

UNIVERSITY OF SOUTH WALES

END POINT ASSESSMENT – FAIR ACCESS POLICY

Fair Access Policy

Introduction and Aim of the Policy

The aim of this policy is to set out the fair access principles that underpin the University of South Wales (USW) Fair Access to End-point Assessment (EPA) for all apprentices who have enrolled on USW apprenticeship qualifications.

To ensure that no one is disadvantaged from gaining access to the apprenticeship qualification and EPA due to protected characteristic or learning support need. 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. USW is committed to ensuring that we, and our approved end-point assessment centres, provide apprentices with all relevant information about the apprenticeship and end-point assessment.

It sets out our intention to deliver an EPA service and a range of apprenticeship qualifications that are fair, accessible and do not include any unnecessary barriers to entry.

Provider and EPA centre responsibility

It is important that staff involved in the delivery of apprenticeship qualifications and assessments are fully aware of the contents of the guidance. Providers and EPA centres responsible for facilitating end-point assessment venues must ensure that they adhere to the requirements of this policy.

Policy statement

USW is committed to the development and support of apprentices including information provision and entry and access arrangements, irrespective of any protected characteristic they may have. USW is committed to:

- All staff involved in the development and delivery of the apprenticeship qualification and EPA will receive guidance to incorporate fair access to all components of the assessment
- Ensuring that every USW approved EPA location has and implements a fair access policy for the delivery and facilitation of end-point assessments.
- Ensuring that all end-point assessments are developed to be inclusive and not to disadvantage those with protected characteristics or barriers to entry other than those directly related to the purpose of the end-point assessment or apprenticeship qualification. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier justified in terms 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. This is to ensure that all achievements in end-point assessments is comparable.
- Ensuring that adequate monitoring and review of equality and diversity throughout the process of developing and delivering end-point assessment products and services.
- Ensuring that USW 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 all USW approved end-point assessment centres are fulfilling their fair access responsibilities by adhering to equality legislation and operating a fair access procedure.
- Incorporate specific and appropriate duties in respect of implementing the fair access guidance into the work objectives of all staff and examiners involved in the delivery of end-point assessments.
- Provide equality training and guidance as appropriate to USW staff and contractors who deliver apprenticeship teaching and EPAs including as part of any induction training activity.

Date Approved	Version	Reason for Change	Author	Date of Next Review
30/11/18	V1	New	M Scofield R Singleton S Moggridge	31/07/18