

Introduction

Gardiner Associates Training and Research (GATR) is committed to ensure that our courses and assessments adhere to the diversity and equality legislation and principles expected as an awarding centre and in accordance with the awarding body, Skills for Justice Awards.

GATR fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of:

- age
- ability
- disability
- gender reassignment
- marital/civil partnership
- status
- domestic circumstances
- pregnancy and maternity
- racial group
- religion or belief
- sex
- sexual orientation
- colour
- culture
- social background
- employment status
- or any other grounds or status

The **Equality Act 2010** brings together over 116 separate pieces of legislation into one single Act. Combined, they make up a new Act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. It protects individuals from various forms of discrimination and harassment.

Direct discrimination - when you are treated less favourably than another person because of your characteristic or disability.

Indirect discrimination - when a rule, policy or practice is applied to everyone, but it has a particular disadvantage to people with a characteristic or disability.

Protected characteristics - characteristics that are protected by the law.

It is unlawful to discriminate (directly or indirectly) because of age, disability, sex, gender reassignment, pregnancy, maternity, race (including colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "**protected characteristics**".

Roles and Responsibilities

Learners:

Are familiar with our centre's fair access and equality, equal opportunities/equality and access to assessment policies.

Centre Tutors, Assessors and Internal Quality Assurers:

Are familiar with and adhere to this policy during the development, delivery, assessment of our courses and SFJ Awards' qualifications.

Ensure that all processes concerned with the development, delivery, assessment and award of SFJ Awards qualifications are carried out in a fair and objective manner.

Head of Centre and IQA:

- To maintain, review and update this policy on an annual basis.
- Ensure centre staff and learners are aware of this policy and the centre's fair access and equality, equal opportunities/equality and access to assessment policies.
- Monitor centre's arrangements for fair access, equality and diversity.

Our Pledge

That GATR complies with the Equality Act 2010 and will:

- Ensure our training and assessments are designed to be as accessible as possible.
- Not discriminate, victimise, or harass any individual or groups identified within the Equality Law.
- Monitor and review the effectiveness of this policy and look for ways of improving it.
- Make this policy freely available to our staff, external contractors and Qualification Users, and publicise it on our websites.
- Conduct Equality Impact Assessments on training and assessment methods during development.
- Produce materials that comply with Equality Law.
- Use language in our materials that is clear, free from bias and appropriate to the target group.
- Collect and monitor available data relating to candidate achievement to detect accidental bias in accordance with the Data Protection Act 1998.
- Ensure our approved centres have their own fair access and equality, equal opportunities/equality and access to assessment policies.
- Monitor approved centre's adherence to their fair access and equality, equal opportunities/equality and access to assessment policies.
- Apply sanctions where centres do not conform to Equality Law.

Course and Training Development

GATR will ensure that there are no barriers or features in our courses and assessments that could disadvantage any groups of learners that share a particular characteristic.

We will ensure that at the time of developing a course or assessment, attention is paid to the need to ensure access to learning and assessment by all learners through:

- Removing bias in content.
- Ensuring assessment methods employed do not put up unnecessary barriers to specific groups of learners.
- Ensuring new qualifications are scrutinised to ensure equality of opportunity whilst ensuring that the integrity of the qualification has not been compromised.
- Ensuring assessment materials are reviewed to ensure there is no unnecessary bias or barriers.

Assessment

Our assessors will enable learners to have equal access to training and assessment and ensure that all processes concerned with assessment are carried out in a fair and objective manner. Assessment must be undertaken without discrimination.

Internal Quality Assurance

We ensure through our internal quality assurance processes that attention is paid to the need to ensure access to learning and assessment by all learners through:

- Monitoring assessment materials.
- Offering special arrangements to learners, who may not be able to fully demonstrate their abilities in prescribed assessment situations, provided that this does not unreasonably affect the standards and outcome of the assessment.
- Monitoring all complaints, enquiries and appeals that may suggest discriminatory practice.

Contact

To discuss anything which may relate to an equality issue in relation to an assessment issue contact should be made to:

Head of Centre

GATR Assessment Centre

G284 - Access to Fair Assessment and Training



enquiries@gatr.co.uk

To discuss anything which may relate to an equality issue in relation to a training course issue contact should be made to:

Director of Training

GATR

enquiries@gatr.co.uk

Postal address and telephone contact:

Gardiner Associates Training and Research (GATR)

Phoenix House, 251 Carr Road, Northolt, UB5 4RN

Tel: 0845 83 99 838

Mob: 0758 184 3737

We will respond within 5 working days of receipt.

We will work with parties to ensure that equality of opportunity is promoted in access to our products and services and that unfair or unlawful discrimination, whether direct or indirect is eliminated.

Policy Review

This policy will be reviewed by the Head of Centre and IQA on a yearly basis and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance from Skills for Justice Awards.

Our policies are available on our website and on our Online Learning Portal