

Equal Opportunities Policy – Students

Purpose

The purpose of this policy is to ensure that the Association is compliant with all current legislation relating to equal opportunities and diversity.

Policy Statement

The Association is dedicated to equal opportunities and a culture of inclusion and diversity. Staff and associated persons will be appointed based solely upon merit and suitability to carry out the duties and responsibilities of the post. It is the policy of the Association to allow students and members admission based only on merit, performance and the Association's entry criteria.

Subject to certain provisions, all members, students or members of staff and prospective members, prospective students or prospective members of staff will be free from discrimination, harassment or victimisation because of protected characteristics.

Protected characteristics are defined by the Equality Act 2010 as:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The Association recognises that discriminating against an individual based upon any of these protected characteristics is morally wrong and that it can impact upon the effective running of the Association. Although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. The aim of the policy is to establish controls to ensure that no job applicant, employee, worker, member or student is discriminated against either directly or indirectly on the grounds of one or more protected characteristic.

Scope of this Policy

All CPAA employees and officials are bound by this policy. The Association will ensure that any third parties we engage to provide a service or product have appropriate provisions in place, which ensure they meet the standards of this policy.

The Association has specific policies in place concerning its position on equal opportunities as they relate to employees and members, these can be found in the Association's Employee Handbook and the Association's Rules and Bye-Laws.

Registration

The registration process is important to the equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and registration decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

We will adopt a consistent, non-discriminatory approach to the advertising of our qualification. We will not confine our recruitment of students to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply to become students with us will receive fair treatment and will be considered solely on their ability to complete the qualification.

We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for effective performance in the qualification.

Results

We will adopt a consistent, non-discriminatory approach to the marking of our qualification. To ensure that there is no bias during marking, all exam scripts will be anonymous and a selection of all exam scripts will be subject to moderation to ensure fairness and consistency.

All exam scripts will be marked solely on the evidence presented.

The Association's assessments are currently auto-marked using an assessment delivery system. This helps to minimise the risk that students will be discriminated against.

Protection

The Association supports any employee or student who raises a concern in relation to this policy, even if the concern turns out to be a mistake. Under Association guidelines you are protected from any negative repercussions related to raising a concern under this policy (this includes threats, discrimination, disciplinary action etc.). If you have raised a concern relating to this policy and feel as

though you have been the victim of negative repercussions as a consequence you should contact the Operations Manager or use the Association's official grievance procedures in you are an employee. Issues can be raised using the Association's 'Complaints about Malpractice and Maladministration Policy'.

Training and Communication

All employees, students and officials will receive copies of this policy. Where identified in this policy, or where it is felt necessary by the Operations Manager, employees and/or officials will receive appropriate training in the application of this policy.

Responsibility

All CPAA employees have a responsibility for the implementation of this policy.

The Operations Manager is responsible for the day-to-day implementation of this policy. Ultimately the Association's Council hold responsibility for this policy.

Monitoring and Review

The Operations Manager keeps this policy under constant review to ensure its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

Employees are invited to comment on this policy and suggest improvements, these comments and suggestions should be addressed to the Operations Manager.

This policy may be amended at any time.