



Accelerate People Equality, Diversity and Inclusion Policy

Document History

To ensure quality control and to quickly identify any changes made version control must be listed below. Including the latest version number, date of the amendment and changes made.

Document Details	
Document Name	Equality, Diversity and Inclusion Policy
Purpose of Document	To ensure fair access for all apprentices undertaking End-point Assessment with Accelerate People.
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Document Owner	Head of Compliance

Version History		
Version Number	Date Amended	Changes Made
V1.0	25/01/21	Covered in other policies but further detail required so created as a separate document
V2.0	29/06/21	Additional detail around Reasonable Adjustments and Special Considerations in section 5 added.

This policy will be reviewed on an annual basis and, where appropriate, updated in response to input from consumers, results from internal and external monitoring arrangements, amendments in internal procedures, IfATE, ESFA and EQA actions or where developments in legislation occur.

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1. Scope

We strive to ensure that diversity and inclusion are embedded into our everyday practices. We collectively believe in being honest, transparent, credible and fair in everything, creating a work environment that is inclusive and diverse, helping people to unlock their potential and that of our customers through our inclusive End-point Assessment products and services.

2. Policy Statement

We believe that all apprentices have the right to an equal and fair opportunity to develop their Knowledge, Skills and Behaviours through the apprenticeship process and this will continue when accessing our End-point Assessment products and services to achieve the best possible grade. Apprentices and our wider customers have the right to be treated fairly, regardless of their race, colour, nationality, ethnic or national origin, gender, sexuality, marital status, caring responsibilities, pregnancy or maternity, age, physical disability, learning difficulty, mental ill health, religion, lack of formal qualifications, class, employment status and unrelated criminal conviction.

We also strive to ensure that no person is victimised or subjected to any form of bullying or harassment. (safeguarding / prevent and whistleblowing)

3. Design, Development and Delivery of End-point Assessment

We are committed to:

- Using language and terminology that is accessible to all apprentices and making clear use of plain English.
- Developing End-point Assessments that are free from bias and do not discriminate against specific groups or protected characteristics.
- Fairness in our use of all access arrangements for End-point Assessments.
- Designing End-point Assessments that support the development of Knowledge, Skills and Behaviours to enable progression.
- Developing End-point Assessments that are accessible and representative of apprentices taking them.
- Considering 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. **Please refer to the Reasonable Adjustments and Special Considerations Policy for more detail.**
- Independent Assessors using language and approach that ensures accessibility to all apprentices, making clear use of plain English and terminology.
- Monitoring and reviewing Equality, Diversity and Inclusion throughout the development of End-point Assessment.

- Monitoring data related to apprentice achievement and performance.
- Providing training and guidance to our employees, including Independent Assessors, Subject Matter Experts and Board members as part of their induction process.
- Supporting employee CPD and training.
- Providing a fair and objective End-point Assessment process, measured against the approved Apprenticeship Standard.

We will ensure that apprentices with protected characteristics, undertaking one of our End-point Assessments, are neither advantaged nor disadvantaged in relation to apprentices who do not share that characteristic and have a comparable experience.

4. Our Centres

Through our Centre Approval process, we work with Training Providers, FE Colleges and Employers (Our Centres) to ensure that we fulfil our duties under relevant legislation and regulation including those within the Equality Act 2010, we undertake annual checks on our centres that include:

- Compliance with equal opportunities legislation
- Confirmation of an Equality Diversity and Inclusion policy
- Confirmation of a Safeguarding and Prevent policy
- Confirmation of a GDPR policy

5. Reasonable Adjustments and Special Consideration

Accelerate People Ltd are committed to fulfilling our duty to meet the Reasonable Adjustments requested for our apprentices in a way that does not disadvantage either them or other apprentices.

- We always consider each Reasonable Adjustment and Special Consideration request relating to End-point Assessment on its own merit. In certain circumstances acceptance of the request is not logistically possible or where it would undermine the criteria for the assessment.
- To make a request for a Reasonable Adjustment and/or Special Consideration and for further information please refer to our policy available on ACE360 and our website.