

Transgender Policy

September 2025

Scope	All Staff and Students at UK Business College
OFS Condition	B2
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Version 1.1

Approved by the Board of Governors

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The purpose of this policy is to ensure that all learners receive the necessary advice, guidance and support to enable them to achieve successful academic and professional outcomes. Due regard is given for the following legislation and/or external quality assurance and best practise frameworks:

- i. Equality Act 2010
- ii. The Gender Recognition Act 2004
- iii. Equality and Human Rights Commission 2003

This policy is aligned to the expectations and core practices of England's Regulatory Framework for Higher Education; the Regulatory Framework is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities is assured and enhanced.

1. Introduction

1.1 UK Business College (UKBC) is committed to fostering an inclusive and supportive environment for all members of its community, including transgender, gender non-binary, and gender non-confirming individuals.

1.2 This policy has been written to reflect UKBC's commitment to supporting transgender individuals through their transition process and ensuring equal opportunities and respect for all individuals regardless of gender identity.

2. Definitions

2.1 Understanding the terminology relating to Gender is the first step to ensuring a respectful working environment for transgender people. Listed below are a few key terms of which both staff and students should be aware:

2.2 Sex: The biological sex of an individual, observed at or before birth.

2.3 Non-binary: This term refers to individuals who do not identify exclusively within the gender binary margins of 'man' or 'woman'. They may identify as a separate third gender, as more than one gender, or as no gender at all, for example.

2.4 Transgender: An umbrella term for individuals whose gender identity differs from the sex observed and recorded at birth. This term encompasses a wide range of experiences, including but not limited to transgender women, transgender men, non-binary individuals, genderqueer individuals, and other.

2.5 Gender Transition: The process through which transgender individuals change their outward gender presentation to align with their gender identity. This process may involve

social, medical, and/or legal aspects, such as changing one's name, pronouns, clothing, and/or undergoing hormone therapy or surgical procedures.

2.6 Gender Identity: Gender identity refers to a person's deeply felt sense of their own gender, which may or may not align with their sex observed and recorded at birth.

2.7 Gender Expression: Gender expression refers to the way in which a person externally presents their gender to others. This can be done through one's behaviour, clothing, appearance, and other means.

2.8 Typically, transgender individuals seek to match their gender identity with their gender expression. It is important not to assume one because of the other; UKBC encourages communication as to how individuals would like to be addressed if there is uncertainty.

3. Legal Implications

3.1 UKBC is mindful of UK Equality legislation, including the Equality Act 2010, the eight protected characteristics, and the Gender Recognition Act 2004, and will discharge its duties accordingly.

3.2 The Equality Act 2010 determines that individuals undergoing gender reassignment must not be discriminated against. This includes those who are proposing to undergo, are currently undergoing, or have already undergone a gender reassignment process. An individual is not required to undergo medical or surgical processes to be afforded protection, and they do not need to have obtained a Gender Recognition Certificate.

3.3 Gender Recognition Certificates are issued to transgender adults who have successfully applied and met the criteria of the Gender Recognition Panel and is an initiative that is enabled by the Gender Recognition Act 2004. From the date of issue, successful applicants become/are their acquired gender by law. This act makes it unlawful to pass the information of a transgender person to a third party without their explicit consent.

3.4 Additional legislation that is relevant to the protection of transgender individuals is the General Data Protection Regulation (GDPR), and the Human Rights Act 1998.

4. Principles

4.1 UKBC is committed to treating all individuals with respect and dignity, regardless of their gender identity or expression. The college recognises that all gender identities are valid and affirms the inherent worth and humanity of every person.

4.2 UKBC respects the privacy of transgender individuals and will maintain confidentiality regarding an individual's transgender status unless required by law or with explicit consent. An individual's transgender status will not be disclosed without their permission.

4.3 UKBC aims to create a supportive environment where transgender individuals feel safe and affirmed in expressing their gender identity. The college strives to cultivate a culture of inclusion and belonging for all members of the community.

