

# **Our plan to treat people in a good and fair way**

## **Easy Read Summary**

This leaflet is an Easy Read Summary of the Single Equality Scheme Consultation published in June 2010



## Who we are and what we do

We are the **Skills Funding Agency**. We are part of the government.



We work with adults to find them training so they can learn new **skills**. **Skills** are new things you can learn to do. For example, you can learn **skills** to help you do your job better.



## What this leaflet is about

We want everyone to get the same chances to find training and learn new **skills**. We want everyone to be treated in a good and fair way when they do this.

We will put this at the centre of all the work we do.



This leaflet says what we are doing to make this happen.

It says what we will do to treat people in a good and fair way.



This means

- people who want to get training and learn new **skills**
- people who already work for us at the **Skills Funding Agency**
- people who get a new job and come to work for us at the **Skills Funding Agency**



We want to find out if we are doing things in the right way. We will ask questions to find out what people think about our work to treat people in a good and fair way.

## **The law to treat people in a good and fair way**



The government wrote a new law this year called the **Equality Act**. This law says that everyone has the right to be treated in a good and fair way.

We will follow this and make sure we do this in all of our work.

## Things we found out



We found some things out. For example, we found out that some people do not get the same chances as other people.

We found out that this happened more to

- people with disabilities and learning difficulties
- people from different backgrounds or cultures



## Our plan to treat people in a good and fair way

We are writing a plan to say what we are doing to treat people in a good and fair way. We know we cannot do everything but we will follow our plan to make sure it is part of all our work.

Our plan will follow what the law says about treating everyone in a good and fair way.



We will do this for everyone including some groups that are not part of the new law at the moment. For example



- people who are in prison
- people who come from other places like **refugees** who want to come and live in this country



We will always put people and what they need at the centre of what we do.

We want to make sure that everyone gets the same chances to



- learn new things so they can get a job
- get advice from us so they can make good choices

## Our plan to help employers



We want to help **employers** treat people in a good and fair way. **Employers** are people you work for and who can give you a job.

We can help employers by telling them more about training and how people can learn new skills.

## Our plan to help colleges and other places where people can go to learn new things



We want to help colleges and other places where people can go to learn new things to treat people in a good and fair way. We have worked hard to make this happen and we want our good work to continue.

We want to know that everyone is treated in a good and fair way when they go to learn new things.

## More about our plan



We want as many people as possible to get the skills and the training they need to do a good job.

We will spend our money in the best way to make this happen.

We will talk to other groups to find out if they think we are doing things in the right way.

We will ask questions to find out if our plan is working.

## Things we are doing where we work at the Skills Funding Agency

We want everyone who works for us to know about treating people in a good and fair way.

We are doing this by making sure

- all our staff know how to treat people in a good and fair way – we will give them training so they know how to do this
- people in charge like managers can lead staff so they know how to treat people in a good and fair way
- other groups we work with know how to treat people in a good and fair way
- finding out which groups of people need our help the most



## Things in our plan

We are writing an **action plan**. An **action plan** says what we will do to make things better.

It says what we will do to treat people in a good and fair way from 2010 to 2011.

If our plan works then we will keep doing what it says until 2013.

If we find out that it is not working then we will make changes.

The plan says what we need to do so that everyone is treated in a good and fair way.

We will do this by

### **1. Asking colleges and training providers to treat people in a good and fair way**

We give money to colleges and training providers to train people. We expect them to treat those people in a good and fair way.

We will

- find out what different people need when they are going to learn new skills and get training
- make sure they get the right training and help so they get the same chances as other people

## 2. Make sure that treating people in a good and fair way is part of all our work



We want to make sure that treating people in a good and fair way is part of everything that we do.

