



Fair Access policy

Introduction and purpose

Skills Assessment has a strong commitment to Equality, Diversity and Inclusion and has an obligation to provide fair access to its Apprentices. All apprentices should be given the opportunity to successfully pursue and complete their learning objectives. The primary purpose of this policy is to ensure that Apprentices are not advantaged or disadvantaged by any EPA processes implemented by Skills Assessment.

This policy applies to all Skills Assessment staff, clients and Apprentices and applies to all external partners and all others working with Skills Assessment, such as consultants who are not current members of staff at Skills Assessment. It also applies to the Board of governance and the directors of Skills Assessment. (The "relevant individual").

Access to the policy

Relevant individuals including partners and staff will be able to access a full suite of Skills Assessment policies by logging into the partner portal on the Skills Assessment Website.

Reviewing the policy

We will review this policy regularly and make necessary changes where it may be required. The partner portal on the Skills Assessment website always includes our most up to date policies.

Complaints

Relevant individuals have a right to express their dissatisfaction regarding services provided. Please see our Complaints Policy which can be found in the partner portal on the Skills Assessment website.

Related Policies

Equality, Diversity and Inclusion Policy 2019

Reasonable Adjustments Policy 2019

Assessment Appeals Policy and Procedure 2019

Complaints Policy 2019

Management of the Policy

Skills Assessment is committed to fair access of its assessment services. Skills Assessment managers will ensure that all staff and related parties are provided with up to date Equality, Diversity and Inclusion training. Skills Assessment managers will ensure that the policies and procedures of the policy are maintained, managed and enacted.

Procedure

Skills Assessment managers will ensure fairness in its application process for all access arrangements for EPA activities.

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Apprentices will be encouraged, on application to request any required access arrangements or reasonable adjustments, providing evidence where appropriate. Apprentices will be encouraged to request access adjustments if they become apparent post application. Apprentices will also be able to apply for mitigating circumstances to be taken into consideration for instances such as injury, illness, etc. This will be subject to moderation and approval from Skills Assessment Quality department.

Skills Assessment Staff will be trained to review adjustment requests fairly and make the reasonable adjustments necessary to ensure fair access; this could include liaising with the Apprentices employer for adjustments, where EPA components are delivered in the workplace.

In some instances, it may not be possible to apply the requested adjustments, for example where the adjustment is not logistically possible or where the adjustment would undermine the integrity of the assessment. Where this is the case Skills Assessment will communicate this clearly to both Apprentice and employer.

Skills Assessment staff that are responsible for creating and maintaining EPA resources will incorporate fair access.

Skills Assessment managers will collate and report on Equality, Diversity and Inclusion data to the board of governance. Managers will also ensure that Apprentices with protected characteristics are neither advantaged or disadvantaged during EPA activities in comparison to Apprentices that do not have protected characteristics, ensuring fairness in assessment and in addition that the achievement data is comparable.

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