

Fair Access Policy Statement

PAL's Fair Access Policy Statement sets out the principles which ensure apprentices undertaking End- Point Assessment (EPA) with Professional Assessment Ltd (PAL) can do so fairly and without barriers or restriction, regardless of any protected characteristic they may have.

PAL is committed to ensuring that all apprentices, regardless of ability, or other protected characteristic are able to participate in all end-point assessment activities for their apprenticeship. PAL will make sure that our approved assessors, Internal Quality Assurers and EPA team, alongside assessment partners receive relevant information regarding fair access to assessment for all apprentices.

This statement should be read in conjunction with PAL's Equality, Diversity, and Inclusion Policies and Special Consideration and Reasonable Adjustment Policy and Guidance. The principles outlined in this statement are also enshrined in PAL's EPA manual and Quality Assurance manual, which is made available to all of our stakeholders, via the PAL online libraries of resources (Padlets) which are issued to providers, employers and apprentices who are signed to PAL.

As such, PAL is committed to ensuring that:

- All PAL personnel and providers and employers are aware of, and adhere to, relevant equality legislation and implement or facilitate fair access across all assessments, whether remote or in person.
- Providers, employers, and apprentices are aware of how to request for reasonable adjustments and special considerations and that at the assessment planning stage, any reasonable adjustment arrangements made are re-confirmed.
- All PAL End -Point Assessments are developed in a way to not disadvantage any apprentice with a protected characteristic, as far as is reasonably practicable. That is to reduce barriers to the assessment other than those directly related to the purpose of the assessment.
- All apprentices undertaking PAL End -Point Assessment are not unduly advantaged or disadvantaged due to having, or not having a particular protected characteristic.
- PAL will consider all requests relating to End -Point Assessment access received where practicable, as long as the integrity and reliability of the assessment is not compromised
- Fair Access and Equality and Diversity is incorporated into the induction training and on-going training for all new Assessors, and PAL personnel generally.
- Monitoring that there is adherence to fair access and equality legislation across all staff involved in the delivery of End Point Assessments.
- This guidance is reviewed as required in the light of any new legislation, or new guidance relating to the delivery of End Point Assessments.

Regulatory references

PAL is required to establish and maintain compliance with regulatory conditions and criteria. This policy relates to Ofqual General Conditions of Recognition: Arrangements with centres, C2; Accessibility of Qualifications D2; Ensuring assessment is fit for purpose and can be delivered E4; Arrangements for reasonable adjustments G6 and arrangements for Special consideration G7.

Date Created: 1st November 2020

Last Review: 15/09/2023

Next Review: 15/09/2024

Persons Responsible for review: PAL Board

This Policy has been agreed by Linda Martin, Managing Director

