



CIOB Awarding Organisation

Equality and Diversity Policy and Procedures

- 1 Equality and Diversity Awarding Organisation Policy**
- 2 Equal Opportunities Statement**
- 3 Equality and Diversity within CIOB Awarding Organisation Qualifications**
- 4 Application of Equal Opportunities Statement (Overview of process)**
- 5 Diversity Statement**
- 6 Contact details**

July 2010

1. Equality and Diversity Awarding Organisation Policy

Introduction

The purpose of this policy is to explicitly state how this commitment and current legislations are to be applied by CIOB Awarding Organisation and CIOB Centres and Providers to CIOB Site Supervisory and Site Management qualifications and assessment practices. Equality and diversity will be updated by the Awarding Organisation and reviewed annually according to any changes in legislation.

This policy covers 3 broad areas:

Equality is where people are treated fairly and given an equal opportunity, it is not about treating everyone in the same way, but recognises that needs can be met in different ways. Equality focuses on those areas covered by the law, namely the key areas of race, gender, disability, religion or belief, sexual orientation and age. Legislation seeks to prevent discrimination in all these areas, CIOB organisation believes we all have a duty to promote equality and remove discrimination in race, gender and disability.

Diversity is about recognising, valuing and managing individual differences to enable everyone to contribute in their own way feeling comfortable with and understanding various different needs.

Access to Assessment is about designing inclusive vocational qualifications from the outset and then providing good practice guidance and regulations relating to candidates who are eligible for reasonable adjustments in assessment or who require special considerations.

Scope

In order to operate in the QCF and potentially develop qualifications using a variety of units assessed by different methods aimed at diverse candidates, CIOB Awarding Organisation has developed this up to date coherent policy statement, with implementation procedures that can be evaluated for effectiveness summarised. This policy will be applied to all areas within the functions of the CIOB Awarding Organisation.

This document (April 2010) supplants previous Equality & Diversity policies.

2. Equal Opportunities Statement

The CIOB Awarding Organisation is committed to providing equal opportunity for everyone who is employed by CIOB or takes advantage of CIOB Awarding Organisation services, regardless of age, gender, race, religion, disability, ethnic origin, national origin, marital status, sexual orientation, political persuasion or trades union activity. This commitment will be informed by current UK legislation and EU directive e.g. recognising restrictions on those working with young children and vulnerable adults.

It is morally wrong to discriminate directly or indirectly and hinder equality of opportunity. Thus it is our intention to ensure that **no person** is subject to unfair treatment in any way and we recognise our responsibilities and legal obligations under all current legislation including the following Acts:

- Equal Pay Act (1970)
- Rehabilitation of Offenders Act (1974)
- Sex Discrimination Act (1975)
- Race Relations Act (1976)
- Disability Discrimination Act (1995)
- Protection from Harassment Act (1997)
- Human Rights Act (1998)
- Data Protection Act (1998)
- Race Relations (Amendment) Act (2000)
- Special Educational Needs and Disability Act (2001/2005)
- Employment Equality (Religion or Belief) Regulations (2003)
- Employment Equality (Sexual Orientation) Regulations (2003)

3. Equality and Diversity within CIOB Awarding Organisation Qualifications

Introduction

The CIOB Awarding Organisation is committed to providing services that embrace diversity, promote equality of opportunity and assessments that are based on requirements only, and do not discriminate against anyone. Equality and diversity is an integral part of our provision and is embedded in our functions across the awarding organisation and the qualifications we offer. There should be no artificial barriers to the qualifications awarded by the CIOB, which must:

- be available to everyone who can achieve the required standard
- be free from barriers which restrict access to progression
- be free from overt or covert discriminatory practices with regard to age, colour, creed, ethnic origin, gender, nationality, marital status, race or sexual orientation
- pay due regard to the particular requirements of individuals, including those who may require support to undertake learning and assessment
- be free from any restrictions that are not legally required

Every approved centre must have an equal opportunities policy and a strategy for monitoring and reviewing, to encompass:

- access to assessment and learning
- prevention of discrimination
- provision for learners with particular requirements
- a mechanism for dealing with learner appeals

It is essential that centres recruit with integrity and fully explore with applicants any issues which may prevent them from achieving areas of their proposed qualification. Centres should assess each applicant's potential and make a judgement about their ability to achieve the qualification or individual units successfully.

Centres should refer to the appropriate syllabus, the evidence requirements and, where available, the assessment strategy for the particular qualification in question when giving advice to potential learners.

As part of this process, centres should advise candidates if there is a more appropriate qualification, or if they would only be likely to achieve unit certification rather than the full qualification.

For further information on equal opportunities and the Disability Discrimination Act, visit the Equality and Human Rights Commission website.

