



# Equality and non-discrimination plan students



Kuva: <https://unsplash.com/photos/DNkoNXQt3c>

SoskeAmis-Sosiaalisesti kestävä amis-hanke

Anne Lehtinen

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The purpose of this plan is to ensure equal and non-discriminate treatment of Careeria Oy (Careeria) students in all stages of their studies. An equal educational institution is built through cooperation between staff and students. The realization of equality and non-discrimination is everyone's responsibility.

Equality - and non-discrimination work must observe the heterogeneity of the educational institution community.

The obligations to promote equality are the duty of authorities, education organizers and other organizations delivering education or teaching, and employers. The authorities must evaluate all their activities from the perspective of different genders and create operating methods to promote equality.

In professional education, the student's study path is individual and flexible. Each student is supported in achieving their own career or postgraduate study goals.

The student is involved in decision-making regarding their own studies in a personalization discussion, where together with the student, an individual learning path according to their goals is planned for them including the necessary guidance and support measures.

In connection with study plan personalization, the necessary individual guidance and support measures are also planned. In addition to this, separate studies can be organized for students to support their study skills. If necessary, the student has the right to special support if, due to learning difficulties, disability, illness, or other reason, they need long-term or regular special support for learning and studying.

## **Equality Act requirements and non-discrimination**

The purpose of the Equality Act is to prevent gender-based discrimination and to promote equality between women and men, and to improve the position of women, especially in working life. The purpose of the law is also to prevent discrimination based on gender identity or gender expression.

The Equality Act requires that regardless of gender and gender expression, equal opportunities for education and professional development are arranged for everyone. Equality means equal treatment regardless of gender and cultural background, allowing the same rights, obligations and opportunities to act.

The Equality Act prohibits placing a person in a less favourable position to others in student selection on the basis of gender, gender identity, gender expression, or due to pregnancy or childbirth. In connection with student selection, it is generally forbidden to ask about the pregnancy of the person applying for a place to study, plans to start a family, or family maintenance obligations.

Discrimination is prevented by making sure that people's different gender identities and ways of gender expression and cultural background are respected.



**The Non-discrimination Act (1325/2014) states:**

The purpose of this Act is to promote equality and prevent discrimination as well as to enhance the protection provided by law to those who have been discriminated against.

” The employer must assess the realisation of equality in the workplace and, taking into account the needs of the workplace, develop the working conditions as well as the methods complied with in the selection of personnel and in making decisions concerning the personnel. These measures shall be effective, expedient and proportionate, taking into account the operating environment, resources and other circumstances.” (YVL 7 §)

” No one may be discriminated against on the basis of age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, state of health, disability, sexual orientation or other personal characteristics. Discrimination is prohibited, regardless of whether it is based on a fact or assumption concerning the person him/herself or another. In addition to direct and indirect discrimination, harassment, denial of reasonable accommodation as well as an instruction or order to discriminate constitute discrimination as referred to in this Act..” (YVL 8 §)

The general prohibitions of discrimination define and prohibit direct and indirect discrimination based on gender.

**The Act on Vocational Education and Training (531/2017) states:**

Equal selection criteria must be applied for admission as a student.

A circumstance related to the applicant's state of health or functional capacity must not be an obstacle to being accepted as a student. However, one cannot be accepted as a student who, due to their state of health or functional capacity, is not capable of practical tasks related to education in an educational institution, workplace, or other learning environment, if the safety requirements related to the qualifications or fields of expertise referred to in Section 81 § require it and if the obstacle cannot be removed by reasonable measures.



**Report on the equality situation at the place of study**

In Careeria, various surveys are carried out, which are used to evaluate the equality and non-discrimination of students. Based on the surveys, decisions can be made to improve student equality and non-discrimination. Careeria's own safe learning environment survey focuses on student feelings about possible bullying and/or harassment. The survey covers interaction between students and between students and personnel. The answers are reviewed in the meetings of the Careeria Community Welfare Group and presented to the management of the educational institution. In the Careeria Community Welfare Group meetings, surveys are reviewed by premises / location and models suitable for each premises / location are designed for how to improve student equality.

