Equality, Diversity and Inclusion Policy

Advanced Driving Instructor Training Academy Ltd · Learner and partner-facing policy

1. Purpose and scope

Advanced Driving Instructor Training Academy Ltd (ADITA) trains adults to become DVSA Approved Driving Instructors through evening courses delivered with further education colleges across the North West and the Liverpool City Region.

This policy sets out how we protect equality of opportunity and inclusion for learners, staff, partner colleges and visitors. It applies to every part of our delivery: recruitment, enrolment, teaching, assessment, in-car mentoring, complaints and partnership working. It applies to everyone acting on our behalf, including associate trainers and guest speakers.

2. Legal framework

We work within the Equality Act 2010 and the public sector equality duties that apply to our college partners. We do not discriminate, directly or indirectly, on the basis of any protected characteristic:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

We also take account of the Human Rights Act 1998, safeguarding legislation and the Prevent duty. Where a college applies its own equality policy, we follow the higher standard of the two.

3. Our commitments

- **Access to training.** No eligible applicant is refused a place because of a protected characteristic, a support need or a previous gap in education.
- **Reasonable adjustments.** We adapt teaching, materials, timing and assessment arrangements so that disabled and neurodivergent learners can take part fully.
- **Respect in the classroom.** Learners and trainers agree a shared standard of conduct. Discriminatory language or behaviour is challenged, recorded and acted on.
- **Representation in the curriculum.** Driving scenarios, case studies and discussion reflect the adults we teach, including older learners, disabled drivers and people returning to work.
- **Fair assessment.** Adjustments never lower the driving or teaching standard required by the DVSA, and are never used to decide who passes.

- **Learning from feedback.** We review participation, completion and learner feedback each cohort and act on any gap.

4. Admissions and eligibility

Our courses are for adults aged 20 and over who hold a full driving licence held for at least three years. Eligibility and residency checks are completed with the partner college at enrolment.

We provide information in plain English and can supply it in alternative formats on request. Applicants can tell us about support needs at enquiry, at enrolment or at any point during the course. Disclosing a support need never counts against an application.

5. Teaching, learning and assessment

Each learner has an Individual Learning Plan, agreed with their tutor and reviewed at weekly progress checks. Where a learner needs something different, we record it in the plan and agree how it will be delivered.

Examples of adjustments we have provided or can provide:

- structured lesson blocks and written summaries for learners with dyslexia or dyspraxia
- clear routines and quieter spaces for autistic learners
- short, focused tasks and movement breaks for learners with ADHD
- extra time and one-to-one catch-up before an assessment deadline
- materials in larger print, or read aloud on request
- flexible arrangements for caring responsibilities and health appointments

Assessment decisions are made against published DVSA standards and recorded in writing. Learners can ask for feedback on any assessment decision.

6. Behaviour and conduct

Harassment, bullying, victimisation and discriminatory language are not tolerated. Concerns are addressed under our learner conduct procedure, with proportionate action that may include a verbal warning, a written warning or removal from the course. Serious incidents are referred to the college and, where necessary, the police.

Learners who experience or witness discrimination are supported to report it and are protected from retaliation.

7. Reporting a concern

A learner can raise a concern with their tutor, the ADITA team through the website contact form, or the partner college. Concerns are acknowledged within two working days and handled confidentially. We will explain what happens next and give a written outcome.

Safeguarding concerns are passed to the college Designated Safeguarding Lead without delay. Raising a concern does not affect a learner’s place, assessment or references.

8. Monitoring and review

Each cohort we review participation, completion, assessment outcomes, learner feedback and whether disclosed adjustments were put in place. Results are shared with the partner college quality lead. We use the findings to change delivery, materials and tutor practice.

This policy is reviewed annually, or sooner if the law, DVSA requirements or college frameworks change. The current version is published on our website.

9. Responsibilities

- Directors are accountable for this policy and for acting on reported concerns.
- Trainers apply the policy in every session, record adjustments and challenge discriminatory behaviour.
- Learners treat others with respect, follow the agreed standard of conduct and tell us about support needs.
- Partner colleges provide equality, safeguarding and quality oversight for learners enrolled with them.

10. Related documents

This policy should be read alongside our safeguarding and Prevent arrangements, learner complaints procedure, privacy notice, learner handbook and the college partnership agreements. Copies are available on request through the website contact form.

Document control

Document	Equality, Diversity and Inclusion Policy
Owner	Advanced Driving Instructor Training Academy Ltd
Version	1.0
Approved	October 2026
Review due	October 2027
Applies to	Learners, staff, associate trainers and partner colleges

This policy is a plain-English statement of our practice. It does not replace legal advice. Questions about this policy can be sent through the contact form on our website.