



Equality of opportunity and diversity policy

Introduction

FDQ fully supports the principles of equality of opportunity and diversity, and is committed to promoting these principles in all its activities and in its published material. In partnership with its centres FDQ will ensure that all its learners have equal and open access to FDQ qualifications and assessment. This policy universally covers equality of opportunity and diversity in:

- a. the development of products and services, e.g. units, qualifications, learning materials, external quality assurance, development workshops
- b. the fair treatment, assessment and achievement of learners in the provision of FDQ qualifications.

In its universal policy approach, FDQ will ensure that all current legislation is accounted for and that the principles of equality of opportunity and diversity are upheld regardless of learners' religion, beliefs, gender, age, racial origin, marital/civil partnership status, sexual orientation and transgender, disability, political views, family status, dependants, or any other ground or status.

For the purposes of this policy and in accordance with the General Conditions of Recognition reasonable adjustments are adjustments made to an assessment for a qualification so as to enable a disabled learner to demonstrate his or her knowledge, skills and understanding to the level of attainment required by the specification for that qualification.

Principles of equality of opportunity and diversity

FDQ will ensure that the principles of equality of opportunity and diversity are embedded in all its products and services by:

- a. good practice recruitment and training of those working for/on behalf of FDQ, e.g. training of unit developers/unit credit & levellers/assessment material developers
- b. careful editing of the format, content and presentation of all FDQ products and services, e.g. policies and procedures, units of assessment, learning and assessment materials, workshops, reports and promotional material
- c. external monitoring of practices, procedures and data relating to the provision of qualifications and related assessment materials by centres
- d. appropriate preparation, production and distribution of all material by FDQ
- e. the relaxation of any conventions which serve to inhibit the performance of those learners with reasonable adjustment requirements in relation to learners not so

disadvantaged, provided that such action does not have a deleterious effect on the standard, quality and integrity of assessment

- f. justifying the inclusion of potential barriers to equality of opportunity and diversity in products and services where these are necessary, and seeking to minimise their impact.
3. FDQ is committed to working co-operatively with all appropriate national and local organisations/agencies to develop means of identifying and preventing inequality of opportunity, in the provision of FDQ qualifications and related services, including centre recruitment.

Data collection and analysis

Equality of opportunity and diversity information/data is recorded by FDQ centres, and additionally FDQ collects similar information/data at point of registration of learners for all FDQ qualifications. This information/data is used to inform internal self-assessment for compliance and is reported to the Governance Committee. The Responsible Officer is the registered data controller.

Dealing with equality of opportunity and diversity issues

If the data regularly collected, requests for reasonable adjustments, complaints, enquiries, appeals or any other centre, learner or stakeholder feedback suggests that FDQ's principles of equality and diversity are not being adhered to, or that the desired outcome is not being achieved, FDQ will undertake a review of unit(s), qualification(s), assessment, policy, procedure or activity that appears to be causing a problem. Should this review highlight an issue, it will be resolved by, for example, re-writing a unit or qualification, producing a new assessment, amending policies or procedures or providing further training to staff and/or consultants.

If a centre is found not to have implemented its own equality of opportunity and diversity policy or if equality issues arise at centres, the matter will be discussed during quality assurance visits and rectified via agreed actions. If necessary, FDQ will enforce the stages of its Sanctions Policy.

Should the issue cause or have the potential to cause an adverse effect, FDQ will report the matter to Ofqual as stipulated in the 'Dealing with Adverse Effects Policy'.