National student feedback (Vipunen) is submitted twice during each student's studies: at the beginning and at the end of studies. The target group is all students who are completing basic professional qualifications, further vocational qualifications, specialist vocational qualifications, or units / study units of basic qualifications. Student feedback reports can be used to examine student experiences and satisfaction with the organization of the secondary vocational education and services. Vipunen is the statistical service of the education administration, the content of which the Ministry of Education and Culture and the Board of Education are jointly responsible.

The questions in the initial questionnaire are related to the start of studies, personalization of studies and study atmosphere. The questions in the conclusion of studies survey are related to the personalization of studies, the acquisition of skills, the organization of competence demonstrations, the student's well-being, and the effectiveness of the education. The Ministry of Education and Culture and the Board of Education are responsible for the surveys.

Average results have improved. There have also been positive developments in the areas of study environment and equality and the possibilities to participate. However, according to the students, intervention in bullying is not sufficient. This is an object of continuous development.

	<b>Average</b>	<b>Standard deviation</b>
<b>01.07.2021 - 30.06.2022</b>	<b>4,1</b>	<b>1,1</b>
Student wellbeing	4,1	1,1
My study environment is safe	4,5	0,8
Students were treated equally and without discrimination.	4,4	0,9
I feel that bullying, discrimination or harassment is dealt with.	3,8	1,3
If I wanted to, I had the opportunity to participate in the development of the educational institution.	3,5	1,3
<b>01.07.2022 - 30.06.2023</b>	<b>4,2</b>	<b>1,1</b>
Student wellbeing	4,2	1,1
My study environment is safe	4,6	0,7
Students were treated equally and without discrimination.	4,5	0,9
I feel that bullying, discrimination or harassment is dealt with.	3,0	1,3

If I wanted to, I had the opportunity to participate in the development of the educational institution	3,6	1,3
<b>Yhteensä</b>	<b>4,1</b>	<b>1,1</b>

Figure 1. Chart for the periods: 01.07.2021-30.06.2022 and 01.07.2022-30.06.2023.

### Number and structure of students

Careeria has offices in Eastern Uusimaa and the capital region. The same educational institution community includes compulsory vocational students, adult students as well as students and staff of the subsidiary's immigrant education services. More than 50 different nationalities are represented in the community, and the age range of the members is approx. 15–70 years.

