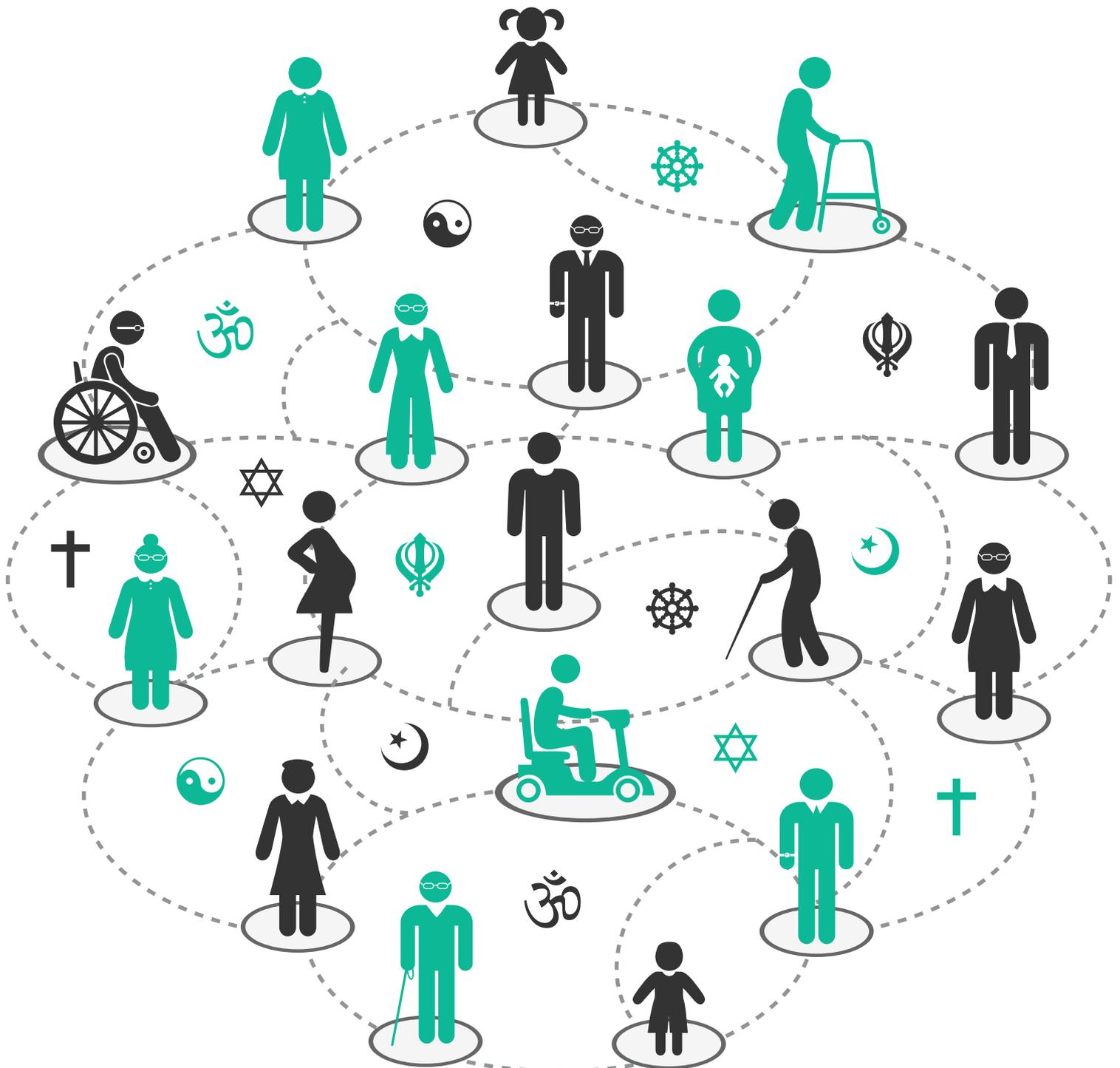




The Academy for
Diversity

Welcome to The Academy for Diversity

A BRIEF OVERVIEW





Welcome to The Academy for Diversity. Having successfully delivered training to many organisations in this field, we have seen at first hand the challenges that organisations face in delivering learning that creates an appropriate experience for employees, suppliers and customers yet still supports legislative compliance.



