

EQUAL OPPORTUNITIES POLICY

Issue and Review

The date of issue of this policy is 1st November 2020. This policy will be reviewed annually.

Relevant UK Legislation

Equalities Act 2010: [Equality Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk), particularly the responsibilities of accredited awarding organisations – Chapter 3, Sections 95-97.

Ofqual Conditions of Recognition

This Policy covers the following Ofqual General Conditions of Recognition:

- Condition A: *passim* but notably Conditions A1 (Suitability for Continued Recognition); A6 (Management of Risk); A7 (Management of Incidents); A8 (Malpractice and Maladministration);
- Condition B: notably Conditions B5 (Representation of Qualifications)
- Condition C: notably Condition C2 (Relations with Centres)
- Condition D: notably Condition D2 (Accessibility); D4 (Management of Complaints)
- Condition G: notably Condition G1 (Setting the Assessment), G6 (Arrangements for Reasonable Adjustments), G7 (Arrangements for Special Consideration)

ABE Commitment to Equal Opportunities

ABE is committed to a comprehensive policy of equal opportunities in the management of its qualifications in which individuals are selected and treated on the basis of their relative merits and abilities without regard to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, and are given equal opportunities within the company. The aim of this policy is to ensure that no learner registered on one of our qualifications receives less favourable treatment on grounds not relevant to good practice.

ABE will endeavour to ensure that no learner is disadvantaged on any of the grounds detailed above. To achieve this, ABE will consult widely to ensure the continued accessibility and manageability of our units and we will provide information, materials and assessments which are free from bias, use plain English and are user-friendly for all our customers. Equal opportunities extend to all aspects of our organisation and all our staff, including our examiner and moderations who will treat all learners fairly.

Centre Responsibilities

Where learners are studying within centres, the institution has a responsibility to ensure that recruitment, delivery and assessment practices are carried out in relation to this policy and the requirements set down in relevant legislation to protect learners from discrimination. ABE welcomes diversity amongst its learners and seeks to ensure that all learners are treated fairly, and that selection is based solely on the individual's abilities and suitability for the course on which they are registered. The recruitment process must result in the most suitable person for each course with regard to their potential and aptitudes.

The selection process will be carried out consistently for all qualifications at all levels. All those handling applications and conducting must be aware of the principles of the Equality Act 2010 and other relevant legislation. The selection of new learners will be based on qualification requirements and the individual's suitability and ability to do the qualification, and information sought from learners will relate only to the requirements of the qualification. ABE will monitor centres on their compliance with this policy to ensure learners have fair access to assessment and are not discriminated against in any way. ABE will treat seriously any allegation that centres have failed to comply with this policy.

Learner Responsibilities

All learners have a duty to co-operate to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Learners must not harass or intimidate other learners on the grounds of race or sex, disability or sexual orientation and must not victimise or retaliate against learners who make such allegations. Sanctions will be applied to any learner who breaches this policy and such cases will be dealt with according to proper centre procedures.

Complaints relating to equality of opportunity

ABE treats any allegations of sex or racial discrimination on the grounds of disability or sexual orientation seriously. Should any learner, provider, parent or teacher feel that discrimination on any grounds has occurred they should contact ABE immediately on **+44(0)20 8329 2930** or email at complaints@abeuk.com.

Reasonable Adjustments and Special Considerations

ABE deals with requests for reasonable adjustments and special considerations on a learner by learner basis. Please see ABE's Reasonable Adjustments and Special Considerations Policy on the ABE Student Portal.