



Gender Pay Gap Report

5th April 2018



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ABOUT US

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 twelve training centres located throughout 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. We have an 81% success rate (which means a very high proportion of our learners successfully complete their training) and 94% of our learners rate us as excellent.



OUR VISION

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

OUR MISSION

To be recognised as one of the leading training providers in the UK.

OUR CORE VALUES

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

GENDER PAY GAP

ACT recognises how diversity within our workforce makes a significant contribution to both our business performance and in making ACT a great place to work.

We are committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability.

This report summarises our Gender Pay Gap which is the difference in average earnings between men and women across all roles. This is different to the statutory requirement for Equal Pay which legislates that the same rate of pay must be given to men and women where the work they do is similar or of the same value.

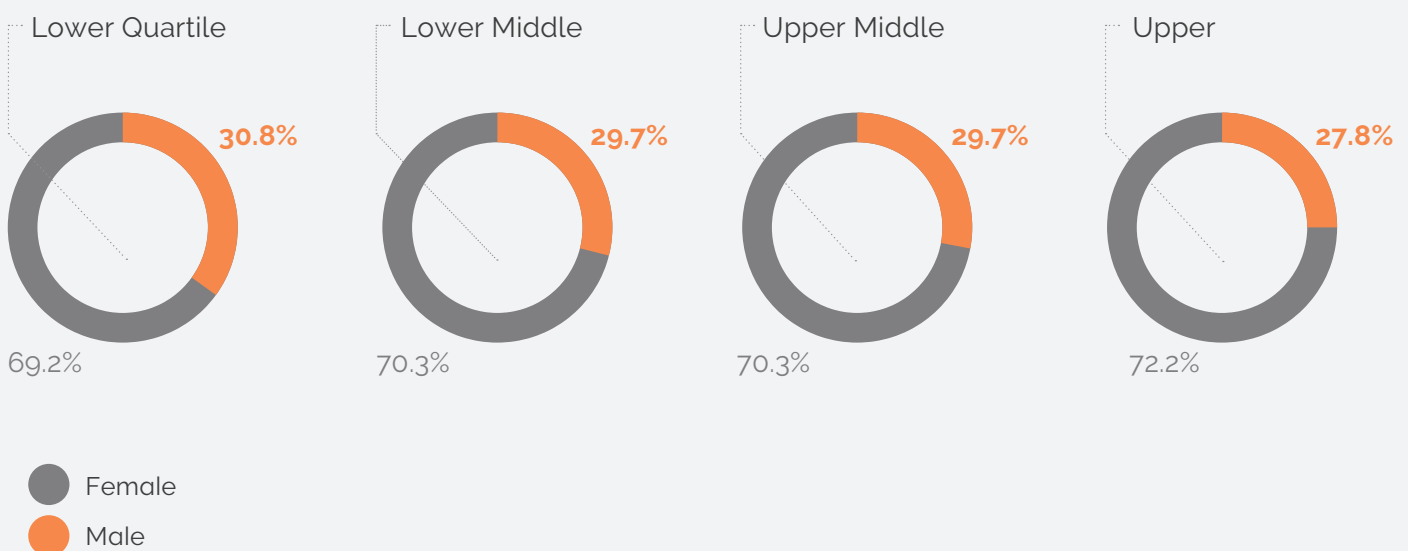
Like Gender Pay, Equal Pay is extremely important to us. We have a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, we:

- > carry out pay and benefits audits at regular intervals
- > evaluate job roles and pay grades as necessary to ensure a fair structure

MEAN AND MEDIAN GENDER PAY GAP

MEAN HOURLY PAY	MEDIAN HOURLY PAY
-0.32%	0%

PROPORTION OF MALES AND FEMALES IN EACH QUARTILE PAY BAND



MEAN AND MEDIAN GENDER BONUS GAP

MEAN GENDER BONUS GAP	MEDIAN GENDER BONUS GAP
-55%	0%

PROPORTION OF MALES AND FEMALES RECEIVING A BONUS PAYMENT

MALE	FEMALE
23.6%	21.4%

ACT's workforce at the snap shot date was made up of 106 males and 257 females.

