



**FAIR ACCESS POLICY**

Document control

Audience	Internal colleagues, External colleagues, Customers, Apprentices, External Quality Assurance bodies and regulators
Application	This policy applies to all Achieve+Partners personnel, customers, apprentices and bodies that work with it
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Responsibility	The Operations Director is responsible for the implementation of the policy and maintenance of all controlled documents

Document change record

Changes to specific sections of the document are listed below:

Page	Section	Change
None to date		



## SECTION 1: POLICY

### 1.1 Introduction

Achieve+Partners is committed to ensuring that the end-point assessment products and services it provides are accessible for all apprentices. Achieve+Partners fully supports the principles of equal opportunity, diversity and inclusion and is committed to promoting these principles in all its activities.

We are committed to ensuring that we meet the needs of an individual apprentice without affecting the integrity of the end-point assessment.

### 1.2 Purpose

This policy sets out the principles that Achieve+Partners follow in promoting equality, diversity and inclusion in:

- + the development of assessment products and services including, assessment specifications, assessment instruments, supporting documentation, workshops and promotional literature
- + and, the fair access, treatment, assessment and achievement of apprentices in the provision of end-point assessment.

The policy sets out our arrangements to deliver end-point assessment products and services that are fair, accessible and do not include any unnecessary barriers to entry. The policy provides assurances that all current legislation is accounted for and that the principles of equality of opportunity, diversity and inclusion are upheld.

### 1.3 Scope

This policy is relevant to all key stakeholders engaged in the implementation of Achieve+Partners Business plan and any individual who can influence the outcomes of the business plan. This includes employers, training providers, contractors, Achieve+Partners employees and Directors.

The policy does not cover the specific arrangements for the application of Reasonable Adjustments or Special Considerations in relation to an end-point assessment component.



## 1.4 Definitions

The Equality Act 2010 provides a legal framework to protect the rights of individuals and advance equality of opportunity for all apprentices. It protects individuals from various forms of discrimination and harassment.

Direct discrimination	When an individual is treated less favourably than another person because of your characteristic or disability
Indirect discrimination	When a rule, policy or practice is applied to everyone, but it has a particular disadvantage to people with a characteristic or disability
Protected characteristics	Characteristics protected by law including: Age, ability, disability, gender reassignment, marital/civil partnership status, domestic circumstances, pregnancy and maternity, racial group, religion or belief, sex, sexual orientation, colour, culture, social background, employment status or any other grounds or status
Reasonable adjustment	An adjustment made to an assessment so as to enable a disabled apprentice to demonstrate their knowledge, skills and understanding to the level of attainment required by the specification for that assessment
Special consideration	An adjustment made to an assessment after the event if there was a reason that the apprentice may have been disadvantaged during the assessment

## 1.5 Arrangements

Achieve+Partners will ensure that the principles of equality of opportunity and diversity are embedded in all its end-point assessment products and services by the following arrangements:

- + adopting good practice recruitment, selection and induction of individuals working for and on behalf of Achieve+Partners including employees, assessors and members of working groups
- + providing inclusive and thorough training to all individuals engaged by Achieve+Partners including assessors, quality assurers, members of working groups, customers and development personnel
- + good practice in the content, format and presentation of all Achieve+Partners products and services including policies, assessment specifications and supporting documents, presentations, reports and promotional material
- + applying fair access by design guidelines to ensure assessments are designed to be as accessible as possible



- + ensuring that all end-point assessments are developed and maintained to be representative of the apprentices registered with Achieve+Partners, including ensuring that there are no features of end-point assessments that could disadvantage any apprentices that have a particular protected characteristic or barriers to entry other than those directly related to the purpose of the end-point assessment or apprenticeship qualification. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier justified in terms why they are required for the particular end-point assessment
- + applying fairness in our application of access arrangements for end-point assessments
- + ensuring that apprentices with a protected characteristic are neither advantaged nor disadvantaged in end-point assessments in comparison to apprentices who do not share that characteristic, ensuring that all achievement in end-point assessments is comparable
- + consideration to all access requests relating to end-point assessments that are received, except where acceptance of the request is not logistically possible or where acceptance would undermine the reliability or integrity of the assessment.
- + incorporate specific and appropriate duties in respect of implementing the fair access policy into the work objectives of all staff, independent assessors and moderators involved in the delivery of end-point assessments.

Achieve+Partners is committed to working co-operatively with all appropriate organisations to drive improvements in the application of this policy including identifying and preventing inequality of opportunity in the provision of end-point assessment products and services.

## 1.6 Responsibilities

### Independent Assessors and Quality Assurers

- + Are familiar with and adhere to this policy during the delivery and quality assurance of end-point assessment.
- + Ensure that all processes concerned with the assessment and award of end-point assessment are carried out in a fair and objective manner.

### The Quality Director:

- + Collect and monitor available data to detect accidental bias over time.



#### Products and end-point assessment personnel

- + Carry out validity reviews on end-point assessment products and their supporting materials developed by, and for the use of Achieve+Partners
- + Ensure language used in assessment specifications, supporting documents and instruments are clear, free from bias and appropriate to the target group.
- + Carry out validity reviews on end-point assessment methods during their development and over time.

#### 1.7 Monitoring fair access arrangements

Achieve+Partners collects data and information that supports the monitoring and implementation of this policy in line with Data Protection requirements. This data and information is used to inform internal risk assessment, identify quality improvements and demonstrate compliance to regulators. This includes the monitoring of data related to apprentice achievement in order to detect and mitigate against any accidental bias.

The Achieve+Partners senior management team will ensure that adequate monitoring and review of equality and diversity throughout the process of developing and delivering end-point assessment products and services is maintained.