About the Academy

Whilst there are organisations that address various aspects of these challenges, there has not been a single point of access to all the essential materials, knowledge and insights to support you in this area. This is exactly why we set up the Academy. Our aim is to give you one place to go that provides an integrated set of tools and resources, designed to work together seamlessly, yet simple to use and powerful in their delivery.

Prior to setting up the Academy, we saw a number of issues:

1

Many organisations do not have sufficient knowledge in house

2

Training a large number of staff, often across multi site locations is time consuming, resource hungry and expensive, particularly if using outside training resource.

3

There are many roles in organisations that are not office based and so attending a classroom session can be problematical.

4

Customer facing staff are often ill equipped in terms of training and knowledge to address this area with any degree of confidence.

5

Where training has been provided, it is often several years out of date and learners have not seen any type of knowledge refresher.

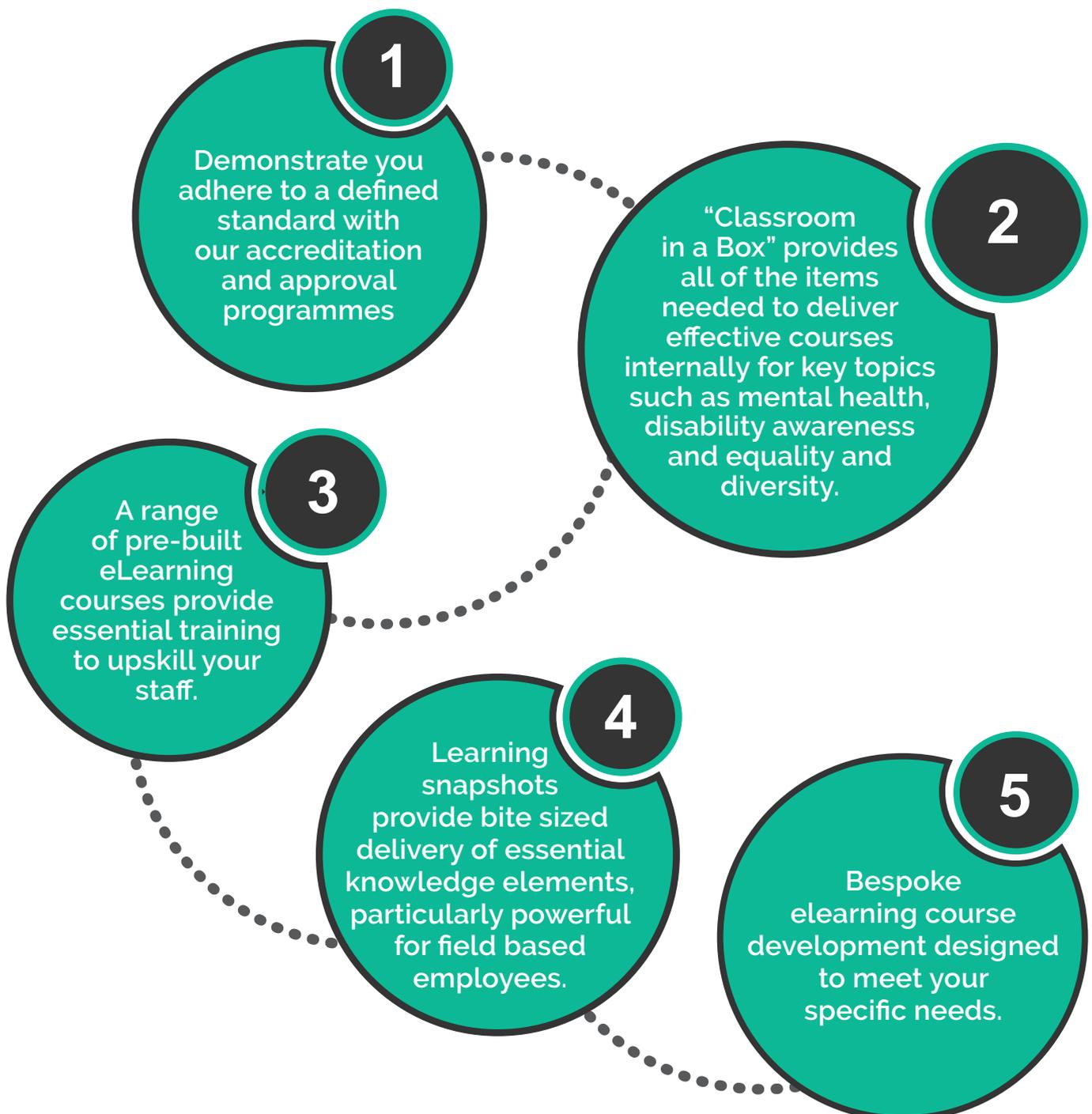
Taking Control

By bringing together a range of skills, domain knowledge and learning resources to focus specifically on addressing the issues above, we help you take effective control of this area by enabling you to be consistent in your approach, confident in

your dealings and ultimately compliant in order to protect your organisation – all at a cost effective price point.