We will do this by

- finding out as much as we can about different groups of people
- asking them to tell us about what they want and how they want to learn new skills
- spending our money to make sure that people with learning disabilities get the same chances as everyone else to learn new skills
- work with **local councils** so that people who do not speak English get the same chances to learn new skills. **Local councils** are in charge of things in the area you live in
- help people in prison to learn new skills

### 3. Working with other groups to treat people in a good and fair way



We want other groups to know about the good work we are doing to treat people in a good and fair way. We will share the information we find out about treating people in a good a fair way with these groups.

We will do this with groups like

- **colleges and training providers** – these are places you can go to learn new skills and get training
- the **Equality and Human Rights Commission** – they are part of the government. They are in charge of making sure everyone is treated in a good and fair way
- **local councils** – **local councils** are in charge of things in the area you live in
- **job centres** – **job centres** are places you can find out more about getting a job

We will work with other groups too.

#### **4. Treating everyone who works for us in a good and fair way**



We will set a good example at the **Skills Funding Agency** to show that everyone who works for us is treated in a good and fair way.

We will make sure our staff get training to treat each other and anyone who wants to work for us in a good and fair way.

We will work with groups in the government to treat everyone in a good and fair way. We will put this at the centre of all our work.

We will make sure this happens by doing things like looking at how many disabled people and people from different backgrounds get jobs with us.



## Checking that our plan is working

We need to know that our plan to treat people in a good and fair way is working.

We will do this by talking to

- people at the **Skills Funding Agency** who are in charge of treating people in a good and fair way. They can tell us what is working well and what we still need to do. We will always keep our good work going
- other groups that are part of our work. For example, other places like colleges that help people learn new skills and get training

We will write down what we find out in our **Annual Report**. An **Annual Report** is a book that says what we have done in all our work over the past year.

We will put this information on our website too. You can find this information by going to

**<http://skillsfundingagency.bis.gov.uk/>**

## Finding out what other people think about our work



We want to know what other people think about our work to treat people in a good and fair way. We will talk to groups like

- adults who are learning new skills
- staff at the **Skills Funding Agency**
- people working in colleges and people who work in training
- other groups who are interested in what we do and are part of our work

We will ask these groups questions to find out what they think.

## Finding out what you think about our work

We want to know what you think about our work too. We are asking people to tell us what they think about our plan to treat people in a good and fair way.

## Questions about our work to treat people in a good and fair way



We want to find out what you think about our work to treat people in a good and fair way.

We wrote some questions about this. Please write your answers in the spaces below the questions.

You can answer the questions on your own or you can ask your carer or support worker to help you.

- 1. Are we doing good work to treat people in a good and fair way?**



**2. Do the services that give training know everything they need to know about treating people in a good and fair way?**

**3. Do you think our plan to treat people in a good and fair way will work?**

- 4. Is there anything we say we will do in our plan that we could do better? Please tell us what this is**



- 5. Are we doing enough for our staff so they know how to treat people in a good and fair way?**

**If you think we need to do more, please tell us what we need to do**



**6. Have we put the most important things in our plan to do with treating people in a good and fair way? If you think we should change anything, please tell us what this is**

**7. Are we doing enough to treat people in a good and fair way who work for us at the Skills Funding Agency? If you think we need to do more – please tell us what this is**



**8. Do you think the 4 main things in our plan will work? These are**

- asking colleges and training providers to treat people in a good and fair way
- make sure that treating people in a good and fair way is part of all our work
- working with other groups to treat people in a good and fair way
- treating everyone who works for us in a good and fair way

**If you think we need to do more, please tell us what this is**



**9. Is there anything else we need to know about how to treat people in a good and fair way? Please tell us what this is or where we can find it**

**10. Do you think our plan to check things are working is good? If there is more we should be doing – please tell us what this is**



You can answer the questions on our website.  
You need to go to

**<http://skillsfundingagency.bis.gov.uk/>**

Or you can get in touch with us by

Post            **Jo Barkham**  
                  **Skills Funding Agency**  
                  **Cheylesmore House**  
                  **Quinton Road**  
                  **Coventry**  
                  **CV1 2WT**

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Email

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Phone            **0845 377 5000**

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