



# UK Apprenticeships Diversity, Equity, and Inclusion Policy

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# Policy Statement

**Note:** This policy relates to the delivery of Apprenticeship programmes in the United Kingdom only.

This policy outlines Pearson TQ's (TQ Education and Training Limited') recognition and celebration of diversity and equity, and to ensure equality of opportunity and fair treatment for everyone involved with Pearson TQ. Pearson TQ strive to achieve a working and learning environment where people treat each other with mutual respect and courtesy irrespective of age; disability; gender or gender reassignment; marriage or civil partnership; pregnancy or maternity; race; religion or belief; sex or sexual orientation (protected characteristics) which is irrelevant to a person's working or learning at Pearson TQ and whilst socio-economic background is not a legally protected characteristic, Pearson TQ is committed to combating any discrimination on this basis and recognises the harm that discrimination has in terms of an individual's access to equality of opportunity. In accordance with the Equality Act 2010, we are committed to promoting good race relations, respect for protected characteristics and harmony between individuals and groups.

All staff, both current and potential, apprentices, non-employed and visitors will be treated with respect, courtesy, and dignity to establish a culture where diversity is valued. It is intended to develop a positive and constructive learning and working environment that is free from victimisation, discrimination, and harassment.

All staff, users of Pearson TQ, associates, partners, and contractors are required to embrace this policy, and all other Pearson PLC policies and best practice which this policy is based on. For this Policy to be successful, every learner and member of staff involved, must be properly trained and given every reasonable opportunity to strive to reach their full potential within an environment of mutual trust and respect.

## Roles, Responsibilities, and Implementation

At Pearson TQ we are committed to providing a high-quality service to our apprentices and staff. Pearson TQ's Senior Management Team has overall responsibility for ensuring Pearson TQ operates within a framework of equity of opportunity and diversity, and for the effective operation of this policy, ensuring its maintenance and review to the Senior Quality

and Compliance Manager. Pearson TQ's Vice President will be responsible for displaying a consistent and high-profile lead on diversity, equity and inclusion matters and ensuring the policy is followed.

The management team at Pearson TQ will set recruitment targets in accordance with our Safer Recruitment Policy, and achievement and progression rates in accordance with the ethos of the [Education Inspection Framework](#) and statutory codes of practice. We will set one or more targets and publish our equity measures to meet the deadlines. The management team at Pearson TQ undertake management of and are responsible for, the promotion of diversity, equity and inclusion, the formulation of policy, procedures, and any action plans where appropriate.

All Pearson TQ staff members are responsible for:

1. Taking appropriate measures in line with the Pearson Code of Conduct should incidents arise that breach this policy;
2. Annually undertaking Pearson's Code of Conduct certification and training;
3. Being able to recognise discrimination/unacceptable activity;
4. Promoting diversity, equity, and inclusion;
5. Keeping abreast with legislation regarding diversity, equity, and inclusion;
6. Undergoing training, development and seizing learning opportunities;
7. Reporting any form of discrimination within Pearson and where appropriate to any external regulatory bodies.

All Pearson TQ staff members are encouraged to:

1. Engage with and participate in various Employee Resource Groups (ERGs) that help employees advance their careers through networking, mentoring, and professional development. On an institutional level, they foster new ways of thinking, encourage innovation, inform product development, increase employee engagement, and enhance workplace culture;
2. Undertake training focused on diversity, equity and inclusion via Pearson's in-house Learning and Development Platform available to all Pearson TQ employees;
3. Attend and participate in diversity, equity and inclusion awareness events and workshops taking place across Pearson throughout the year, which can be found on Pearson's intranet site page - Diversity, Equity & Inclusion;
4. Take part in Pearson's Annual Global Inclusion Week.

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

1. All learners undertaking an apprenticeship program at the commencement of the program attend a detailed and robust induction program that addresses diversity, equity and inclusion core values and Pearson TQ's policy;
2. As part of each apprentice's personal development, they undertake diversity, equity, and inclusion training to further develop their knowledge and understanding around inclusivity, respect, and tolerances of other apprentices;
3. As part of the management of apprentice progress through the review process, diversity, equity, and inclusion assessments take place to reinforce the policy;
4. 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 Conduct Policy.

Pearson TQ's management team:

1. Assess the effectiveness of this policy and other Pearson Plc policies on the users in accordance with the general duties;
2. Monitor, review and investigate issues/incidents raised by staff, and/or apprentices;
3. Review impact of diversity, equity, and inclusion within Pearson TQ;
4. Have regard to social inclusion and community cohesion;
5. Endeavour to recruit staff to match the diversity of our learners.

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

## Objectives

The objectives of this policy are to provide guidance to all staff, users of Pearson TQ, associates, partners, and contractors on how to promote, embrace and implement this policy; achieve commitment to the policy throughout Pearson TQ; influence recruitment practice of employees/staff and apprentices; implement when training apprentices.

## Scope of this policy

This policy deals with equity and diversity matters relating to:

1. Advertising, selecting, and appointing all staff, apprentices, users of Pearson TQ, associates, partners, and contractors;
2. Training and development of all staff and apprentices;
3. Managing, monitoring, and promoting of all staff, apprentices, users of Pearson TQ, associates, partners, and contractors;
4. Disciplining.

## Review of the Policy and Procedure

Once a year the Pearson TQ's Senior Management Team will review the Apprenticeships Diversity, Equity, and Inclusion Policy.

## Other Related Policies and Procedures

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

1. Pearson Plc's Diversity, Equity, and Inclusion Strategic Pillars
2. Pearson Plc's Global Diversity and Inclusion Strategy
3. Pearson Plc's Code of Conduct
4. Pearson TQ Safer Recruitment Policy

For military apprenticeships delivered within military working environments, and for the sake of coherence, consistency and simplicity, Pearson TQ operates in accordance with the policies expressed in the following external documents (as updated):

1. The Equal Opportunities Directive for the Army (Army General Administrative Instructions (AGAI));
2. Civilian Equal Opportunities in the Ministry of Defence (Ministry of Defence Booklet -1996);
3. The Code of Practice for Instructors (Army and Training and Recruiting Agency (ATRA) Booklet - 2005);
4. The Equal Opportunities and Diversity Policy Statements and Plans of the Officers Commanding the units in which Pearson TQ staff and learners work.

Pearson TQ are committed to compliance with other authoritative equal opportunities and diversity policies.

## 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 following instruction from Pearson Global compliance team.	Neil Saunders	Martyn Leader
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