

# **FAIR ACCESS POLICY**



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# Aim

The aim of this policy is to provide guidelines to support fair access procedures to ensure fair access to all parties involved in the End-point Assessment (EPA) process for apprentices.

All apprentices should be able to enter and successfully participate in an end point assessment in pursuit of their learning objectives. The partnership between the Institute of School Business Leadership (ISBL) and Serco Education is committed to ensuring that we provide apprentices with all relevant information about the end point assessment.

This policy confirms our intention to deliver an EPA service that is fair, accessible and does not include any unnecessary barriers to entry.

# Responsibilities

It is important that our EPA team are fully aware of the contents of the policy and that any assessors/invigilators involved with end point assessment are aware of and ensure that they adhere to the requirements of this policy.

# Commitment statement

Our EPA Team is committed to:

- ensuring that everyone involved in the EPA follows a fair access policy for the delivery and facilitation of end-point assessments
- ensuring that all end point assessments are developed to fairly represent the SBPA Standard, including ensuring that there are no features of end point assessments that could disadvantage any apprentices who have a particular protected characteristic or barriers to entry other than those directly related to the purpose of the end-point assessment. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier justified in terms of why they are required for the particular end-point assessment
- ensuring fairness in our application of all access arrangements for end-point assessments
- ensuring that apprentices with a protected characteristic are neither advantaged nor disadvantaged in end-point assessments in comparison to apprentices who do not share that characteristic, ensuring that all achievement in end-point assessments is comparable
- ensuring adequate monitoring and review of equality and diversity throughout the process of developing and delivering end-point assessment products and services
- ensuring that our EPA team considers all access requests relating to end-point assessments that are received, except where acceptance of the request is not logistically

possible or where acceptance would undermine the reliability or integrity of the assessment

- monitoring data related to apprentice achievement in order to detect and mitigate against any accidental bias
- ensuring that everyone involved with the EPA processes are fulfilling their fair access responsibilities by adhering to equality legislation and operating a fair access procedure
- incorporating specific and appropriate duties in respect of implementing the fair access policy into the work objectives of all staff involved in the delivery of end-point assessments
- providing equality training and guidance as appropriate to our staff as part of induction training as well as further ongoing training

Where complaints relating to issues of fair access cannot be satisfactorily resolved, apprentices must be made aware of their right to appeal to the EPA Programme Manager via the arrangements outlined in our EPA Complaints and Appeals Policy.

## Managing fair access

Our EPA Team will ensure:

- they monitor and maintain records of completion and updates of Equality, Diversity and Inclusion training for everyone involved in the EPA process
- they encourage apprentices or their training providers/employers at the time that they are registered for the EPA, to request any required access arrangements or reasonable adjustments, providing evidence as appropriate. (Please also see our Reasonable Adjustments policy)
- they encourage apprentices to request access adjustments if they become apparent post application to the EPA
- apprentices are aware, that they will also be able to apply for mitigating circumstances to be considered after the EPA event if a temporary injury, illness or other issue that may have affected their performance on the day of the EPA
- they communicate, where it is not reasonably possible to apply the requested access arrangements or if the requested access arrangements compromise the purpose of the EPA, to the apprentice and their employer clearly stating the reasons
- the approved adjustments are applied during the assessment events.