

# Fairness At Work

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## Introduction

We're all different and some people find it hard to get a job perhaps because of their age, health, gender, or ethnicity. Even when you get a job, you might find yourself discriminated against in the workplace. A specialist tutor will clarify your rights and equip you to challenge discrimination at every stage, from application to promotion. At the same time, the course will challenge your own attitudes and assumptions so that you can work effectively with colleagues and succeed with clients even if they are very different from you.

## What will you learn?

By the end of the course you should be able to:

- Understand the meaning of the terms 'prejudice' and 'discrimination'.
- Demonstrate an awareness of stereotypical attitudes.
- Demonstrate an understanding of the origins of attitudes.
- Know some of the consequences of prejudice and discrimination.
- Know the importance of Equal Opportunities Policies.

## Who is this course aimed at?

Employability courses at Fircroft College are aimed at helping you to enter and succeed in the world of work. They are suitable for anyone who wants to return to work, change jobs or seek promotion. We will show you how to make the most of the experience you have already and how to plan for the future. You can develop the teamwork, customer service and problem solving skills that employers in every sector say they are looking for. We can also help you with your performance in interviews.

## What are the entry requirements? (If applicable)

There are no formal entry requirements for this course. However, this course is most suitable for people without any qualifications at level 2 or above (the equivalent of GCSE grade A-C).

## How is it taught?

This course is taught by experienced tutors who will help you throughout your time at Fircroft, and support you to achieve to the best of your abilities. Much of the learning takes place in small groups, where you can discuss your own experiences and share ideas about why some people are prejudiced, and why people face discrimination in the workplace. You will also have the chance to work on your own, perhaps using computers or the library to help you research information. Your tutor will also provide you with handouts and help you make notes on some of the key issues. Remember, at Fircroft the emphasis is always on learning rather than testing!

## How will you be assessed?

The Fairness at Work course is designed with the needs of adult learners in mind, so there are no stressful exams to take at the end! Instead, we use a number of different assessment methods including completing worksheets in the class, group discussions of key issues, and some written work where you can describe your own experiences of being treated unfairly and why you think that this happened. You do not have to disclose any personal information unless you want to. If you have any concerns about your skills or confidence in writing, talking or anything else please talk to the staff in the short course office. They can answer

many of your questions or they will ask the tutor to get in touch with you before the course starts to discuss your needs.

### **What will you achieve?**

If you complete the course successfully you will achieve 3 Open College Network (OCN) Credits at Level 1 or 2. The OCN Credits you achieve are part of a national system for recognising and accrediting the learning you have undertaken on this course. Once you complete this course you can build the number of credits you have achieved by undertaking further short courses as detailed below.

If you successfully complete all seven courses within the Employability Pathway you will achieve an NOCN Progression Certificate, a qualification recognised by all employers.

### **What can you do after this?**

We strongly recommend that you take all seven courses in the Employability Pathway – the other six courses are Teamwork and Communication, Customer Service Skills, Problem Solving at Work, Personal Career Planning, Building a Personal Career Portfolio and Preparing for a Recruitment Interview.

Following a pathway will help you get the most out of coming to Fircroft College. What you learn on one course will help you on the next. Your tutor will get to know you better and be able to give you more appropriate support and advice. You will also gain a NOCN Progression Certificate if you successfully complete all seven courses.

### **Who are the tutors?**

This course is run by Helen Thompson.

### **When does it run?**

This is a three day course which includes two nights residency at the College. Courses start at 5.30pm on the first day and finish between 3pm and 4pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

### **Is there a cost?**

This course is free if you are claiming certain types of benefits. Otherwise it is £40. All accommodation, food, teaching & course materials costs are included.

### **How can you apply?**

For more information please contact the short course office on 0121 472 0116 or email [shortcourses@fircroft.ac.uk](mailto:shortcourses@fircroft.ac.uk). You can apply online at [www.fircroft.ac.uk](http://www.fircroft.ac.uk), by post or in person.

