

Fair Access Policy

End Point Assessment

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FAIR ACCESS POLICY

Policy Purpose

1. This policy sets out how the University of Chester and anyone acting in our name deliver an end point assessment service that treats every apprentice equally.
2. The intention of this policy is to deliver an endpoint assessment which is accessible, fair and without any barriers to entry for every apprentice.
3. All apprentices and potential apprentices should be able to enter and successfully participate in an apprenticeship programme and end-point assessment in pursuit of their learning objectives subject to normal admissions criteria.

Scope

4. This policy covers all staff and contractors involved in or contributing to the support or delivery of apprenticeship end-point assessment
5. All staff must act to implement this policy themselves, and intervene where they have evidence that others are contravening this policy.
6. Apprenticeship training providers and employers involved in hosting end-point assessment venues must ensure that that they understand the contents of this policy and adhere to the principles set out below.

Accountability

7. This policy, and acting on the outcomes of fair access monitoring and review or complaints is the responsibility of Katherine Watson, Data, Compliance & Improvement Manager, Apprenticeships Office
8. We will include relevant duties and objectives for implementing this fair access policy into the objectives of all staff involved in the delivery of end-point assessments.
9. We will include relevant duties and objectives for implementing this fair access policy into the objectives of all staff involved in the delivery of end-point assessments.
10. We will provide relevant training and guidance as for staff and contractors for induction and update training to incorporate fair access to all components of the assessment.

Escalation

11. If you do not understand how to apply this policy to your work or activity, or you have evidence that others are acting in contravention of his policy you must immediately contact:

Name: Adrian Lee

Role: University Secretary & Secretary to the University Council

Tel:01244-511454

Email: Adrian.lee@chester.ac.uk

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12. If you wish to make an anonymous declaration, please see our Whistleblowing Policy or contact the named person below:

Name: Adrian Lee

Role: University Secretary & Secretary to the University Council

Tel: 01244-511454

Address: University of Chester, Parkgate Rd, Chester CH1 4BJ

Principles

13. University of Chester are committed to a fair access end point assessment from the information that we provide at the start, to completion. We will take all action to deliver this policy where this would not undermine the independence, reliability or integrity of the assessment:
- 13.1. Information on our end point assessment will be available in formats accessible to every apprentice
 - 13.2. Venues used for end point assessment will have and implement a fair access policy for the delivery of end-point assessments.
 - 13.3. End-point assessments in their design will be developed with, and approved with a specific requirement for a fair-access assessment to ensure that design and execution of an end point assessment could not disadvantage any apprentice
 - 13.4. Where complying with the requirements of the end point assessment plan creates such barriers, we will describe these clearly in the end point assessment requirements in all our published information, and explain why these are necessary for this end point assessment
 - 13.5. We will ensure fairness in our application of all access arrangements for end-point assessments.
 - 13.6. We take action where needed, to ensure that any apprentice is neither advantaged nor disadvantaged in any end-point assessment
 - 13.7. Ensure that approved end-point assessment centres fulfil their fair access responsibilities by adhering to equality legislation and operating a fair access procedure. We will monitor our centres fair access procedures to confirm that these are implemented.

Monitoring

14. We will, through our data monitoring of equality and diversity throughout [our organisation] review our entry, achievement, grading, complaints and satisfaction feedback outcomes to check that all apprentices are achieving equally.
15. Monitoring our Fair Access Policy is the responsibility of the Senior Management Team and we will undertake a formal review every 2 years. Action Plans will be created and implemented, and monitored to confirm that all aspects of our end point assessment are delivering equally. The University also demonstrates its commitment to Fair Access, through its "Access and Participation Plan" and its "student Protection Plan".

Complaints

16. Where complaints relating to issues of fair access cannot be satisfactorily resolved by a training provider, apprentices must be made aware of their right to appeal to us using our Complaints Procedure.

Further Information

17. For further information please contact:

Name: Adrian Lee

Role: University Secretary & Secretary to the University Council

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Tel: 01244-511454

Email: adrian.lee@chester.ac.uk

18. To view the policies referred to in this document please visit <https://www1.chester.ac.uk/degree-apprenticeships/policy-info>

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