4. Application of Equal Opportunities Statement (Overview of process)

The CIOB Awarding Organisation will ensure equality for all learners by ensuring that:

- All qualifications developed and offered by the organisation will be free from bias, and will not discriminate against any candidate. All vocationally related qualifications will be inclusive and fair by design and include this policy content when developing units, qualifications; and will be reviewed for this prior to submission. (Unit and qualifications development review process CIOBAB/1, 2 & 3).
- All assessment instruments and processes will be free from any bias, and inclusive for all candidates and will be reviewed within the awarding Organisation procedures and through centre candidate induction
- All Centres, Tutors, Assessors and Candidates are made aware of the CIOB AB commitment to equality of opportunity and issued with this policy (by way of Provider & Centre induction and training events, website resources downloads, written communications and resources support).
- All Centres and Providers must implement an appropriate equal opportunities policy and all staff and students of that Centre or Provider are aware of it (by receipt of written communications, inductions and training events, External Verification Standardisation Forum, external verification reports, internal verification standardisation
- As many candidates, and as a diverse of range of candidates as possible have access to qualifications, as the CIOB organisation mitigates any practice that discriminates unfairly (qualification development review processes, candidate registration and evaluation document analysis).
- Candidates have the opportunity to feedback to the CIOB Organisations Malpractice and Appeals Committee if matters relating to alleged discrimination are not resolved at Centre or Provider level. The Awarding Body Management Committee will mediate and assist in resolving any issues (policy document CIOBAB/ Malpractice and Appeals).
- The CIOB organisation procedures will collect sufficient data to allow The Awarding Body Management Committee and Management Team to monitor and evaluate that there is no discrimination on the grounds of race, disability and gender (candidate registration and achievement evaluation, policy review, yearly report of statistical analysis to ABMC).

- This policy and statement is reviewed annually by including the review, implementation and development of this policy for further effectiveness in the Awarding Body Management Committee Terms of Reference (ABMC Minutes and Yearly Report). The CIOB organisations compliance is monitored and reported in the Yearly Report.
- Website access is provided for candidates and any other member of the public or anyone who requests it by any other means.
- Procedure lists or flowcharts to detail implementation of this policy to aid CIOB organisation compliance are produced by the Awarding Organisation Management Team.
- All information and data for review and evaluation is archived. Including:
 - Evidence of higher or lower participation by different groups by collecting candidate registration data from each Provider and Centre
 - Evidence that different groups have different needs in relation to CIOB organisation qualifications by collecting candidate evaluation data from each Provider and Centre.
- Where a barrier to learning has been identified through the review process, EV reports or complaints and appeals procedures being invoked CIOB Awarding Organisation will thoroughly investigate and take appropriate action (withdraw assessment material - amend/update – provide training) as necessary – and then continue to monitor the situation.
- An Equal Opportunities process and any candidate requests are reviewed at the Awarding Body Management Committee meetings. *A section is recorded within the minutes of the CIOB Awarding Body Management Committee's year end meeting.*

5. Diversity Statement

Diversity is about valuing and respecting the differences between learners, regardless of ability and/or circumstances or any other individual characteristic they may have.

CIOB organisation believes differences should be acknowledged, celebrated and embraced to help ensure that all learners feel included in the learning process and the learning environment is suitable for all.

CIOB organisation will review all of its qualifications and assessment instruments in terms of valuing diversity by unit developers and reviewers during unit development using the following bullet list. CIOB Awarding Body Management Committee will consider the list whilst developing CIOB organisations operations:

- Environment and equipment e.g. adjustable height workstations, accessibility, age and/or ethnic origin of potential learners.

- Programme resources e.g. Handouts and presentations to be capable of adaptation to a number of formats, consider the mediums of Welsh and Gaeilge, language level and jargon, illustrations to reflect diversity of potential learners.
- Staff development e.g. ensuring all are well informed of current policies and procedures in good time for the knowledge to be meaningful.
- Information e.g. this should be accessible to all, via email or centre notice-board or awarding organisation leaflets
- Liaising with others e.g. language interpreters may be required or staff who can use sign language. Information should be shared between agencies; learners have to agree to their disclosure to be shared with legitimate agencies since the DDA Act gives providers the duty to comply with learners requests for confidentiality.
- Feedback and evaluations should be obtained from all learners to ensure that current practices are responsive to their needs and any barriers to learning are identified and mitigated. Consider the appropriateness or option of digital or written evaluation

6. Contact Details:

The CIOB Awarding Organisation

Chartered Institute of Building
Englemere
Kings Ride
Ascot
Berkshire
SL5 7TB

Email: awardingorg@ciob.org.uk

Web: www.ciob.org.uk/education

Tel: 01344 630742