



EQUAL OPPORTUNITIES POLICY

Contents

		Page
Section 1	Overview of the policy	2
Subsection 1.1	Scope of the policy	2
Subsection 1.2	Purpose of the policy	2
Subsection 1.3	Location of the policy	2
Subsection 1.4	Communication of the policy	2
Subsection 1.5	Review of the policy	2
Section 2	Our aims	3
Section 3	Your NCFE contact for this policy	3

Section 1 - Overview of the policy

1.1 Scope of the policy

This policy covers equal opportunities for anybody using our products and services including our customers and candidates:

- ◆ National Qualifications
- ◆ National Awards
- ◆ National Partnership Awards
- ◆ Centre-devised courses accredited under our customised award service and Investing in Quality licence.

1.2 Purpose of the policy

The purpose is to set out our commitment to ensuring equality of opportunity in our responsibilities as an awarding body and what we expect our centres to do. We fully support the principle of equal opportunities and oppose all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background.

1.3 Location of the policy

You can download copies of the policy from our website: www.ncfe.org.uk or request copies from our Centre Support team on 0191 239 8000 or by emailing info@ncfe.org.uk. We've also signposted the policy in our *Candidate Information Pack*, which is available to use for each NCFE national qualification or national award and available from our website or our Centre Support team.

1.4 Communication of the policy

It's important that both centre personnel involved in the management, assessment and quality assurance of our programmes and candidates studying our programmes are fully aware of the contents of the policy. Please ensure that you've made your colleagues and candidates aware of the policy. On their centre visits, our External Moderators, External Verifiers and Quality Advisors may check that you've not only received the policy but also made your relevant colleagues and candidates aware of its contents and purpose.

1.5 Review of the policy

We'll review the policy annually and may revise it as and when necessary in response to customer and stakeholder feedback, changes in NCFE practices, actions from the regulatory authorities or external agencies or changes in legislation. Our review of the policy will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Section 2 – Our aims

We aim to ensure that equality of opportunity is promoted in access to our products and services and that unlawful or unfair discrimination, whether direct or indirect, is eliminated. As an awarding body, we'll ensure that:

- ◆ this policy is made freely available to our External Contractors and our customers, including candidates
- ◆ the widest possible diversity of candidates can access the content and assessment of our products and services
- ◆ the entry requirements, content and assessment demands of our products and services are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement
- ◆ all our products and services will ensure fair assessment for all candidates
- ◆ the language we use in our materials is clear, free from bias and appropriate to the target group
- ◆ we aim to produce and endorse material that does not cause offence
- ◆ all our products and services are reviewed against this policy
- ◆ we'll act fairly at all times when working with centres and candidates.

As an approved centre, please ensure that:

- ◆ all your processes concerned with assessment are carried out in a fair and objective manner
- ◆ you continue to adhere to current equal opportunities legislation
- ◆ you continue to operate an effective equal opportunities policy, with which candidates are familiar and which applies to all candidates using our products and services
- ◆ you continue to operate an effective appeals procedure, with which candidates are familiar and which applies to all candidates using our products and services.

Section 3 – Your NCFE contact for this policy

If you've any queries about the contents of the policy, please contact our Centre Support team:

Email: info@ncfe.org.uk
Telephone: 0191 239 8000
Fax: 0191 239 8001
Post: NCFE
Citygate
St James Boulevard
Newcastle upon Tyne
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Updated: March 2007