



**ECITB Awarding Organisation
Equal Opportunities Policy RV2-0**



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Introduction

This policy is aimed at ECITB Approved Centres and candidates, who are delivering/registered for, or have taken the assessment for, an ECITB qualification or unit.

It sets out the ECITB Awarding Organisation's intention to deliver a service and range of qualifications that are fair, accessible and do not include any unnecessary barriers to entry and do not contain any feature which could disadvantage a group of candidates who share a particular characteristic.

Approved Centre's Responsibility

It is important that staff at Approved Centres involved in the delivery of ECITB qualifications and ECITB registered candidates are fully aware of the contents of the policy (e.g. via their induction when first embarking on ECITB qualifications). Staff and candidates must also be made aware of the supporting policy: *ECITB Awarding Organisation Reasonable Adjustments and Special Consideration Policy and Procedure*.

In accordance with the equalities legislation, ECITB expects its Approved Centres to have policies and procedures in place that enable candidates to have equal access to training and assessment for qualifications irrespective of any particular characteristic. This policy should apply to all third parties/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, candidates must be made aware of their right either to complain to the ECITB Awarding Organisation.

If the matter relates to the result of an assessment or a decision regarding reasonable adjustments or special consideration, candidates must be made aware of their right to appeal to the ECITB Awarding Organisation using the arrangements outlined in the *ECITB's Awarding Organisation's Complaints Policy and Appeals Policy*.

ECITB's Responsibility

The Awarding Body will:

- ensure that it treats everyone equally;
- ensure no one receives less favourable treatment on the grounds of gender, colour, ethnic or national origin, socio-economic background, disability, age, religious or political beliefs, family circumstances, sexual orientation or other characteristic;
- be intolerant of any form of discrimination, harassment or victimisation of its staff, candidates and any of its stakeholders;
- make every effort to avoid and remove unnecessary barriers to learning and attainment associated with its qualifications;
- establish and maintain a Reasonable Adjustment and Special Consideration Policy to ensure that access to learning and assessment is available to all without compromising the integrity of the qualifications.

Qualification and Assessment Development

ECITB's product development process aims to ensure that there are no features that could disadvantage any groups of candidates that share a particular characteristic¹ 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. A record of all such features or barriers will be maintained.

The ECITB Awarding Organisation will aim to ensure the content and language used in qualification and assessment materials are clear and unambiguous, non-discriminatory and not likely to cause offence to candidates.

Monitoring the Success and Relevance of Arrangements

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 candidates, centres and other stakeholders.

Any relevant issues identified or brought to attention of the ECITB Awarding Organisation, that suggests that the provision or services may have unnecessarily impacted on candidates will be reviewed and where appropriate:

- any disadvantage which is unjustifiable removed;
and/or
- amendments will be made to the provision and/or services where necessary and in accordance with ECITB Awarding Organisation documented procedures for developing and reviewing units and qualifications.

The ECITB Awarding Organisation will maintain a record of ongoing reviews which will be made available to the qualification regulators upon request.



Review Arrangements

This policy and its associated procedures will be reviewed and revised, as and when necessary, as part of continuous improvement arrangements and/or in response to customer, candidate or regulatory feedback (e.g. to align with any enquiries, processes established or revised by the regulators) and/or in response to any trends that may emerge in the subject matter of enquiries received.

Contact Details

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

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