

## Equality and Diversity Policy

### 1 General

- 1.1 BIIAB Qualifications Limited<sup>1</sup> are committed to Equality, Diversity and Inclusion and endeavours to ensure, through its policies, procedures, and actions that all Centres<sup>2</sup> and learners are treated fairly and according to their individual needs.
- 1.2 All Centres applying for Centre recognition and qualification approval are expected to have a clear commitment to equality and diversity through their own policies and procedures.
- 1.3 We will consider applications from all organisations and will not discriminate against type or size. We will judge a Centre's application for approval on its ability to deliver, assess and quality assure our units, qualifications and standards.<sup>3</sup>
- 1.4 Through our policies and procedures our Awarding Development and Delivery Team works to develop qualifications and assessments that promote fair access to all.
- 1.5 Access to our assessments and qualifications is open to all including groups protected by equality legislation - age<sup>4</sup>, disability<sup>5</sup>, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

### 2 We aim to ensure that:

- 2.1 through the development of our qualifications, unit content and assessment method and application are non-discriminatory and cater for the widest diversity of learners;
- 2.2 the style and language of our documentation do not reflect stereotyped or biased attitudes or support discrimination against any group including those referred to in paragraph 1.5 above;
- 2.3 our Quality Assurers, Examiners, End-point Assessors, Invigilators and Quality Auditors apply non-discriminatory practice;

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<sup>1</sup> BIIAB Qualifications Limited is a recognised Awarding Organisation and part of the Skills and Education Group.

<sup>2</sup> A 'Centre' in the context of this document applies to organisations, whether a training organisation, educational institution, or employer, that deliver qualifications and / or assessments to individuals and as such have a duty of care with respect to the individual as a learner.

<sup>3</sup> See Centre Recognition Policy.

<sup>4</sup> Except where health and safety considerations dictate a minimum age.

<sup>5</sup> Except where competence standards need to be taken into consideration.

- 2.4 our Centres ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to our units / qualifications and assessment activity;
- 2.5 our Centres have effective learner complaints, enquiries and appeals procedures.

### **3 We will apply this policy:**

- 3.1 through monitoring qualification content, assessment criteria, rules of combination and assessment materials, assessment methods and systems;
- 3.2 in the selection and actions of all those working on our behalf;
- 3.3 in the verification and evaluation of assessment;
- 3.4 by offering special arrangements to learners<sup>6</sup>, who as a result of disability may not be able to fully demonstrate their abilities in prescribed assessment situations, provided that this does not unreasonably affect the standards and outcome of the assessment;
- 3.5 by regularly consulting Centres and learners regarding any specific needs;
- 3.6 by monitoring all complaints, enquiries and appeals that may suggest discriminatory practice.

### **4 Policy Review**

- 4.1 This policy is reviewed annually to ensure it continues to meet our needs and those of our customers, the Regulators.

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<sup>6</sup> See Access to Assessment Policy.