



## Equal Opportunities Policy

### **Introduction**

This policy is aimed at our Approved Centres and learners, who are delivering/enrolled on or have taken an ECITB approved qualification or unit.

It sets out our intention to deliver a service and range of qualifications that are fair, accessible and do not include any unnecessary barriers to entry.

### **Centres' Responsibility**

It is important that staff at approved centres involved in the delivery of our qualifications and your learners are fully aware of the contents of the policy (e.g. via their induction when first embarking on ECITB qualifications).

### **Review Arrangements**

We will review this policy and its associated procedures as part of our continuous improvement arrangements and revise it, as and when necessary, in response to customer, learner or regulatory feedback (e.g. to align with any enquiries process established by the regulators) and to identify any trends that may emerge in the subject matter of enquiries received.

### **Areas Covered by the Policy**

- ECITB staff
- ECITB commits to incorporating specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives for all its staff.
- ECITB will provide equality training and guidance as appropriate to our staff; including as part of staff's induction training as well as further on-going courses as identified via our internal staff performance review arrangements.

### **Qualification Development**

ECITB will ensure that there are no features that could disadvantage any groups of learners that share a particular characteristic<sup>1</sup> or barriers to entry other than those directly related to the purpose of the units or qualifications. 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 unit or qualification.

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<sup>1</sup> The protected characteristics covered by The Equality Act 2010 in England, Scotland and Wales are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

## **Approved Centres**

In accordance with the Equality Act 2010, ECITB expects its Approved Centres to have anti-discrimination provision to enable learners to have equal access to training and assessment for qualifications irrespective of their gender, age, sexual orientation, race, gender reassignment, religion or beliefs, disability, pregnancy and maternity, marriage and civil partnerships. Assessment must similarly be undertaken without discrimination. Approved Centres are required to have in place a policy to ensure that such discrimination does not occur either directly, indirectly or as a result of pressure from other bodies. This policy should apply to all satellite/associated venues and there should be arrangements in place to monitor its application and effectiveness.

Where complaints relating to issues of inequality cannot be satisfactorily resolved by the Approved Centre, learners must be made aware of their right either to complain to ECITB or if the matter relates to the result of an assessment or a decision regarding reasonable adjustments or special consideration, to appeal to ECITB using the arrangements outlined in, respectively, our Complaints Policy and our Appeals Policy.

## **Monitoring the Success and Relevance of our Arrangements**

ECITB is committed to complying with all current and relevant legislation and, which at the time of writing includes, but is not limited to the equalities, competition and data protection laws.

As part of the learner registration and certification processes for qualifications and units, ECITB may collect information on diversity, requests for special considerations, access arrangements and feedback from learners, centres and other stakeholders.

All relevant issues identified that suggest that our provision or services may have unnecessarily impacted on learners will be reported back to our Hear of Awarding Organisation who will be responsible for ensuring that relevant staff introduce, as appropriate, amendments to provision and/or services where necessary and in accordance with our documented procedures for developing and reviewing units and qualifications.

Details of our ongoing reviews will be made available to the qualification regulators upon request.

## **Contact us**

If you have any queries about any aspect of this process, please contact:

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