

**Fair access, reasonable adjustments, special considerations
and equality and diversity policy**

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<u>Policy owner(s):</u>	Training Team
<u>Accountable officer:</u>	Head of Training/Responsible Officer

Introduction

This policy sets out the expectations on all parties to ensure fair access in practice to End-point Assessment for apprentices being assessed by British Marine.

All apprentices and potential apprentices should be able to enter and successfully participate in an apprenticeship programme and end-point assessment in pursuit of their learning objectives.

British Marine is committed to ensuring that we provide apprentices with all relevant information and guidance about End-point assessment. Our guidance sets out our intention to deliver an End-point Assessment service which is fair, accessible and does not include any unnecessary barriers to entry.

British Marine 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

Definition

The Equality Act 2010 provides a legal framework to protect the rights of individuals and promote equality of opportunity for all. It protects individuals from various forms of discrimination and harassment.

Direct discrimination - treating someone with a protected characteristic less favourably than others.

Indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.

Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.

Victimisation - treating someone unfairly because they have complained about discrimination or harassment.

Protected characteristics - characteristics (including perceived or by association) that are protected by the law. It is unlawful to discriminate (directly or indirectly) because of:

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

These are known as "protected characteristics".

Stereotypes - making decisions about people based on stereotypes can be discrimination too.

Scope

This policy applies to all key stakeholders engaged with the End-point Assessment activities on behalf of British Marine and any person who can influence the outcomes of End-point Assessment. This includes Employers, Contractors, Partner Organisations, and British Marine employees and volunteers.

For the avoidance of doubt, this policy applies whether work is being undertaken directly for British Marine or via one of its subsidiaries.

Policy statement

British Marine is committed to the development and support of apprentices which includes providing information and fair entry and access arrangements, irrespective of any protected characteristic they may have. British Marine is committed to:

- Ensuring that every British Marine approved End-point Assessment location has and implements a fair access policy for the delivery and facilitation of End-point Assessments.
- Ensuring that all End-point assessments are designed, developed and delivered to be representative of the apprentices, including ensuring that there are no features of End-point Assessments that could disadvantage any apprentice that has a particular protected characteristic or barriers to entry other than those directly related to the purpose of the end-point assessment or apprenticeship qualification. 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 required for the particular End-point Assessment.
- Ensuring fairness in our application of all access arrangements and reasonable adjustments for End-point Assessments.

- Ensuring that apprentices with a protected characteristic are neither advantaged nor disadvantaged in End-point Assessments in comparison to apprentices who do not share that characteristic, ensuring that all achievement of End-point Assessment is comparable.
- Ensuring that adequate monitoring and review of equality and diversity happens throughout the process of developing and delivering End-point Assessment products and services. **Please refer to British Marine's internal quality assurance policy for information on how we will do this.**
- Ensuring that British Marine considers all access requests relating to End-point Assessments that are received, except where acceptance of the request is not logistically possible or where acceptance would undermine the reliability or integrity of the assessment.
- Monitoring data related to apprentice achievement in order to detect and mitigate against any accidental bias.
- Incorporate specific and appropriate duties in respect of implementing this policy into the work objectives of all staff involved in the delivery of End-point Assessments.
- Provide equality training and guidance as appropriate to our staff and contractors including as part of induction training as well as further on-going training. Where complaints relating to issues of fair access cannot be satisfactorily resolved, apprentices must be made aware of their right to complain to British Marine via the arrangements outlined in our End-point Assessment Complaints and Appeals Policy.

Reasonable adjustments

It is important that employers and training providers inform British Marine of any requests for reasonable adjustments required as soon as possible in order to ensure fair access to end-point assessment.

British Marine will consider each request and may only reject a request for a reasonable adjustment where it may constitute a serious safety hazard which cannot be reasonably overcome, or if an adjustment may create a serious loss of validity or independence within the assessment process.

To submit a reasonable adjustment request, you should fill in the application form on the [British Marine website](#) and send the completed form to British Marine electronically or via post.

