



CENTRAL QUALIFICATIONS\*

## EQUALITY, DIVERSITY AND INCLUSION POLICY

CQ supports the principle of equal opportunities and strives to ensure that all learners, assessors, staff and Centres have equal access.

Learners who have been identified at induction stage as requiring reasonable adjustments will be accommodated as reasonably possible. To this end, learners can apply for reasonable adjustments or special considerations when sitting examinations and similar tasks. Forms are available from Tutors and should be completed in a timely manner to ensure that such adjustments can be made.

The company is committed to the principle of equal opportunity in employment.

Accordingly, policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, trade union membership or non-membership, sex or marital status or sexual orientation. The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

All staff, learners and Centres are asked to ensure that their dealings with others promote equality of opportunity.

Learners will be treated equally in respect of learning and assessment opportunities. Assessment techniques and strategies recognise different styles of learning. Reasonable adjustments to assessment arrangements will be made available based upon identified need.

Management has the primary responsibility for the successful implementation of the policy by:

- not discriminating in the course of employment against fellow employees or job applicants
- not inducing or attempting to induce others to practise unlawful discrimination
- bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy
- ensuring that there are no barriers to entry to units and qualifications we develop and deliver and/or offer for disabled people, for women or men, or people from different racial groups, other than those directly related to the integrity of units or qualifications. The nature of any barriers will be stated and the inclusion of the requirements that create the barrier justified only and explicitly in terms of the integrity of unit or the qualification. Any details of how the effect of any barriers will be mitigated, including using access arrangements, including reasonable adjustments, will be recorded.

Individual employees have the responsibility to ensure that they assist the Company in achieving these objectives by:

- not discriminating in the course of employment against fellow employees, customers, suppliers or members of the public with whom they come into contact during the course of their duties
- not inducing or attempting to induce others to practise unlawful discrimination
- reporting any discriminatory action to their Line Manager

The successful operation of this policy necessitates a contribution from each employee and all employees have an obligation to report any act of discrimination known to them.

Any employee who considers that they are a victim of unlawful discrimination may raise the issue through the grievance procedure.

All staff, learners and Centres are to be made aware of this policy and it is to be reviewed and updated in accordance with latest legislation.

CQ will comply with all current and relevant legislation and this policy will be monitored and reviewed annually. Relevant legislation, which at the time of writing includes, but is not limited to the Equality Act 2010.

As part of the monitoring of candidates registering for a CQ qualification we will collect information on diversity, requests for special considerations, access arrangements and feedback from learners, Centres and other stakeholders.

All relevant issues identified that suggests that our provision or services may have unnecessary impact on learners will be reported back to the Quality Assurance Manager who will be responsible for leading on introducing amendments to provision and/or services where necessary and in accordance with our documented procedures for developing and reviewing units and qualifications.

Details of the outcomes of each review will be made available to the qualification regulators upon request.