



ACT is all about people! Our people, your people and all of the individuals out there who are looking to improve themselves, their lives and their career prospects.

At ACT, we are all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities. We provide a long list of training programmes and qualifications that really help people reach their full potential. From Traineeships, Apprenticeship and Higher Apprenticeships across 30 different sectors, to employability training and short commercial courses, we have something for everyone and most of our training is fully-funded.

We have eight centres located in South Wales that are dedicated to providing an excellent standard of training to all of our learners. Even though we deliver huge quantities of training, we do not skimp when it comes to the quality. We are very proud of our work and strive to deliver an excellent service every time.

Our Vision

To make a positive difference to people's lives by providing excellent learning programmes.

Our Mission

To be the leading training provider in the UK.

Our Core Values

- Being positive and having a 'can-do' attitude
- Taking pride and responsibility in exceeding expectations
- Helping learners raise and realise their aspirations
- Having fun in providing professional, safe and friendly services
- Showing respect for individuals

ACT's workforce at the snapshot date was made up of [] and [] .

ACT's mean gender pay gap based on April 2021 data is low at 6.62%, well below the UK average of 15.4% although a slight increase on 2020 data.

The median gender pay gap is also low at 3.70%. This demonstrates that the average hourly pay rate for both men and women is largely the same and due to the fact, there has been a salary grading structure in place since August 2017. We are now five years into the new structure where the aim was to review pay and reward within the business.

There is now one fair and transparent pay system in place for all staff at all levels within the business and staff employed on the same grade are paid the same salary regardless of gender. This reduces pay inequalities within the business. The Company will continue to review all aspects of pay to ensure that all parts of the business are operating fairly and consistently.

ACT also reviews the number of men and women in each pay grade. The more senior grades of 9 and above have 42 females, with 10 of those being part of the Senior Management team or Board of Directors and 19 males, with 5 of those being part of the Senior Management team or Board of Directors.

The Company at present still has a larger female headcount than male, however, the overall figures are reflective of the policies and practices already in place. This continues to be seen above in the table depicting pay quartiles by gender. This shows ACT's workforce divided into four equal-sized groups based on hourly pay rates, with the lower quartile including the lowest-paid 25% of employees and the upper quartile covering the highest-paid 25%.

Within ACT, the percentage of female employees within the upper middle quartile is 69.5% and 69.5% in the upper quartile.

We have an inclusive and diverse recruitment strategy, including training for all managers on recruitment and selection best practice, equality, diversity and inclusion and avoiding unconscious bias. This is to ensure a consistent approach from Managers when recruiting and promoting employees into roles within the business.

We utilise a skills-based assessment as part of the interview process for all positions rather than relying solely on interviews only. This means the candidate would perform a task they would be expected to carry out in the role to assess their suitability.

All interviews are structured, standardised and scored to ensure fairness and consistency. The same questions are asked to all candidates and are shortlisted against the job description and person specification requirements.

We endeavour to ensure diversity in all roles and all levels and recognise the benefits greater diversity and a wider talent pool will have on business performance.

We have implemented schemes such as Management Academy which continues to run on a regular basis and links to our overall 360 appraisal system.

Flexible working remains a key theme with continued support as a business for all flexible working applications and by introducing flexible working along with a home working policy, we have achieved tangible improvements to our recruitment, staff retention and overall employee relations. Obtaining a work life balance is very important to our employees which we fully recognise.

The pandemic has seen these processes and flexibility utilised by all employees and we have implemented a long-term hybrid working model.

Our flexible working practices continue to support employees prior, during and on return from maternity and other parental leave policies with no obstacle to career development.

The Company has generous family friendly policies in place including enhanced maternity, adoption and paternity leave and pay. The proportion of employees returning to work after maternity/adoption leave is high with no leavers as a result in 2021.

ACT also offers a return to work bonus for staff who have returned to work after a period of maternity leave and remained in post for one year.

The Company continues to operate additional shutdown periods during term holidays such as Easter and Christmas. This is additional leave for staff without them having to take this from their statutory holiday entitlement.

In addition to this, the Company usually operates a children's holiday club during term holidays to assist with childcare arrangements, however this has been unable to run since February 2020 because of COVID-19 restrictions. We are hoping we can continue to run the holiday club in the latter part of 2022.

ACT has a strong focus on wellbeing, which recognises responsibilities both at home and in work and supports all our colleagues in living healthier, happier lives. A survey was undertaken December 2021 to establish what initiatives employees felt would most benefit them with a view to having an effective staff wellbeing strategy in place April 2022.

We have commenced a 6-month support package with Investors in People to enable us to develop and implement an effective staff health and wellbeing strategy. This will be followed by ACT gaining "We Invest in Wellbeing" accreditation with Investors in People.

We understand, however, that there is always more that the Company can do to promote equality, diversity and inclusion and embed this culture across our business.

We have identified the following areas to continue

- Continue to focus on providing the opportunities for diversity in all roles at all levels of ACT.

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