

Equal opportunities and diversity policy

Introduction

This policy is aimed at our centres, training providers, learners and apprentices who are delivering/enrolled on or have taken an NCTJ qualification, unit or end-point assessment.

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

Centre's responsibility

It's important that centre staff involved in the delivery of our qualifications/end-point assessments and their candidates are fully aware of the contents of this policy (e.g. via their induction when first embarking on NCTJ qualifications/end-point assessments).

Review arrangements

We will review this policy annually and revise it as and when necessary in response to customer and candidate feedback, changes in our practices, actions from the regulatory authorities, external agencies or changes in legislation.

If you would like to feedback any views please contact us via the details provided at the end of this policy.

Areas covered by the policy

- **NCTJ staff**

The NCTJ commits to incorporating specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.

The NCTJ will provide equality training and guidance as appropriate to our staff; including as part of staff induction training as well as further on-going courses as identified via our internal staff performance review arrangements.

- **Qualification and end-point assessment development**

The NCTJ will ensure that there are no features that could disadvantage any groups of candidates that share a particular characteristic or barriers to entry other than those directly related to the purpose of the units, qualifications or end-point assessments. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier justified in terms of why they are valid and required for the particular unit, qualification or end-point assessment.

- **Centres and training providers**

The NCTJ expects its centres and training providers to enable candidates to have equal access to training and assessment for qualifications and end-point assessments irrespective of their sex, marital status, age, religion, colour, race, nationality or ethnic origin or disability. Assessment must similarly be undertaken without discrimination. Centres and training providers 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 centre, learners must be made aware of their right to appeal to the NCTJ via the arrangements outlined in our appeals policy.

Monitoring the success and relevance of our arrangements

The NCTJ 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 candidate registration and certification processes for qualifications, units and end-point assessments the NCTJ may collect information on diversity, requests for special considerations, access arrangements and feedback from candidates, centres, training providers and other stakeholders.

All relevant issues identified that suggest our provision or services may have unnecessarily impacted on candidates will be reported back to our head of quality and assessment 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, qualifications and end-point assessments.

Details of our ongoing reviews will be made available to the qualification and end-point assessment regulators upon request.

Contact us

If you've any queries about the contents of the policy, please contact NCTJ on 01799 544014 or via email at info@nctj.com.