In terms of the solutions we offer, we have kept things deliberately simple and transparent.

There are several options designed to work independently or together for increased effectiveness:



The Academy for Diversity recognition of accreditation for organisations and the Academy seal of approval for trainers and diversity courses.

Discover the benefits of Academy membership.

- Formal recognition of your diversity commitment
- Confirmation that your organisation adheres to a code of practice to educate and train employees
- Formal recognition of your diversity training courses and delivery

The Academy for Diversity can help achieve this. Our much sought-after approval and accreditation programmes offer organisations and trainers the opportunity to demonstrate they adhere to a defined standard when it comes to diversity.

The accreditation and approval programmes offer a professional

assessment of diversity knowledge, capabilities and training to demonstrate delivery to a defined level. Use the Academy brand to lend added credibility to your diversity initiatives and communications.

Commitments

As an Academy member, you agree to abide by our Ethical Framework for Equality, Diversity and Inclusion in the Workplace. You have to read and agree to this as part of your membership application.

We offer 3 levels of membership:

- Accredited Organisation
- Approved Diversity Courses
- Approved Trainers

Accredited Organisation

A diversity quality standard for organisations

Gaining accreditation demonstrates to clients, suppliers, public bodies and employees that you have achieved high standards of knowledge, experience and development in diversity.

Accreditation is awarded through an application and audit process. As well as completing a set standard of training, you must be able to demonstrate a real understanding of introducing and

managing diversity, equality and inclusion in order to help your employees, clients and the wider community.

Benefits of accreditation

- Use of the designatory letters 'MEQD (Accredited Organisation)'
- A certificate of accreditation and a logo that you can use to promote your approach to diversity
- Professional recognition of your organisation's diversity implementation

Approved Diversity Courses

A diversity quality standard for courses

Benefits of approval

- Use of the designatory letters 'CEQD (Approved Diversity Course)' for diversity courses that we have approved
- A certificate of approval and a logo that you can use to promote your diversity courses

Approved Trainers

A diversity quality standard for trainers

Benefits of approval

- Use of the designatory letters 'TEQD (Approved Trainer)'
- A certificate of approval and a logo that you can use to promote yourself as a diversity trainer

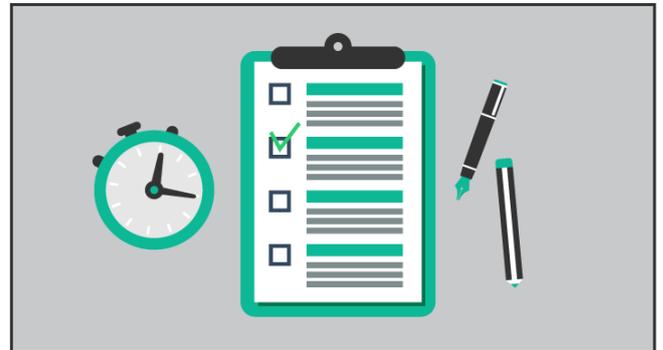
For further details on accreditation or approval, please visit our website -

www.theacademyfordiversity.co.uk or email us on info@theacademyfordiversity.co.uk

Introducing the Document Toolkits

Guides and Checklists

We have provided a range of guides and checklists to enable you to explore the key areas of Equality, Diversity and Inclusion. Here you can instantly access a range of publications specifically designed to support Human Resource Professionals, Diversity Managers and Team Leaders.



Policies and Procedures

We know that creating policies and procedures can be a time consuming and often daunting task. We support all of our Academy members by making Equality, Diversity and Inclusion straightforward and hassle free. Here you can download and instantly access the essential diversity policies and procedures that every business needs. These documents can be amended and branded to suit your individual requirements.



Factsheets

With the appropriate membership, we give you access to a wide range of fact sheets that you can use to support awareness across your organisation. For example, if you are looking for a short introduction into the different types of disabilities or have a query about workplace diversity, then this section contains a wealth of information.



We are continuously adding to our resources but if you are looking for specific support please get in touch.

