

End-Point Assessment Services

Fair Access Policy

March 2019 (V1.1)

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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 BPN apprenticeship qualifications. 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. BPN is committed to ensuring that we and our approved end-point assessment centres provide apprentices with all relevant information about the end-point assessment.

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 and host centre responsibility

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

3. Policy statement

BPN 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.

BPN is committed to:

- Ensuring that every BPN approved end-point assessment 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 representative of the apprentices registered with BPN, including ensuring that there are no features of end-point assessments 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 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, ensuring that all achievement 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 BPN 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 BPN 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 policy into the work objectives of all staff involved in the delivery of end-point assessments.
- 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 BPN via the arrangements outlined in our BPN Complaints and Appeals Policy

4. Management process

- EPA administrators 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, BPN 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