4.4 UKBC ensures that transgender individuals have equal access to all academic and professional opportunities, facilities, and resources. There is a commitment to removing barriers to success and providing support where needed.

4.5 UKBC prohibits discrimination against transgender individuals in all aspects of academic and professional life. This is including - but not limited to - admissions, classes/academic environments, hirings, promotions, and access to facilities and resources.

5. Transitioning Process

5.1 UKBC respects and recognises an individual's self-identified gender without requiring any medical documentation or proof of their transitioning. Individuals have the right to express themselves authentically according to their gender identity.

5.2 Therefore, no proof of gender change is required to change an individual's gender, title, or preferred name, except for a change of their legal name.

5.3 Proof of identity – Proof of legal identity is required from all students at their admissions stage, and this must match with evidence of qualifications and eligibility to study/work in the UK.

This includes:

- Passport
- Driving License
- Birth Certificate

5.4 Name changes - In cases of transitioning applicants who wish to provide up-to-date documentation reflecting a name change at any point during their studies, UKBC will update internal records to reflect the individual's new information accordingly. This includes – but is not limited to – academic records, identification cards, and email addresses. Documentation that can be provided includes:

- A registered statutory declaration of name change (deed poll);
- Gender Recognition Certificate (this cannot be requested by UKBC, and should only be provided if the individual wishes to present it);
- Updated passport, driving license, and birth certificate.

5.5 Official name changes to records can only be made following the provision of legal documentation (see 5.4). Where a legal name change has not been made, UKBC will use an

individual's preferred name and pronouns in all communications and interactions. Faculty, staff, and students are encouraged to ask for and use individuals' preferred names and pronouns.

5.6 Support services – UKBC provides signposting to counselling, support groups, and other resources for transgender individuals, including access to gender-affirming healthcare services. The college strives to provide comprehensive support throughout all stages of one's transitioning process.

5.7 Facilities – UKBC ensures that toilets are accessible and inclusive for all individuals, regardless of their gender identity. Safe and welcoming gender-neutral or single occupancy/ facilities are provided where feasible. Single sex toilet facilities are also available on each campus

5.8 Training and education – UKBC provide training and education for staff, faculty, and students to promote awareness and understanding of transgender issues, as well as best practices for creating an inclusive environment. The college offers workshops, seminars, and other educational opportunities to support cultural competency and sensitivity.

5.9 It is important that assumptions are not made regarding any aspect of a student's transitioning journey, and that communication is maintained to understand their specific support needs during their time at UKBC.

5.10 Please refer to the Equality, Diversity, and Inclusion Policy, and the Prevention of Bullying, Harassment, and Sexual Misconduct Policy for further information.

6. Complaints and Grievances

6.1 UKBC has established procedures for addressing complaints and grievances related to discrimination or harassment based on gender identity.

6.2 Individuals who believe they have been discriminated against or harassed are encouraged to report their concerns to the appropriate authorities for further investigation and resolution.

6.3 The complaint procedure is detailed in the Student Complaints Policy, which is available to access on the student portal or UKBC website. UKBC is committed to taking prompt and appropriate action to address instances of discrimination or harassment.

7. Review and Evaluation

7.1 This policy will be reviewed and evaluated regularly to ensure its effectiveness in supporting transgender individuals and promoting inclusivity at UKBC. Feedback from students, staff, and faculty is welcomed to better improve the school's policies and practices.

8. Contact Information

8.1 For questions or concerns regarding this policy, individuals may contact the Student Support Department. We are here to support you and ensure that your rights are respected.

9. Conclusion

9.1 UKBC is dedicated to creating an inclusive and supportive environment where all members of our community can thrive academically, professionally, and personally. This policy reflects the college's commitment to promoting equality, respect, and dignity for transgender individuals, and upholding the principles of social justice.

Document Information	
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