Introducing Classroom in Box

Ensuring that personnel are kept up to date in the area of Equality, Diversity and Inclusion can be a challenge both financially and logistically.

Many organisations today are having to stretch their training budgets and demonstrate an increased ROI for their training spend. Imagine if we could give you all of the information and resources you need in order to run an effective training course independently. To help you get more from your training budget, we have developed Classroom in a Box, an

extremely cost effective way to run training sessions within your business.

Using Classroom in a Box, you gain access to a specially designed presentation, trainers manual, exercises and everything you need in order to provide classroom based training for your personnel.

Each Classroom in a Box targets a specific area of learning. Using our presentation and supporting materials you will gain the confidence and the knowledge to deliver insightful training to your team.

Each classroom in a box gives you:

A detailed PowerPoint Presentation set containing key insights and knowledge.

An Expert support guide including notes and handouts to help you deliver the course effectively.

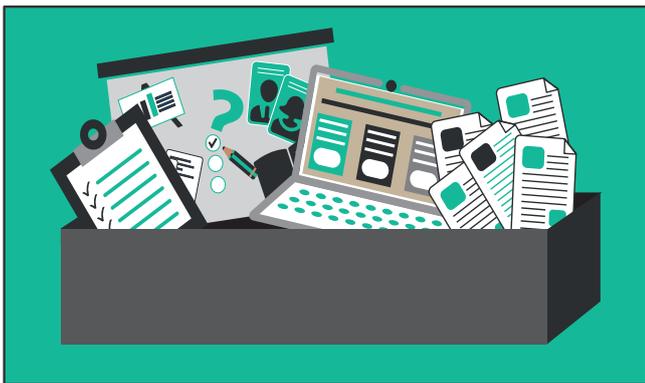
A poster to help you promote the course internally and a sign in sheet for attendance records

Once you have downloaded your chosen course materials you can be up and running quickly and easily and of course you can use the materials as many times as you would like for a 12 month period and run them at a time and place that best suits your business.

If you use external providers, you usually want to get as many people as possible on a course to make it cost effective. With the ability to now deliver these from within your own organisation, you don't have the same restrictions on numbers or time frames.

Please visit the Classroom in a Box section of our site for further details on each of the specific Training modules.

Why should you consider buying it?



A classroom in a box can be yours for one single investment per annum, this means it really can be a very cost effective way to introduce required learning across your organisation.

Using this service can be considerably more cost effective when compared to using an external provider as you only need

to make an annual investment and can then run the course as many times as you like within the 12 month period, whenever and wherever you need them.

Taking your classroom further with optional extras.

For those who feel they want to have increased knowledge prior to delivering the course, you can take up our optional train the trainer module which will take you through all of the materials in advance of delivering your first classroom session.



Introducing an insightful range of elearning courses

Today, many organisations are realising that the use of online learning is a powerful way to support their learning provision. Ideal for both office-based staff and a mobile workforce, elearning enables you to provide learning at a pace, time and location that best suits you and your employees.

Our eLearning courses tackle the core subjects around diversity and inclusion, delivered as fully responsive courses that can be used across any device. The courses are broken down into manageable lessons, enabling the learner to complete

the course in the one session or address a number of lessons at a time and return as many times as they like. The use of knowledge checks and assessments within each course aids and checks understanding and upon successful completion, the learner receives a certificate for certain courses.

All of the solution areas from the Academy are designed to work together to deliver a truly blended approach to maximise learning take-up and retention helping you embrace a truly inclusive agenda

Take a look through each course module on our site for details on each specific topic.

-  1 Introduction to Equality and Diversity
-  2 Introduction to Mental Health Awareness
-  3 Introduction to Disability Awareness
-  4 Diversity for Managers
-  5 Supporting Passengers with a Disability - Taxi Driver Edition
-  6 Language and Terminology Snapshot
-  7 Visual Impairments Snapshot

Introducing our Bespoke Content creation service

The Academy has created a range of content designed to support learning and development around the important topics of Equality, Diversity and Inclusion. We are also able to adapt our existing content or create new content matched exactly to the needs of your organisation.

We deliver interactive learning content designed to truly engage the learner and provide the knowledge development needed to support your employees. This could be online training, videos, mobile learning or job aids for use in the



workplace. Providing a blended mixture of tools for your learners helps increase retention and engagement and contributes to your business performance.

