



ETC Awards Limited

Equality and Diversity Policy

Regulatory references

Ofqual General Conditions of Recognition
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<i>A1 Suitability for continuing recognition</i>
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<i>C2 Arrangements with centres</i>

<i>D2 Accessibility of Qualifications</i>

<i>E4 Ensuring an assessment is fit for purpose and can be delivered</i>
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<i>G2 Language of the assessment</i>

<i>G6 Arrangements for Reasonable Adjustments</i>

<i>G7 Arrangements for Special Consideration</i>
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Introduction

This policy is to ensure the successful management of equality and diversity issues, or potential issues, which may arise specifically from the ETA's activities as an awarding organisation.

It is aimed at our centres who are delivering and learners who are enrolled on or have taken ETA qualifications (including units).

It also 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.

Centre's responsibility

All ETA approved centres must have their own equality and diversity policy in place. This is part of the ETA's approved centre criteria and this will be checked by your external verifier during monitoring visits.

Centres should also ensure that their staff involved in the delivery of our qualifications, and their learners, are aware of the contents of this policy (e.g. via their induction when first embarking on ETA qualifications etc.).

Areas covered by the policy

- **ETA staff**

ETA commits to incorporating specific and appropriate duties in respect of implementing the equal opportunities and diversity policy into job descriptions and work objectives of all staff. ETA will provide equality training and guidance as appropriate to our staff. This will be included as part of the ETA's induction programme as well as further on-going training as identified via our internal staff performance review arrangements.

Full details of ETA staff requirements are contained in the Company Handbook

- **Qualification Development**

ETA will ensure that there are no features that could disadvantage any groups of learners that share a particular characteristic or barriers to entry other than those directly related to the purpose of the qualifications (including units). 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 qualification or unit.

- **Centres**

ETA expects its centres to enable learners to have equal access to training and assessment for qualifications irrespective of their sex, marital status, age, religion, colour, race, nationality or ethnic origin or disability. Assessment must similarly be undertaken without discrimination.

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 centres and/or 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 centre, learners must be made aware of their right to appeal to The ETA via the arrangements outlined in our Appeals Policy.

Monitoring the success and relevance of our arrangements

ETA is committed to complying with all current and relevant legislation and, which at the time of writing includes, but is not limited to the Equality Act 2010 and Northern Ireland Equality Law.

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

The External Quality Assurers (EQAs) will monitor centres to ensure that they have embedded Equalities Law in the delivery of ETA qualifications (including units) during routine engagements with centres.

All relevant issues identified that suggest that our provision or services may have unnecessarily impacted on learners will be reported back to the Head of Solutions and Compliance or the Managing Director. They will be responsible for ensuring that relevant staff introduce amendments to provision and/or services as necessary and in accordance with our documented procedures for developing and reviewing qualifications and units.

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

Review arrangements

We will review this policy annually as part of our self-evaluation arrangements and revise it, as and when necessary, in response to external feedback, trends from our internal monitoring arrangements, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

Contact us

If you wish to raise an issue in accordance with this policy, or if you have a query in relation to our complaints or appeals arrangements, please contact the Managing Director at:

Tel: **07850113380**

Email: **michael@eta-gms.com**