Equal Opportunities and Diversity Policy

Version	5
Date	August 2019
Reason for review	Annual policy review
Overview of changes	Changes made to data we collect due to GDPR
Reviewed by	E Milroy
Ratified by	Melissa Lovell Responsible Officer
Date of next review	August 2020

Introduction

This policy is aimed at our centres and learners who are delivering, enrolled on, or have completed a RoSPA Qualifications approved qualification.

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

Centre's responsibility

It is important that all staff and learners, who are involved in our qualifications, are fully aware of the contents of this policy. It should be introduced as part of the induction process for all RoSPA qualifications.

Areas covered by the policy

- RoSPA Staff

  To ensure adherence to, and implementation of, this policy, we commit to incorporating specific and appropriate duties into the job descriptions and work objectives of all our staff.

  We will provide equality training and appropriate guidance to all our staff. This will be included in induction training, as well as in further courses identified through internal performance review arrangements, or ad hoc feedback.

- Qualification Development

  We will ensure that our qualifications do not contain any features or barriers to entry, that could disadvantage any specific individuals or groups of learners, unless they are directly relevant and related to the purpose of the qualification. If this is the case, the nature of any such features or barriers will be clearly stated, and their inclusion justified, in terms of why they are required for the particular qualification.

- Centres

  We require our centres to ensure that learners have equal access to training and assessment for qualifications, irrespective of age, disability, ethnicity (including race, colour and nationality), sex, gender reassignment, religion or belief, sexual orientation marriage and civil partnership, pregnancy and maternity. Under the Equality Act 2010, these are known as "protected characteristics". Similarly, assessments must be undertaken without discrimination. Centres are required to have a policy in place to ensure that such discrimination does not occur, either directly or indirectly, or as a result of pressure from other bodies. This policy should apply to all satellite and associated venues, and arrangements should be in place to monitor its application and effectiveness.

Where complaints relating to issues of inequality or discrimination cannot be satisfactorily resolved by the centre, learners must be made aware of their right to appeal to RoSPA Qualifications via the arrangements outlined in our Appeals Policy, which is available from the QMS or at www.rospa.com/qualifications.

Monitoring the success and relevance of our arrangements

We are 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.

We will monitor the success of our arrangements through requests for special considerations, access arrangements and feedback from learners, centres and other stakeholders.

Any issues identified that suggest our provision or services may negatively impact on learners, will be reported back to our Responsible Officer (RO). Our RO will ensure that staff introduce appropriate amendments where necessary, in accordance with our documented procedures for developing and reviewing qualifications.

Details of our ongoing reviews will be made available to the qualifications regulator upon request.

Review arrangements

We will review and update this policy annually and revise it on an ad hoc basis, in response to customer and learner feedback, observations from our monitoring data, changes in our practices, current best practice, guidance from the qualifications regulator or external agencies, or changes in relevant legislation.

If you would like to feed back any views or opinions or have a query about any aspect of this policy, please contact us using the details below.

Contact us

Telephone RoSPA Qualifications on 0121 248 2115
Email us at enquiries@rospaqualifications.com
Or write to us at:

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