
P005: EQUALITY, DIVERSITY AND REASONABLE ADJUSTMENT POLICY 2018

1. Equality & Diversity

WAMITAB requires this policy to be harmonious with its own Equality and Diversity policy, on which a significant amount is based.

It is our policy to provide equality in employment and service provision to all, irrespective of:

age
disability
gender reassignment
marital or civil partnership status
pregnancy or maternity
race (which includes colour, ethnicity or national origins)
religion or belief
sex
sexual orientation.

These attributes are known as the nine “protected characteristics” as set out in the Equality Act 2010.

Leppitt Associates is opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us or access our services will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

2. Scope

This policy applies to all persons working for us whether as employee, self-employed or casual worker, full or part time, paid or unpaid or on any other basis whatsoever. All employees will be given equal opportunities to progress within the organisation. Selection criteria and procedure will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

It also applies to all learners using the centre, from initial point of contact to termination of the contractual working relationship, and with the agreement of their employer: all learners should complete a WAMITAB Equality & Diversity questionnaire, which is stored in the learner’s file.

3. Commitment to Equality of Opportunity.

Leppitt Associates:

- Promote equality of opportunity for everyone
- Engender a good and harmonious working environment, treating everyone with respect and dignity at work
- Take measures to prevent unlawful direct or indirect discrimination, victimisation and harassment
- Will fulfil our legal obligations to employees and clients
- Regard all breaches of our equal opportunities policy as potential misconduct, which may lead to disciplinary action

4. Implementation and Communication

Leppitt Associates will:

- Communicate this policy to all employees e.g. at induction and other appropriate opportunities, and to learners when they register with the centre.
- Ensure that any person with responsibility for any aspect of the recruitment and selection process is familiar with the organisation's equal opportunities policy and acts in accordance with the policy and good practice

5. Complaints

Any employee or worker who wishes to raise a complaint about another employee or worker should use the Complaints Procedure. Any employee who wishes to raise a complaint about the conduct of a third party (e.g. a Client) should inform the Partners and may use the "Reporting a Complaint" form to record the details.

Clients (learners or their employers) wishing to raise a complaint should also follow the Complaints Procedure, which provides learners with access to informal counselling and grievance procedures for dealing with allegations of discrimination, victimisation or harassment. The Information to Learners, given to all learners following registration and included in learner's folders, gives clear information on how to raise an issue or make a complaint.

Complaints will be investigated without delay and a prompt response sent to all complainants

Disability and Qualification Assessment

In general impairments have to meet the statutory requirements set out in Section 6 and Schedule 1 of the Equality Act 2010 and associated regulations.

Factors that may disadvantage learners in demonstrating their skills, knowledge and understanding in assessment include:

- Persistent and significant difficulty in reading and understanding written material in their native language
- Persistent difficulty in concentrating and distractibility
- Difficulty understanding or following simple verbal instructions
- Minor problems with writing and spelling

2. Reasonable Adjustment

Leppitt Associates will make adjustment, where reasonable to do so, to facilitate access to assessment for learners with specific requirements and where they would be at a substantial disadvantage in comparison to someone who is not disabled.

Adjustments must not affect the validity or reliability of assessment outcomes or give unfair advantage to any learner. Reasonable adjustment will be made in line with WAMITAB policy and procedures and the Centre Coordinator, or assessor, will ensure implementation is based on firm evidence of a barrier to assessment and is in line with this guidance.

Whether an adjustment is considered reasonable will depend on several factors e.g.

- The needs of the learner
- The effectiveness of the adjustment in meeting those needs
- The cost of the adjustment
- The likely impact of the adjustment upon the learner and other learners

An adjustment may not be considered reasonable if, for example, it:

- Involves unreasonable cost to the centre
- Involves unreasonable time frames
- Affects the security and integrity of the assessment
- Gives the learner unfair advantage of other learners taking the same or similar assessment

In most cases it would not be reasonable to make adjustments to assessment objectives as to do so would undermine the effectiveness of the qualification in providing a reasonable indication of the skills, knowledge and understanding of the learner.

Any reasonable adjustment must reflect normal learning or working practice in the centre or work place and must be agreed prior to registration of an award and assessment.

Learners may use mechanical, electronic and other aids to demonstrate competence. They should generally be available commercially and to be used easily in the centre or employees work place.

Examples of Adaptations

- adapting assessment materials e.g. enlarged format, on coloured paper or overlays, braille, native language, audio format, transcript, vision aids

- adaption of physical environment for access, different assessment location
- adaptation to equipment
- British Sign Language
- Practical assistant, scribe, prompter, reader, interpreter, provide assistance during assessment
- Changing or adapting assessment method e.g. multiple choice questions
- Changing or adapting usual assessment arrangements e.g. regular rest breaks, extra time when discussing, questioning, for written work
- Language modified assessment (translation in line with WAMITAM policy 0088 use of languages)
- Use of ICT and assistive software, technology, responses using electronic devices

This list is not exhaustive and not all will be reasonable, permissible or practical in certain situations. The learner may not require, or be allowed, the same adjustment for all assessments.

Recruitment of Learners

Leppitt Associates strives to ensure all learners have correct information and advice prior to registration for an award so that it meets their needs and they are able to achieve all the assessments for the qualification.

Assessors, or the Centre Coordinator, will discuss any potential learning requirements when approached for information about registering for an award. Learners may still decide to proceed with an award but not to be entered for some or all of the assessments.

Leppitt Associates will ensure all learners are:

- aware of the range of options available, including any reasonable adjustment that may be necessary
- able to demonstrate attainment across all required assessments
- not achieving certain outcomes may restrict progression routes

Data Protection Act 1984

Leppitt Associates in accordance with the above Act hold personal data on a computer in connection with its role for assessment of RQF awards – Appendix 1 WAMITAB Equality and Diversity Monitoring Data form. That information may be disclosed to the awarding bodies and, if authorised by the candidate, to the employer named on this registration form. The data will not be disclosed to any other bodies or used for any other purpose unless the express permission of the applicant has first been obtained in writing.

Policy Monitoring and Review

Leppitt Associates will maintain records of action and decision making and these will be available for External Quality Assurance (EQA), centre meetings, future planning and monitoring.

All staff receive a copy of this policy which is discussed and agreed at a centre meeting.

The Equality, Diversity and Reasonable Adjustment Policy and working practice is a standing item on the centre meeting agenda. This ensures the subject retains a high profile and any issues can be discussed, procedures and working practices adjusted as necessary

The Partners is responsible for monitoring the effectiveness of this policy and reviewing it as appropriate, normally on an annual basis.

Any revision will be agreed by all staff before March 2020.