

NCTJ Equality, Diversity and Inclusion (EDI) policy

Contents

1. Purpose	2
2. Scope	2
3. Definitions.....	2
4. Policy statements	2
4.1 Legislative context.....	2
4.2 Roles and responsibilities	3
4.3 Qualification and end-point assessment development	3
4.4 Monitoring the success and relevance of our arrangements	3
4. Review arrangements.....	4
5. Contact us	4

1. Purpose

This policy sets out our commitment to providing fair, accessible qualifications and services that avoid unnecessary barriers to entry.

2. Scope

The policy applies to:

- NCTJ staff and representatives: All staff and representatives involved in the development, delivery, and support of NCTJ qualifications and services.
- Centres: Organisations approved to deliver NCTJ qualifications and end-point assessments.
- Learners: Individuals undertaking NCTJ qualifications, units, or end-point assessments.

3. Definitions

Learners: Encompasses students, apprentices, or distance learners, at any stage of their journalism training.

Centres: Encompasses training providers, HEIs, FE colleges and commercial centres.

4. Policy statements

4.1 Legislative context

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.

The following characteristics are protected characteristics—

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;

- sexual orientation.

4.2 Roles and responsibilities

- 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.
- NCTJ centres:
 - Ensure staff and learners are aware of this policy.
 - Enable equal access to training and assessments, regardless of any protected characteristic.
 - Have their own 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 the NCTJ's appeals policy.

4.3 Qualification and end-point assessment development

The NCTJ 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 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.

4.4 Monitoring the success and relevance of our arrangements

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 learners, centres, training providers and other stakeholders.

All relevant issues identified that suggest our provision or services may have unnecessarily impacted on learners will be reported back to our head of awarding. The head of awarding is responsible for ensuring 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.

4 Review arrangements

The NCTJ will review this policy annually as part of the NCTJ's annual self-evaluation arrangements and revise it as and when necessary, in response to customer, learner or regulatory feedback.

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

This policy will be reviewed in September 2026.

5 Contact us

Any queries in relation to the contents of this policy, please contact our head of awarding.

Telephone: 01799 544014

Email: info@nctj.com