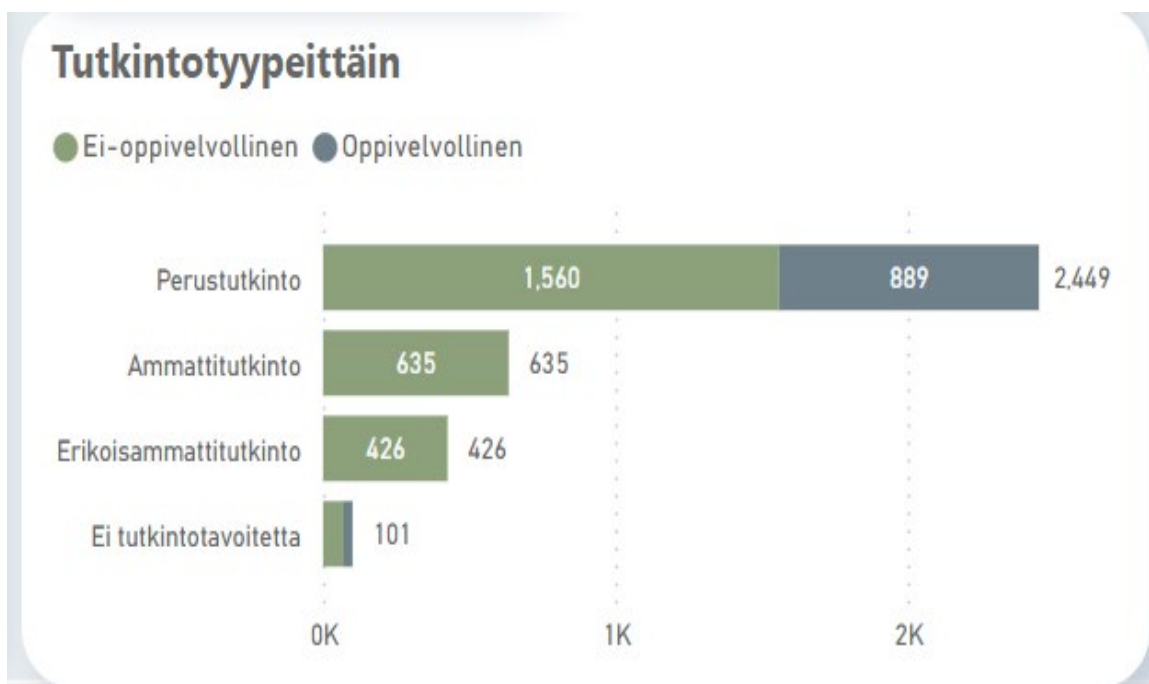


Figure 2. 3,611 Careeria students completed basic qualifications, vocational qualifications and specialist vocational qualifications in February 05.02.2024. Almost 900 of them are compulsory students.

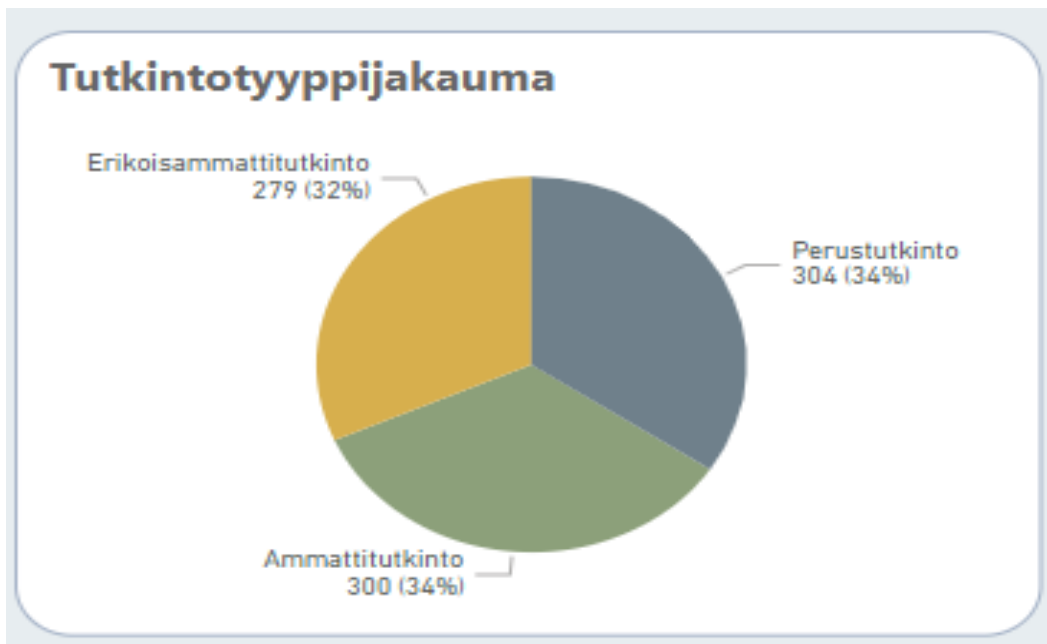


Figure 3. Qualification type breakdown – basic, further, and specialist vocational qualification was evenly balanced.