ACT continues to have a negative mean gender pay gap at **-0.32%** which reveals that typically or overall, male employees have lower pay than female employees.

The Company at present 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 and upper quartiles are 70.3% and 72.2% respectively.

SALARY/GRADING STRUCTURE

The median gender pay gap remains at 0%. This is largely due to the fact that the Company introduced a salary grading structure in August 2017.

We are now two 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 currently have 38 females and 16 males.

ACTIONS TO ADDRESS THE GENDER PAY GAP

ACT continues to be committed to looking at measures currently in place to ensure there is no adverse impact on the gender pay gap.

Family friendly & flexible working policies

Flexible working remains a key theme with continued support as a business for all flexible working applications.

The flexible working policy is clear that employees in all areas and all levels of the organisation will be considered for flexible working regardless of their role and level of seniority and flexible working does not always have to mean part time working.

This ensures we continue to support employees prior, during and on return from maternity and other parental leave requirements with no obstacle to career development for certain roles, particularly at senior levels of employment.

We wanted to review data on key measurables throughout the course of the year to look at the proportion of men and women who return to their original job after a period of maternity or other parental leave and the proportion of men and women still in post a year on from a return to work after a period of maternity or other parental leave.

In the period 2017/2018 there were 14 staff members on maternity leave, all of whom returned to work and are still in post a year on and the same number in the period 2016/2017.

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 operates a children's holiday club during term holidays.

Recruitment & Selection

The recruitment strategy has been in place for just over a year to ensure there is a consistent process / no unconscious bias 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 also looked at the proportion of men and women applying for and obtaining promotions within the business within the period 5th April 2017 – 5th April 2018. 15 women obtained promotions and 9 men.

Coaching & Mentoring/Management training

Coaching and mentoring is a key area of focus for the business and will continue to be for 2019 also. All employees will be assigned a mentor on commencement to ensure support from day one.

There is a Management Academy in place for all Line Managers and key roles in the business to ensure the coaching and mentoring culture is embedded for staff. During the period 2017 – 2018, 38 women in Management / Senior Management or advisory positions attended the Academy and this will continue into 2019. This also links to our overall 360 appraisal process.

EQUALITY & DIVERSITY TRAINING

The Company carries out internal Equality & Diversity training for all staff. This is mandatory as part of the probationary period.

ADDITIONAL AREAS TO REVIEW IN 2019

We understand, however, that there is always more that the Company can do to promote equality & diversity and embed the culture across our business and have identified the following areas to work on:

- Continue to focus on providing the opportunity and encouragement for women to progress into senior roles.
- Promote a coaching and mentoring culture within all areas of the business including a performance management system to identify and support other females into more senior roles over the next few years.
- Review exit interview data to look at the proportion of men and women leaving the organisation and their reasons for leaving.
- Continue to review the effectiveness of training programmes such as coaching and mentoring and Management Academy.
- Review the proportion of men and women making home working applications / flexible working applications under the new home working policy.
- Introduction of a Talent Management Programme in October 2019.

In the meantime, ACT is committed to reporting on an annual basis the gender pay gap figures and the progress that the Company is making. We take this very seriously and are committed to ensuring the positive initiatives outlined above continue to make a difference in advancing and raising the profile of gender equality across ACT.

APRIL 2017 DATA

Please see the link below to view the data and report for April 2017

www.acttraining.org.uk/gender-pay-gap-1

We confirm that the information reported is accurate and in accordance with the UK Governments Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Any further initiatives launched throughout the year will be reported in 2019 data report.

I, Richard Spear, Managing Director confirm that the information in this statement is accurate.

