

BIIAB Qualifications Equality and Diversity Policy



Contents

Purpose	3
Policy Statement	3
BIIAB Qualifications Commitment	3
BIIAB Centre Requirements	4
Monitoring our Arrangements.....	5
Contact Details.....	5
Policy Review Arrangements	5



Purpose

BIIAB Qualifications is committed to equality and diversity and to securing the rigour and compliance with standards for the qualifications that BIIAB Qualifications certificates. We actively promote equality of opportunities for learners and potential learners and equal opportunities practice by centres.

This commitment also extends to promoting equal opportunities in the way in which we work with and develop our staff including providing appropriate equality training and guidance.

We comply with all current and relevant equalities legislation and aim to deliver a service and range of qualifications that are fair, accessible and do not include any unnecessary barriers to entry. Where there are features of a qualification that could disadvantage a group of learners, they will be listed in the qualification handbook and the justification given.

We also ensure that any regulatory requirements imposed on us by our regulators are met, and that we support centres to meet those requirements.

All approved BIIAB Qualifications centres must have their own Centre Equality and Diversity Policy, which is reviewed as part of the Centre Approval process to ensure it is current and fit for purpose.

Policy Statement

All learners should have equal opportunity to access our qualifications and assessments regardless of sex, gender reassignment, marital status, civil partnership status, disability, race, religion or belief, sexual orientation, age, pregnancy or maternity.

We seek to ensure our qualifications are without disadvantage to any learner, potential learners or group of learners that may share any of these characteristics.

BIIAB Qualifications products (qualifications and end-point assessments EPA) are designed to reflect the diversity of learners.

If we must specify a requirement that could disadvantage a particular group (for example a legal requirement around the age of learners or health and safety issues and learners with particular disabilities), we will include it in the qualification specification and explain why it is there. The justification will relate only to the specific requirements of the components, qualifications or EPA.

BIIAB Qualifications Commitment

When undertaking a qualification or EPA, learners with a protected characteristic will not be disadvantaged in comparison to learners that do not share that characteristic. This means that all learners' achievements can be compared to the achievements of past, present and future learners.

To fulfil our requirements under the Equality Act 2010 (UK) we will:

- monitor and review equality and diversity throughout the process of developing qualifications



- review whether Centres are fulfilling their responsibilities in terms of for example, carrying out assessment processes in a fair and objective manner, operating an equality policy and operating an inclusive appeals procedure.
- consider requests that relate to access to BIIAB Qualifications products (qualifications and EPA's) and take action where reasonable
- analyse and monitor learner achievement data to detect and mitigate any accidental bias
- fulfil our obligation to meet access requests or learners in a manner that does not disadvantage them

We are also committed to ensuring that:

- Qualifications are available in English, Gaelige in Northern Ireland and Welsh in Wales, where needed and requested
- BIIAB qualification documentation is produced using clear, plain language that is free from bias

For BIIAB Qualifications to be successful in the implementation of the policy statement, it will:

- Issue the policy to all staff, contractors, representatives, Centres and learners via the BIIAB Qualifications website
- Offer and provide relevant and suitable development for all staff, contractors and representatives
- Ensure that BIIAB Qualifications Centres implement and operate an Equality and Diversity Policy monitored through BIIAB EQA process and systems

BIIAB Centre Requirements

BIIAB Qualifications expects its centres to deliver and assess its qualifications in accordance with equalities law, enabling learners to have equal access to training and assessment for qualifications irrespective of the characteristics noted above in the Policy Statement section of this policy.

As part of the Centre approval process a centre must have its own policy in place in relation to equality and diversity. Any centre satellite sites and/or assessment sites are also required to have a policy in place to ensure that they are fulfilling their equality and diversity responsibilities and that discrimination does not occur either directly or indirectly.

This policy should be followed prior to referring to BIIAB Qualifications for guidance and should extend beyond reference to equality in employment and internal matters and cover all activities in relation to learners.

Where complaints relating to issues of inequality cannot be satisfactorily resolved by the centre, learners must be made aware of their right to appeal using the arrangements outlined in our appeals policy.

BIIAB Qualifications approved centres are required to:

- Ensure that all learners are treated with respect, equally, fairly and without bias to help and encourage learners to progress, develop and reach their full potential through learning and development



- Fulfil their equality and diversity responsibilities regarding assessment processes, adhering to current equality legislation, operating and maintaining an effective appeals procedure
- Ensure that monitoring of equality and diversity is an 'active' process and is documented
- Comply with BIIAB's reasonable adjustments and special considerations policy and procedures for learners who have particular assessment requirements
- Ensure that learners are made aware of both BIIAB and the Centre's commitment to the implementation and maintenance of equality and diversity through the policies set out by both BIIAB Qualifications and the Centre
- Encourage learners to give information to Centres that will help equality monitoring processes in the Centre which may be reviewed by the Centre EQA
- Encourage learners to give feedback to the Centre on access to equality of opportunity through the completion of questionnaires during, and at the end, of the learner's specific qualification or EPA which may be reviewed by the Centre EQA

Monitoring our Arrangements

As part of the learner registration and certification processes for qualifications and EPA's, BIIAB Qualifications will collect information on diversity and requests for reasonable adjustments or special consideration.

We also seek feedback from learners, centres and other stakeholders using a variety of methods. Any relevant issues identified which suggest our provision or services may have unnecessarily impacted on learners will be reported back to our Head of Qualifications and Apprenticeships who will be responsible for ensuring a review takes place.

The outcome of this will be discussed by the Management Team and, if necessary following this review, we will make amendments to provision and/or services in accordance with our documented procedures.

If reviews highlight equalities or accessibility issues with units or qualifications, we will inform all relevant stakeholders. Details of our reviews will be made available to the qualifications regulators upon request.

Contact Details

Feedback can be should be submitted in writing addressed to the below address or by email to customersupport@bii.org

BIIAB Qualifications
Infor House
1 Lakeside Road
Farnborough
GU14 6XP

Policy Review Arrangements

This policy is subject to a three-year review cycle, or earlier should any feedback or concern be brought to the attention of BIIAB Qualifications, to ensure it remains fit for purpose and the process and its outcomes are deliverable.



It is also reviewed as part of BIIAB Qualifications continuous improvement monitoring through its annual self-assessment arrangements.