



UNITED CENTRE
of
EXCELLENCE

End Point Assessment Policies

Fair Access Policy
GP06



Document History

Version	Date	Reason for Revision	Issued by
V1.1	July 2019	Initial release	Harj Dhanjal
V1.2	Nov 2020	Document review during covid-19 (No Changes required)	Harj Dhanjal
V1.3	Jul 2021	Review of our policy for the submission for Ofqual recognition. Removed from part 2 the need for Host centres, not required because UCE do not use Host centres.	Alan Bates



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Fair Access Policy

1. Aim of the policy

This aim of this policy is to set out some principles to clarify the expectations on all parties to support fair access procedures to operate effectively and to ensure fair access in practice to the End Point Assessment (EPA) for apprentices who are enrolled on United Centre of Excellence (UCE) apprenticeship qualifications. All apprentices and potential apprentices should be able to enter and successfully participate in an apprenticeship programme and EPA in pursuit of their learning objectives. UCE is committed to ensuring that we provide apprentices with all relevant information about the EPA.

It sets out our intention to deliver an EPA service that is fair, accessible and does not include any unnecessary barriers to entry.

2. Provider responsibility

It is important that staff involved in the delivery of apprenticeship qualifications and on programme assessment is fully aware of the contents of the policy.

3. Policy statement

UCE 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.

UCE aims to:

- Ensuring that all EPA's are developed to be representative of the apprentices registered with UCE, including ensuring that there are no features of EPA's that could disadvantage any apprentices that have a particular protected characteristic or barriers to entry other than those directly related to the purpose of the EPA 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 EPA.
- Ensuring fairness in our application of all access arrangements EPA's.
- Ensuring that apprentices with a protected characteristic are neither advantaged nor disadvantaged in EPA's in comparison to apprentices who do not share that characteristic, ensuring that all achievement in EPA's is comparable.
- Ensuring that adequate monitoring and review of equality and diversity throughout the process of



developing and delivering EPA products and services. (Qualification lifecycle GP26)

- Ensuring that UCE considers all access requests relating to EPA's 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.
- Incorporate specific and appropriate duties in respect of implementing the fair access policy into the work objectives of all staff involved in the delivery of EPA's.
- Provide equality training and guidance as appropriate to our staff including as part of induction training as well as further on-going training.

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

4. Management process

UCE will monitor and maintain records of completion and update of Equality, Diversity and Inclusion training for all EPA contributors.

Apprentices will be encouraged, on application to register for the EPA, to request any required access arrangements or reasonable adjustments, providing evidence as appropriate. (Please also see our Reasonable Adjustments policy) Apprentices will be encouraged to request access adjustments if they become apparent post- application to the EPA.

Apprentices will also be able to apply for mitigating circumstances to be taken into account after the EPA event if a temporary injury, illness or other affected their performance on the day of the EPA. Where it is not reasonably possible to apply the requested access arrangements or if the requested access arrangements compromise the purpose of the EPA, UCE will communicate this to the apprentice and their employer clearly stating the reasons. EPA administrators and assessors will ensure that the approved adjustments are applied during the assessment events

5. Policy Review.

The policy will be reviewed annually and assessed at the board meetings for any requests for fair access.