

Fair Access Policy

Policy Purpose

This document sets out Elevate EPA Ltd (Elevate) duties in relation to Fair Access as it carries out its duties to deliver a complete end point assessment (EPA) service.

The aim of this policy is to clarify the expectations of all parties to support fair access procedures to operate effectively and to ensure fair access to the End Point Assessment (EPA) for all learners who undergo EPA with Elevate. All learners and potential learners should be able to enter and successfully participate in End Point Assessment in pursuit of their learning objectives.

Information Provision

Elevate is committed to ensuring that we provide learners with all relevant information about the End Point Assessment.

Fair and Accessible EPA Service

We aim to deliver an EPA service that is fair, accessible, and does not include any unnecessary barriers to entry.

Awareness and Adherence

It is important that all staff involved in the design, delivery, and award of EPA are fully aware of this policy and adhere to it.

Equal Access

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

Key Commitments

Elevate is committed to:

- Ensuring that all Elevate staff and contractors, regardless of their role, follow this policy.
- Ensuring that all End Point Assessments have no features that could disadvantage any learners with a protected characteristic or create barriers to entry other than those directly related to the purpose of the End Point Assessment.
- Ensuring fairness in the application of all access arrangements for End Point Assessments.
- Ensuring that learners with a protected characteristic or those with special access requirements are neither advantaged nor disadvantaged in End Point Assessments in comparison to learners who do not share that characteristic, ensuring that all achievement in End Point Assessments is fair and comparable.
- Ensuring that Elevate 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 learners' achievement to detect and mitigate against any accidental bias.

- Incorporating specific and appropriate duties in respect of implementing the fair access policy into the work objectives of all staff and assessors involved in the delivery of EPA.
- Providing equality training and guidance as appropriate to our staff and contractors, including as part of induction training as well as further ongoing training.

Complaints and Appeals

Where complaints relating to issues of fair access cannot be satisfactorily resolved by a Centre, learners must be made aware of their right to appeal to Elevate via the arrangements outlined in our Complaints and Appeals Policy.

Additional Resources

Our Reasonable Adjustment and Special Consideration Policy gives full detail on what reasonable adjustments and special considerations are and how to apply for these.

Review

This policy was last updated in September 2023. It will be reviewed annually and as legislation requires.