During the end-point assessment the types of adjustments offered may include, but are not limited to, changes to elements such as:

- the location and timing of the assessment
- the format, wording or type of assessment activity
- the availability of support personnel for additional needs
- the availability of adaptive software or hardware, or specialist equipment

These adjustments should mirror the types of reasonable adjustments and additional support that the apprentice has received from their employer and/or training provider during their apprenticeship programme.

It is important that reasonable adjustments **do not** affect the reliability or validity of assessment and they should not give the apprentice an advantage over other apprentices undertaking the same assessment.

In addition to this, British Marine will support apprentices by ensuring that:

- The reasonable adjustments provide apprentices with the opportunity to demonstrate attainment against occupational competence;
- The assessment is reliable, and any person using the apprenticeship certificate to identify an individual's competence can have confidence in their skills and abilities;
- The assessment process is rigorous and fair, and the assessment activity is valid;
- The assessment is practically able to operate within available resources, following the application of any reasonable adjustments;
- Facilities and time allow apprentices to use any commercially available mechanical, electronic or other aids in order to demonstrate achievement so long as they reflect the apprentice's normal ways of working and do not give the apprentice an unfair advantage.

Reasonable adjustment matrix

1. No known disability
2. Cognitive processing need such as dyslexia, dyspraxia; a need in executive function, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, nonverbal memory
3. Social/ communication need such autistic spectrum condition
4. Long standing illness such as cancer, epilepsy, Crohn's, IBS, Chronic Fatigue
5. A mental health condition
6. A physical need such as crutches or wheelchair user, arthritis, paraplegia, quadriplegia, cerebral palsy
7. Hearing need
8. Visual need

Assessment method	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Reasonable adjustment						
Extra time allowance	2,3,4,5,6,7,8	2,3,4,5,6,7,8	2,3,4,5,6,7,8	2,3,4,5	2,3,4,5,7	2,3,5,6,7
Scribe			2,6,8			
Reader			2,8			
Personal support worker in attendance	2,5,6,8	2,5,6,8	2,5,8	2,5,8	2,5,6,8	2,5,8
Timed rest breaks	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8	2,4,5,6,7,8
Bathroom breaks	4,6	4,6	4,6	4,6	4,6	4,6
Voice explanation	2,8	2,8				
BSL interpreter + extra time	7	7	7	7	7	7

Assessment method	Observation	Practical Skills Test	Test	Project	Presentation	Professional Discussion
Reasonable adjustment						
Individual testing			3,4,5			
Paper-based option			2,4			
Supervised assessment taken at home			3,4,5,6			
Written questions to back up verbal					2,4,5,6	2,4,5,6
Rewording of questions / clarification if needed					2,3,7	2,3,7
Time allowance for processing verbal questions					2,4,5,7	2,4,5,7
Information presented in small chunks					2,4,7	2,4,7

Special considerations

A special consideration is an allowance that is applied after the assessment has been carried out, to accommodate a temporary illness, injury or other relevant situation that affected the apprentice at the time of the assessment. The adjustment must be relatively small to ensure the integrity of the assessment is maintained. British Marine must be made aware of the request for a special consideration as soon as possible, and each request will be considered on a case-by-case basis.

A special consideration may be applied for an apprentice in the following situations:

- Performance in the assessment is affected by circumstance beyond the control of the apprentice – for example, illness, injury, bereavement, serious disturbance during the assessment.
- Reasonable adjustments agreed in advance of the assessment were inadequate or inappropriate.
- Part of an assessment has been missed due to circumstances beyond the control of the apprentice.

Appeals

If for any reason, you believe the apprentice has been wrongly refused fair access to end-point assessment, you may appeal this decision by following the process outlined in British Marine's appeals policy.

Monitoring the Policy

This policy will be reviewed annually to ensure that its provisions continue to meet the legal obligations of British Marine and reflect best practice.

Questions about the content or application of this policy should be directed to Blue Davies, Head of Training at adavies@britishmarine.co.uk or 07584 563343.