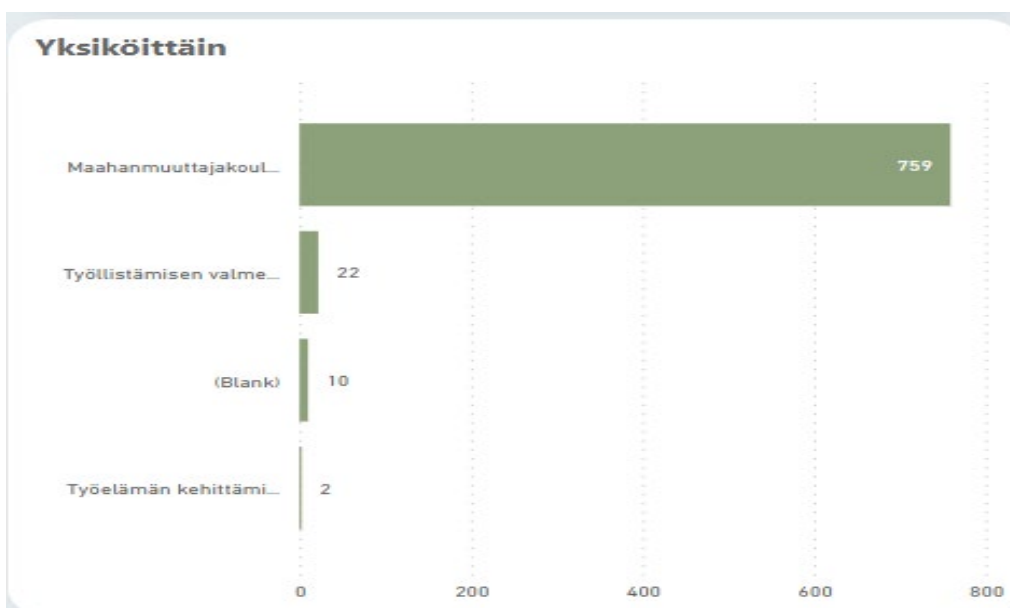


Figure 4. The group also includes the subsidiary CareeriaPlus Oy, which is responsible for immigrant education services.

There are 759 people in immigrant training. In addition, other smaller amounts in e.g. employment training.



### Procedures to promote equality and non-discrimination.

Procedure	Target	Measures/Monitoring
Student selection	<p>All applicants have equal opportunities to demonstrate their competences.</p> <p>In student selection, all applicants are treated equally</p>	<p>In the selection process, the same selection criteria and procedures are observed for everyone and are confirmed annually by the decision of the head of division.</p> <p>Some qualifications have preliminary assignments and aptitude tests.</p> <p>Applicants are informed about the selection criteria in advance on Careeria's website and in the study path.</p> <p>Appeal procedure and follow-up information (correction - request and appeal to the administrative court).</p>
Study guidance (educational institution, workplaces and other learning-related environments)	<p>All applicants have equal opportunities to demonstrate their competences.</p> <p>In student selection, all applicants are treated equally.</p> <p>Guidance services are available to all students.</p> <p>Student counsellors know how to take into account individuality and the needs of different students and treat everyone equally.</p>	<p>The guidance follows ethical principles <a href="https://www.sopo.fi/en/yhdistys-en/eettiset-periaatteet-en/">https://www.sopo.fi/en/yhdistys-en/eettiset-periaatteet-en/</a></p> <p>Careeria's guidance plan has been drawn up in 2023 in accordance with the National Board of Education guidance plan. The plan emphasizes the perspectives of equality and non-discrimination. The plan is reimplemented with operators regularly.</p> <p>Previously acquired skills are identified and recognized</p>



		<p>Support is provided in the preparation and implementation of a personal competence development plan.</p> <p>We support the teaching staff's competence in student guidance.</p> <p>Monitoring: Individual, national student feedback (Vipunen)</p>
<p>Teaching and learning environments  (Educational institution, workplaces and other learning-related environments)</p>	<p>Teaching methods and facilities are accessible and attainable.</p> <p>Learning materials are clear, accessible and plain language if necessary.</p>	<p>Equality and non-discrimination in the implementation of the personal competence development plan (PCDP) means working in accordance with everyone's own starting points and goals in terms of time and method. Individual and flexible study paths are enabled.</p> <p>Learning independent of time and place is identified and recognized. Online studies provide flexibility to learning paths.</p> <p>The teaching staff supports students in learning situations, for example by differentiating tasks, by dividing the subject into smaller parts, by repeating and revising, and by allowing the necessary time for learning.</p> <p>When making learning materials, their clarity and comprehensibility are taken into account. If necessary, plain language material is used in the teaching.</p> <p>Students are expected to observe the behaviour and interaction culture of Finnish society and the educational institution equally, regardless of nationality and age.</p> <p>The accessibility of the premises is taken into account in construction projects.</p>



