



Age Discrimination Scheme

Directorate: Human Resources	Author: Angela Clayton, Director of HR	Document Created: May 08
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1. South Nottingham College is committed to recruiting and retaining employees whose skills, experience and attitude are appropriate to the requirements of the various positions, regardless of age.

Therefore South Nottingham College will discourage inclusion of any age criteria in job advertisements and job/person specifications, and every attempt will be made to recruit and promote on the basis of competence and skill and not age.

Although the College may request an individual's date of birth as part of its recruitment process, this information will not be used to the detriment of the applicant. The information is solely for the compilation of personal data, which the College needs to hold on all employees and workers.

As for retirement, the College will notify employees of their intended retirement date when they commence employment with the College as well as between six and 12 months of the date itself. Employees who are due to retire will be invited to apply to postpone their retirement, and all individuals who do make such a request will have their application thoroughly and fairly considered.

2. Avoiding Discrimination on the Grounds of Age in the Recruitment Process

- a) Place job advertisements in publications with a wide or varied audience rather than in those aimed at a relatively narrow readership.

You should be careful not to place job advertisements only in publications aimed at a particular age group as this could be indirectly discriminatory.

Even though all applicants may be able to access the publication, it has the effect of disadvantaging those who do not subscribe because of their age.

- b) Ensure that advertisements do not imply that a person of a particular age should not apply for the job being advertised unless that job has a genuine occupational requirement (GOR).
- c) Include or amend their diversity/equal opportunities statement in a job advertisement to the effect that the organisation welcomes applicants of all ages.
- d) State clearly in an advertisement that a GOR may apply to the job (where the employer believes this is the case).

The reasoning behind the GOR should be explained in any application pack and during the selection process.

- e) Ensure that all interviewers are properly trained so that they don't, for example, ask questions about the job applicant's age during the interview.

However, the avoidance of such questions does not mean that unlawful direct discrimination on the grounds of age may not occur during the interview.

- f) Make sure that you do not include selection criteria or duties that are unnecessary to the job in question, especially where these have the effect of discouraging those of a particular age group from applying or accepting the position.
- g) Ensure that objective records of the recruitment and selection process are kept.

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Such records should clearly show the reasons why a job applicant was unsuccessful, for example they did not satisfy selection criteria for the job.

Such records should be kept for at least six months because an employment tribunal has the discretion to extend the three-month time limit for presenting an unlawful discrimination claim to such a tribunal, where it is just and equitable to do so.

3. Preventing Age Discrimination in Employment

In order to avoid age discrimination in the workplace, you should:

- a) Exclude age as a factor within equal opportunities policies in order to enable employees of all age groups to have access to development and promotion opportunities.
- b) Be prepared to challenge colleagues' views and perceptions that an older person is unsuitable for a particular job.
- c) Avoid making generalised assumptions about age that may not be true of an individual.
- d) Recognise that an individual's personal opinions, attitudes and prejudices about age may not accord with reality, and ensure that these do not influence business decisions.
- e) Recognise as invalid assumptions that an older or younger person would not fit in to a department where other employees are of a different age bracket. (There is no evidence anywhere that people over 50, for example, have difficulty forming productive working relationships with people in their 20s, or vice versa.)
- f) Adopt a policy on training and development that affords equal opportunities to older workers.

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