



Inclusion Policy

Author/owner	Gemma Kennedy
Consulted with	WEC Group HR Department
Consultation date	12/05/2026
Date of approval	13/05/2026
Approved by	Group Managing Director
Next review	11/05/2027

Table of Contents

Policy Purpose	3
Policy Scope	3
Our Inclusion principles	3
Supporting Learners with Additional Needs	4
Personal Development and Behaviour	4
Teaching, Learning and Assessment	4
Staff Responsibilities	5
Learner voice	5
Monitoring, Evaluation and Improvement	5
Commitment	5
Contact Details	6

Policy Purpose

The WEC Group is committed to creating an inclusive, supportive and high-quality learning environment where all apprentices can thrive, regardless of background, ability, identity or starting point.

This Inclusion Policy sets out how we ensure that all apprentices receive equal access to learning, development opportunities and support throughout their journey at the WEC Group.

We aim to ensure that every apprentice:

- Feels safe, respected and valued
- Is fully included in learning and workplace activities
- Receives appropriate support to achieve their full potential
- Makes sustained progress in skills, knowledge and behaviours

Policy Scope

This policy applies to:

- All apprentices across the WEC Group
- All delivery staff, assessors, mentors, and managers

Our Inclusion Principles

The WEC Group will ensure that inclusion is embedded across all apprenticeship provision through:

1. Ambitious Curriculum Intent

Our Level 2 and Level 3 Apprentice programmes have been designed to:

- Meet individual starting points and needs
- Provide clear progression pathways
- Embed British Values, equality and workplace behaviours
- Prepare apprentices for skilled employment and long-term career success within the WEC Group

2. High-Quality Implementation

We ensure inclusion through:

- Differentiated teaching and learning strategies
- Adaptive delivery to meet SEND, literacy, numeracy and language needs
- Effective use of support plans and reasonable adjustments
- Regular progress reviews and targeted interventions
- Skilled tutors and mentors who understand learner needs

3. Strong Impact and Outcomes

We measure success through:

- High achievement and completion rates across all groups
- Positive progression into sustained employment or further training
- Reduced gaps in performance between different learner groups
- Apprentice voice committee and Microsoft form feedback showing positive experience and engagement

Supporting Learners with Additional Needs (SEND & Accessibility)

The WEC Group is committed to identifying and supporting apprentices with additional learning needs, disabilities or barriers to learning.

We will:

- Carry out initial assessments and diagnostics at entry
- Develop and review individual support plans where required
- Provide reasonable adjustments in line with the Equality Act 2010
- Offer assistive learning strategies and adapted resources
- Work collaboratively with external agencies where appropriate

Personal Development and Behaviour

We actively promote apprentices' personal development by ensuring they:

- Develop confidence, resilience and independence
- Understand expectations of professional behaviour in the workplace
- Are supported in developing positive attitudes towards diversity and inclusion
- Are prepared for life in modern Britain, including respect for others and workplace conduct

Unacceptable behaviour including discrimination, bullying, harassment or victimisation will not be tolerated and will be dealt with under the disciplinary policy.

Teaching, Learning and Assessment

We ensure inclusion is embedded into delivery by:

- Using inclusive teaching methods that engage all learners
- Monitoring progress frequently and intervening early where needed
- Ensuring assessment is fair, accessible and appropriate to learner needs
- Providing clear feedback that supports improvement and progression

Staff Responsibilities

All staff involved in apprenticeship delivery are responsible for:

- Promoting an inclusive and respectful learning environment
- Identifying and reporting learner support needs
- Implementing reasonable adjustments and support strategies
- Challenging discriminatory behaviour immediately
- Ensuring equality of opportunity in all aspects of delivery

Managers are responsible for ensuring staff are trained, supported and held accountable for inclusive practice.

Learner Voice

The WEC Group actively seeks and responds to apprentice feedback through:

- Progress reviews
- Microsoft form surveys and feedback sessions
- Apprentice forums and informal discussions- apprentice voice committee

Feedback is used to continuously improve the quality and inclusivity of provision.

Monitoring, Evaluation and Improvement

The effectiveness of this policy will be monitored through:

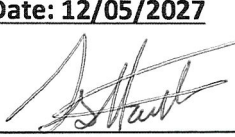
- Achievement and retention data by learner group
- Quality assurance observations
- Learner feedback and engagement data
- Support intervention tracking

Findings will be reviewed regularly and included on our Quality Improvement Plan to ensure continuous improvement across all apprenticeship programmes.

Commitment

The WEC Group is committed to ensuring that inclusion is not a standalone process but a fundamental part of everything we do. We aim to provide an environment where all apprentices can succeed, progress and achieve excellence in line with our organisational values.

Next Review Date: 12/05/2027

SIGNED:  DATE: 13/5/26

Steve Hartley, Managing Director

Contact Details

WEC Group Managing Director: Steve Hartley	07774 768342
WEC Group Apprentice Engineering Academy staff: Kris Mercer, Training Manager Phil Hosey, Instructor/ Technician Jason Bradder Instructor Edd Belshaw	07493 969929 01254 773718 0114 261 7979 07570 808267
Human Resources: Gemma Kennedy, Group HR Manager Naomi Coates, MTL HR Manager	07384 460546 07384 469942
WEC Group Designated Safeguarding/ Prevent Lead: Edd Belshaw	07570 808267
WEC Group Safeguarding/ Prevent officers: Gemma Kennedy Kris Mercer Jason Bradder Naomi Coates Phil Hosey	07384 460546 07493 969929 0114 261 7979 0114 261 7979 01254 773718
WEC Group Apprentice Engineering Academy Governing Team: Steve Hartley- Chair of Governors Gemma Kennedy- Governor Jamie Sharp- Governor Neil Burrows- Governor Chris Dickinson- Governor Derrick Connelly- Governor	07774 768342 07384 460546 0114 261 7979 01254 773718 01254 773718