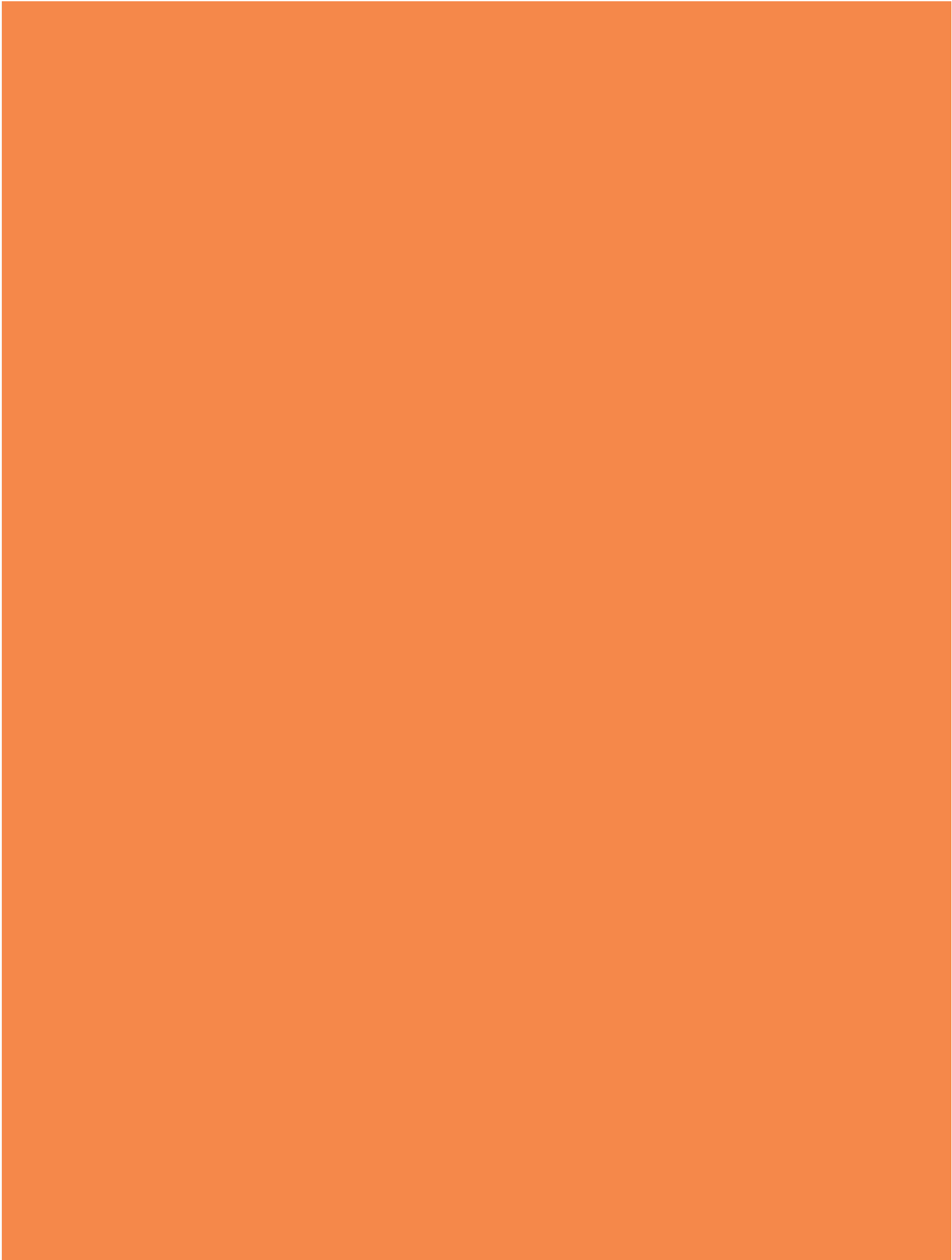
Signature:



On behalf of ACT Ltd

Date: 23 March, 2019

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