

# Equality of opportunity and diversity policy

## 1. Purpose

CifA Qualifications is committed to:

- complying with the requirements of Equalities Law
- providing equality of opportunity
- demonstrating anti-discriminatory practices

throughout all areas of its operations.

This policy sets out how it achieves this through the design and delivery of its end-point assessment activity and other assessment activity.

This policy sits within the wider CifA **Equal Opportunities in Archaeology policy** which states:

‘Equal opportunities are an issue integral to every aspect of archaeological work. It is essential that all people are treated equally and not disadvantaged by prejudices or bias. Principle 5 of the Code of Conduct states that any member shall respect the aspirations of employees, colleagues and helpers with regard to all matters relating to issues of equality of opportunity and employment, including, but not limited to, career development, health and safety and terms and conditions of employment.

The Institute will observe this policy in relation to its own employees, and will consider the policy applicable to its membership. According to the Institute’s Code of conduct, all members must practice ethical and responsible behaviour in archaeological affairs (Principle 1), and in dealing with employees and colleagues (Principle 5). Appropriate professional conduct includes refraining from discrimination, harassment and bullying. Such behaviour may lead to allegations of improper conduct under the Institute’s Professional Conduct regulations.

The institute is committed to equality of opportunity to serve on its committees, working parties, Advisory Council and Board of Directors, and in its accreditation processes and all other activities.’

## 2. Scope

This policy applies to any individuals involved with any aspects of the delivery of assessment for CifA Qualifications.

This can include:

- candidates
- CifA board directors
- CifA staff
- assessors
- internal quality assurers/verifiers
- freelance staff

## 3. Regulatory authorities

Relevant regulatory authorities are:

- Ofqual

## 4. Audience

This document is for:

- candidates
- CfA board directors
- CfA staff
- assessors
- internal quality assurers
- freelance staff
- regulators
- external quality assurers

## 5. Relevant Equalities Law

- The Equality Act 2010
- The Special Educational Needs and Disability Act 2001

**The Equality Act 2010** gives people a duty to take into account the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between different parts of the community

The Equality Act protects people against discrimination on the grounds of *protected characteristics*, of which there are 9:

1. age
2. disability
3. gender reassignment
4. marriage and civil partnership
5. pregnancy and maternity
6. race
7. religion or belief
8. sex
9. sexual orientation

**The Special Educational Needs and Disability Act 2001** requires educational bodies to make 'reasonable provisions' to ensure people with disabilities or special educational needs are provided with the same opportunities as those who are not disabled.

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## 6. Policy statement

### CifA Equal Opportunities in Archaeology policy

CifA Qualifications adheres to the wider CifA Equal Opportunities in Archaeology policy. In complying with this policy, CifA Qualifications will:

- respect the aspirations of employees, colleagues and helpers with regard to all matters relating to issues of equality of opportunity and employment, including, but not limited to, career development, health and safety, and terms and conditions of employment.
- be vigilant to the requirements of the Institute's Code of conduct\*, in particular that all members must practise ethical and responsible behaviour in archaeological affairs (Principle 1), and in dealing with employees and colleagues (Principle 5). Appropriate professional conduct includes refraining from discrimination, harassment and bullying. Such behaviour may lead to allegations of improper conduct under the Institute's Professional Conduct regulations.
- observe a policy of non-discriminatory language and behaviour in its by-laws, administration, publications, presentations and annual conference.

\*All CifA Qualifications staff and assessors are members of CifA and so are bound by its Code of Conduct.

### CifA Qualifications end-point assessment and other assessment activities:

#### *Assessment delivery*

CifA Qualifications will:

- minimise barriers to assessment and strive to ensure fair access through its policy and process for applying reasonable adjustments
- minimise discrimination in assessments through its policy and process for applying special consideration
- endeavour to improve the assessment experience of candidates through its feedback and complaints processes
- tailor assessment timelines to meet candidates' needs (within reason)
- ensure its assessment materials do not disadvantage candidates with a shared characteristic or particular assessment need
- publicise and promote these policies and practices to relevant stakeholders

#### *Assessor and internal quality assurance/verification practice*

CifA Qualifications will:

- support assessors in implementing reasonable adjustments to the assessment process
- include equality, diversity and inclusion training in standardisation meetings
- strongly encourage the achievement of formal assessor awards
- ensure that assessment decisions are fair through internal quality assurance/verification practice

#### *Diversity and inclusivity*

CifA Qualifications will:

- minimise bias in its materials
- use inclusive and diverse images in its materials
- include equality, diversity and inclusion training in staff development plans
- strive to use inclusive and plain English

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## 6. Policy statement (ctd)

### Monitoring

CifA Qualifications will:

- monitor reasonable adjustments and special considerations (requests and those granted)
- monitor assessment delivery and groups with protected characteristics
- monitor assessor and IQA/IV recruitment and groups with protected characteristics
- monitor the fairness of assessment decisions through IQA/IV practice

## 7. CifA Qualifications' operations that support this policy

Policies and processes that support this policy include:

- CifA Equal Opportunities in Archaeology policy
- reasonable adjustments policy & process
- appeals against reasonable adjustment decisions
- appeals against assessment decisions policy & process
- special consideration policy & process
- appeals against special consideration decisions
- minimising bias policy
- complaints process

Other operations that support this policy include:

- assessor, IQA/IV and staff training
- formal candidate and assessor feedback

## 8. Staff responsibilities

All staff and stakeholders are responsible for ensuring that the workplace is free from discrimination and bias. The PDP head and assessment centre manager are responsible for ensuring that policies and processes to support this are implemented, reviewed for effectiveness and updated regularly.

## 9. Review

CifA Qualifications reviews all policies annually (typically, during December) and the December review includes this policy. However, if a policy needs reviewing before this time, then the responsible and accountable staff review it.