



# Equality and Diversity

## Version History

Version	Date	Author	Change Description
Original	June 2014	Quality Assurance	
2	June 2017	Quality Assurance	Review
3	February 2019	Quality Assurance	Review
4	February 2022	Sarah Edmundson	Formatted and design update
5	October 2022	Stephen Thompson	Review, proofreading, revision
6	December 2023	Melissa Pennington	Design Change

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## Introduction

This policy is aimed at our Centres and Learners, who are delivering, enrolled on, or have taken a Focus Awards approved qualification or unit.

It sets out our intention to deliver a service and range of qualifications that are fair, accessible, and do not include any unnecessary barriers to entry.

## Centre's responsibility

It is important that your staff involved in the delivery of our qualifications, and your learners, are fully aware of the contents of the policy (e.g., via their induction when first embarking on Focus Awards qualifications).

## Review arrangements

We will review the policy annually and revise it as necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies, or changes in legislation.

If you have any comments or feedback, please contact us via the details provided at the end of this Policy

## Areas covered by the policy

### Focus Awards Staff

Focus Awards incorporates specific and appropriate duties into all job descriptions and staff work objectives to implement its Equal Opportunities Policy.

Focus Awards provides appropriate equality training and guidance as part of staff induction processes, plus further on-going courses identified through internal performance review arrangements.

### Qualification Development

Focus Awards will ensure there are no features that could disadvantage any groups of learners that share a particular characteristic or barriers to entry other than those directly related to the purpose of the units or qualifications. Where Focus Awards identifies such a feature it will remove the disadvantage or unjustifiable barrier. Where Focus Awards believes the disadvantage or barrier justifiable, a record will be created (and regularly reviewed), setting out the reasons why.

### Centres

Focus Awards expects its Centres to enable learners to have equal access to training and assessment for qualifications irrespective of their sex, marital status, age, religion, colour, race, nationality or ethnic origin, or disability. Assessment must similarly be undertaken without discrimination. Centres must have a policy in place to ensure that such discrimination does not occur either directly or indirectly, or because of pressure from other bodies. This policy should apply to all satellite/associated venues and arrangements must be in place to monitor its application and effectiveness.

Where complaints relating to issues of inequality cannot be satisfactorily resolved by the Centre, learners must be made aware of their right to appeal to Focus Awards via the arrangements outlined in our Appeals Policy.

## Monitoring the Success and Relevance of our Arrangement's

Focus Awards is committed to complying with all current and relevant legislation, which at the time of writing includes, but is not limited to the Equality Act 2010 and Northern Ireland Equality Law.

As part of the learner registration and certification processes for qualifications and units Focus Awards may collect information on diversity, requests for special considerations, access arrangements, and feedback from learners, Centres, and other stakeholders.

All issues identified that suggest our provision or services may have unnecessarily impacted learners must be reported to the Head of Quality Assurance who will ensure that relevant staff introduce amendments to provision and/or services where necessary or appropriate, in accordance with our documented procedures for developing and reviewing units and qualifications.

Details of our ongoing reviews will be made available to the qualification regulators upon request.

## Contact us

If you have any queries about the contents of the policy, please contact our support team

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