		Monitoring: National student feedback.
Organisation of special needs support	Equal opportunities in completing studies are secured with special pedagogical arrangements	<p>The special education teachers working in the fields of education find out the students' need for special support at the beginning of their studies and as they progress in cooperation with the course coordinators and teaching staff.</p> <p>The teaching staff together with special education teachers provide special support according to the special support plan.</p> <p>If necessary, the assessment of the student's skills will be adjusted.</p> <p>We actively refer students to study support services and study guidance.</p> <p>Follow-up: Checking the special support plan 1-4 times a year or as needed, national student feedback.</p>
Competence assessment	<p>The assessment of the completed studies is based on the achievement of the goals presented in the basis of the qualification requirements. The goals and assessment criteria are explained to the students. Students are guided to set goals for their own learning.</p> <p>The assessment does not compare the students' performances with each other, nor does the assessment focus on the student's personality, temperament, or other personal characteristics.</p>	<p>In the assessment, we observe qualification requirements for everyone.</p> <p>Feedback given by the teacher during studies.</p> <p>Students will be informed about the assessment correction procedure.</p> <p>Monitoring: Course coordinator's desk (App), Education Administration statistics service Vipunen.</p>

<p>The well-being of the study community</p>	<p>Bullying is prevented and dealt with immediately.</p> <p>Open interaction and action culture</p>	<p>We invest in study group bonding throughout the studies. Study care is implemented primarily as preventive, communal study care that supports the entire educational institution community. It refers to actions that promote students' learning, well-being, health, social responsibility, interaction and inclusion, as well as the healthiness, safety and the accessibility of the learning environment.</p> <p>Careeria community study care is carried out by the entire personnel of the educational institution together with the study care staff and the student body.</p> <p>Genuinely meeting, listening to and respecting the student increases safety and the sense of trust.</p> <p>When dealing with sexual harassment, the operating model of bullying prevention and intervention is observed.</p> <p>With the help of student activities (Student Union, tutor activities), students' well-being, sense of community and inclusion are increased. With various activities and events that support studying, the students' comfort and the progress of their studies are increased.</p> <p>Follow-up: Safe learning environment survey, national student feedback</p>
<p>Student participation</p>	<p>Students have the opportunity to influence and participate in the educational institution's activities and decision-making.</p>	<p>Careeria students are represented by the Student Union/active members. All students of the educational institution automatically belong to the student union (Care).</p>



	<p>Participation and channels of influence are equally accessible to everyone.</p>	<p>Participation and channels of influence are equally accessible to everyone. Student representatives work in the educational institution's various committees (YHR) and working groups.</p> <p>Tutor activity is kept active and versatile. Through the tutor activity, students get to participate in the activities of the educational institution and they are the "sounding board" of their own fields of study.</p> <p>Monitoring: participation in community wellness groups, active use/answering of feedback channels and surveys, Tuudo, Annie bot.</p>
<p>Prevention of discrimination and bullying</p>	<p>All members of the educational institution are valued, regardless of different backgrounds and starting points.</p>	<p>Raise collective awareness so that students and staff do not engage in hidden and indirect discrimination based on age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, health status, disability, or sexual orientation.</p> <p>The operating model for bullying prevention and bullying intervention will be updated as necessary.</p> <p>The student's own decision concerning gender is taken into account in situations related to teaching and in the arrangements of social spaces.</p> <p>Information on gender diversity is organized for guidance and teaching staff.</p> <p>Follow-up: Safe learning environment survey, YHR meetings, national student feedback.</p>
<p>Preventing sexual harassment</p>	<p>Sexual harassment is not allowed and is dealt with immediately</p>	<p>All inappropriate behaviour is dealt with, e.g. sexually intrusive or suggestive and demeaning gestures/expressions or two-minded jokes.</p>