We create content to help learners

Understand

Content plus Assessments

Remember

Interactions, videos, strong visuals

Analyse

Problem-solving questions, branched scenarios

Apply

Role-playing, simulations

Evaluate

Case studies, scenarios

As well as creating new content, we can re-vamp your existing content, creating SCORM or TinCan compliant material where appropriate.

There are a number of ways we can help you deliver your learning content:

Online & offline tools

Stand alone videos or Explainer videos

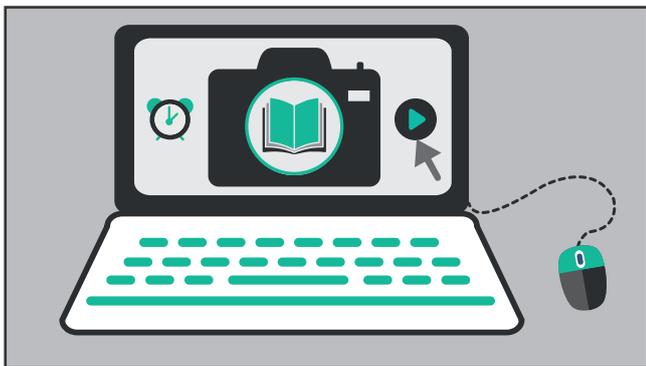
Simulations and job based scenarios

Job aids

Posters and printed materials

Blended Learning. Incorporating a mixture of tools including classroom or workshops

Introducing Learning Snapshots – Micro Learning



The learning world continues to see innovation and new ways to help learners acquire the skills, knowledge and capabilities needed to enhance their contribution within the organisation.

Micro-learning is one such area that is currently experiencing considerable attention. Micro-learning is a way of teaching and delivering content to learners in small, very specific, bite-sized chunks

(often 10-15 mins long), that are designed to meet a specific learning outcome and that can be used for both formal and informal training. We call them Learning Snapshots and this type of delivery is ideal for a mobile or field based workforce.

Learning snapshots are also a powerful way to re-enforce learning, provide a quick method for updates and to introduce key concepts. They are ideal where you don't want the learner to sit through an in depth course, but they need to know the basics.

As well as providing Learning Snapshots on key topics within the Academy, we can also create Learning Snapshots specifically for you. Contact us to see how you can introduce these powerful learning tools across your organisation.

If you would like to find out more about how we can help you become a truly diverse operation, then please visit our website - www.theacademyfordiversity.co.uk or email us on info@theacademyfordiversity.co.uk

Meet your eLearning Partners

Terry Simmons

Director

The Academy for Diversity



Terry Simmons is a founding director of the Academy for Diversity.

Terry has recognised the importance of helping businesses take a holistic approach to equality, diversity and inclusion and the Academy has been created as the vehicle for delivering this much needed help.

The academy provides businesses with a single point of contact that provides access to the resources, tools and knowledge required to become industry leaders with regards to Diversity.

Terry is a highly experienced learning and training professional who also heads up eLearning Plus, a specialist eLearning company helping create Smarter Companies through the delivery of effective learning content, tools and supporting technologies both nationally and internationally.

In addition, Terry heads up iDigital Content, an organisation that delivers interactive content for Sales and Marketing Communications that helps drive audience engagement for many Blue Chip organisations.

Terry has a passion for delivering innovative content and technology solutions that truly engage the viewer whatever the purpose.

His background working within both Corporate and SME organisations as well as Internationally gives him insight into how best to deliver pragmatic solutions that inspire and deliver tangible business results.

David Cohen

Director

The Academy for Diversity



David Cohen is a founding director of the Academy for Diversity

David identified the need to simplify processes around training. He recognised that every business is unique and that one size doesn't fit all. The Academy for diversity enables employers to access the necessary training for their staff on a system that is bespoke to their needs.

David's career started in management accounts with experience in retail, manufacturing and insurance. It was here that his desire to help businesses reach their full potential grew. He later moved into the family accountancy practice where he was able to support both small and large businesses in the development of their companies and workforce, helping them navigate HR, payroll and employment requirements. David has experience of working with a variety of businesses, incorporating a range of industries, this and his in depth knowledge of business development, accountancy, finance and HR means he has an excellent understanding of the complex environment and challenges businesses encounter when ensuring they are compliant with legal and regularity laws

David's 15 years' experience of supporting businesses has helped David create HR Simple Academy a one-stop shop for employers, with a system that provides everything an employer needs to ensure the development and safety of their employees and ensuring they are legally compliant when employing staff.