04/04/19	Amended and reviewed by Global Diversity and Inclusion Team and Project Manager.	Peter Hughes & Tina Hutchinson	Martyn Leader
2.2	23/04/19	Amended and reviewed by Project Manager.	Neil Saunders	Martyn Leader
2.3	23/04/19	Amended and reviewed by Head of Work Based Learning.	Poppy Carter Mills	Martyn Leader
2.4	27/08/19	Reviewed as part of Lead Provider Project.	Teresa Povey	Martyn Leader
2.5	27/09/19	Reviewed by the Independent Advisor.	Olga Bottomley	Neil Saunders
2.6	06/01/21	Annual review – minor amendments	Neil Saunders	Martyn Leader
2.7	12/01/22	Annual review – no amendments	Neil Saunders	Neil Saunders
2.8	02/02/23	Annual review – no amendments	Neil Saunders	Neil Saunders
2.9	23/11/23	Annual review: removal of appendices, update URL links and addition of new URL links, replace Equality, Diversity, and Inclusion with Diversity, Equity, and Inclusion. Formatting, accessibility compliance, spelling and grammar, Pearson TQ branding.	Tina Hutchinson	Martyn Leader
2.10	2/9/24	Annual review – no amendments	Donna Rowley	Martyn Leader
2.11	27/10/25	Hyperlinks to Pearson policies removed to reflect most current content.	Neil Saunders	Martyn Leader
3.0	05/02/26	Annual review – renaming of policy and emphasising UK only policy; updates to terminology, events, training to reflect changes for 2026; removal of reference to military programmes; update to Pearson branding.	Neil Saunders	Martyn Leader