

1.0 Policy

1.1 The Advance Assessments board of directors is responsible for oversight of this policy.

1.2 Advance Assessments is committed to providing fair access to all its services and to all those seeking to work with the company, on an employed or contract basis. This is a long-term commitment to ongoing reviews of policies, procedures, performance and culture to ensure we are recognised as always acting as a fair and non-discriminatory organisation that does not tolerate discrimination or harassment.

1.3 We will always comply the UK legal frameworks that set out the rights of individuals and advances equality of opportunity, including the Equality Act 2010. Additionally, we will meet the expectations of the conditions of registration and the quality codes for the sectors we work in, including those defined by Ofqual (Particularly Condition D2 – Accessibility of qualifications) and the UK Quality Assurance Agency for Higher Education.

1.4 **Assessment Instruments, qualifications and other materials**

It is a requirement of Advance Assessments that all assessment instruments, qualifications and other materials are designed to always provide fair access and are internally verified as such. Particular attention should be paid to adjusting elements of assessment instruments that may disadvantage people with a protected characteristic or disability.

1.5 **End Point Assessments**

All End Point Assessments conducted by Advance Assessments will be conducted in a way that provides equal access for all apprentices and all processes concerned with assessment are carried out in a fair and objective manner. Assessment must be carried out without discrimination directly (by treating those with protected characteristics or disabilities less favourably) or indirectly (where the policy, procedure or practice is applied to everyone, but it has a particular disadvantage for people with a characteristic or disability).

1.6 **Employment**

It is a requirement that all employees and contractors working with Advance Assessments have understood this policy and adhere to it at all times.

1.7 All employees or subcontractors are required to indicate that they have reviewed Section 96 of the Equalities Act 2010.

1.8 Any employee, contractor or other stakeholder finding documentation or other material that they believe does not comply with this policy should report the instance to the Advance Assessments Assessment Manager.

1.9 Any employee, contractor or other stakeholder witnessing behaviour or an incident that does not comply with this policy should report it to the Advance Assessments Managing Director.

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Managing Director

2.0 Procedure

2.1 All Advance Assessments procedures are written and developed to provide fair access according to this policy. There is no procedure in this document. Advance Assessments procedures that assure fair access include;

- 2.1.1 AA_OP_01 Recruitment, induction and training
- 2.1.2 AA_OP_03 Appeals
- 2.1.3 AA_OP_04 Reasonable adjustment and special conditions
- 2.1.4 AA_OP_05 Assessment internal verification and moderation
- 2.1.5 AA_OP_07 Qualification and assessment review, improvement and standardisation
- 2.1.6 AA_OP_08 Safeguarding and Prevent
- 2.1.7 AA_OP_09 Stakeholder feedback
- 2.1.8 AA_OP_13 Learner admission and registration
- 2.1.9 AA_OP_18 Governance and oversight
- 2.1.10 AA_OP_19 Malpractice or maladministration
- 2.1.11 AA_OP_20 General practice review meetings
- 2.1.12 AA_OP_23 Complaints

3.0 Documents associated with this procedure

3.1 Please refer to the procedures listed in item 2.1 for a list of associated documents.

AA_OP_11
Advance Assessments Fair Access Policy

4.0 Document Revision History

4.1 Following improvement identifications and review with colleagues, the Assessment Manager is responsible for revisions of this policy/procedure and completion of the table below, before issue of the amended policy/procedure.

Date (most recent first)	Revision(s)	Reason for revision(s)	New Version Number	Approved by (Initial)
28/12/2022	<p>Format of policy and procedure modified to include numbered items</p> <p>Item 1.4 enhanced to include all materials in use at Advance Assessments</p> <p>Item 1.8 added</p>	<p>To comply with standard format for AA policies and procedures and to provide clarity on which documents to refer to/use.</p> <p>To ensure all materials in use or published by Advance Assessments have fair access characteristics</p> <p>To require employees and contractors to report sub-standard materials</p>	2022/01	GM