		<p>Sexual harassment and violence are dealt with immediately.</p> <p>Follow-up: Safe learning environment survey, YHR meetings, national student feedback.</p>
Educational institution democracy	<p>Staff and students have the opportunity to influence and participate in the educational institution's decision-making.</p> <p>Sharing responsibility with students.</p> <p>Participation and channels of influence are equally accessible to everyone.</p>	<p>Number of student participants in various activities and events.</p> <p>Information on the composition of the school's joint institutions.</p> <p>Number of hearing and consultation procedures.</p> <p>Monitoring: Number of procedures promoting inclusion.</p>
Personnel Development	<p>The staff's knowledge of equality at the educational institution and its consideration will be increased.</p> <p>The goal is an equal educational institution (working and student community).</p> <p>The attitudinal atmosphere of the personnel is influenced.</p>	<p>The number of participants in equality and equality trainings.</p> <p>The number of people who have completed online training.</p> <p>Follow-up: Participation rate and responses to Careeria's internal survey feedback.</p>
Management and strategy work	<p>Equality and non-discrimination are taken into account in the educational institution's strategic goals and management.</p> <p>The realization of equality in the educational institution and policies related to equality are monitored and evaluated</p>	<p>Audit reports.</p> <p>Equality and equality personnel surveys</p> <p>Monitoring: Careeria's quality management system</p> <p>External evaluation system</p>
Communication	<p>The internal and external communication of the educational institution reaches all user groups.</p> <p>Diversity is visible in communication.</p>	<p>Careerian ulkoiset sivut opiskelijoille, huoltajille ja yhteistyökumppaneille.</p> <p>Auditointiraportit.</p> <p>Sisäinen viestintä koko Careerian henkilökunnalle. MyCareeriaLive</p>



	The staff and students of the educational institution are aware of equality guidelines.	Student and care giver communication Wilma bulletins - Wilma messages concerning a wider target group - in the language of the target group: Finnish, Swedish, English Wilma's own monitoring
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## Language awareness

More and more students whose mother tongue is not Finnish or Swedish are applying for vocational training. Our personnel is also multicultural. At Careeria, language awareness is wanted as part of the entire operating culture.

The tools here are theses of language awareness:

**Language awareness is our common cause and duty of everyone at Careeria.**

**Language awareness creates a bridge between the student, the educational institution and working life.**

## The realization of equality and non-discrimination is monitored regularly

Feedback is handled in yksiköissä/koulutusaloilla/toiminnoissa vastuuhenkilöiden, as agreed between supervisors and feedback providers. The instructions describe the feedback-specific process in more detail.

Possible deviations and successes are recorded in the notification channel. Development proposals, corrective and preventive measures are negotiated and agreed upon with the parties involved, and the result is recorded in the notification channel.

The notification channel is Careeria's official tool for giving and processing feedback, which is intended for use by everyone. The system ensures feedback processing and its transparency. Feedback can be given on development targets, deviations, and success.

The effectiveness of corrective and preventive measures is monitored in the management team as part of the management review.

The realization of equality and non-discrimination is also monitored.

- in connection with student care self-monitoring (YHR)
- safe learning environment survey, which is running all the time.
- School health survey every two years (THL)
- guardian survey twice a year
- With the help of the National Board of Education's student feedback (initial survey and final survey)
- Tea Viisari



- Annie support bot
- surveys of the student body

Creating an equal school community is a long-term process that requires constant awareness, commitment, and action. The goal is to ensure that every student feels safe, valued and has the opportunity to reach their full potential without unnecessary obstacles. Equality creates a strong foundation for learning and growth at second level education and prepares students for a diverse society.

The education system should therefore strive to offer all students equal opportunities to learn and develop. Equality and non-discrimination are not only principles, but they also promote students' well-being and prepare them to participate in society as equal members.

## Notification of the equality and non-equality plan

The plan will be announced on Careeria's external pages, Wilma, Tuudo and to the personnel via the Careeria Intra pages. Heads of Division are responsible for reviewing the plan with teachers and other personnel. The plan will be uploaded to the personnel's intranet on the student welfare pages and Careeria's homepage, where students and care givers can familiarize themselves with the plan.

Students and care givers will be informed via Wilma where the plan can be read.

## Summary

Careeria has consistently worked to promote equality and non-discrimination throughout Careeria's operations, starting on January 1, 2019. Equality, non-discrimination, and equal treatment are part of the development of sustainability and accountability and are continually being developed further.

## Sources

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