

Equality and Diversity Policy

Reference Number: AQ_25_a02

Policy

Revision History

Version	Last reviewed	Next review date	Policy Owner	Notes
AQ_25_a01	29 April 2019	30 June 2020	HQC	Reviewed & updated by OB
AQ_25_a02	29 April 2021	30 June 2022	HQC	Reviewed & updated by OB

Equality and Diversity Policy

NCC Education is committed to a policy of equality of opportunity in all aspects of its operations and practices. We are committed to ensuring everyone using our qualifications and services is treated fairly, with respect and dignity and in accordance with current UK equality and diversity legislation.

All NCC Education staff, examiners, moderators, centres and centre staff are required to fully support this equality and diversity policy. NCC Education is committed to the prevention of discrimination and actively promotes equality and diversity in access and entitlement to its qualifications and services regardless of gender, age, sexual orientation, gender reassignment, race, nationality, marital status, religion, belief or disability.

Discrimination in the context referred to in this policy may take many forms including but not limited to the following:

- Offensive or hostile treatment of an individual on the grounds of any of the above grounds
- Verbal or physical abuse on the grounds of any of the above grounds
- Displaying overtly offensive material, either written or visual
- Unacceptable behaviour which fails to take into account the needs or rights of others
- Criticising and denigrating individual practices

Indirect discrimination; for example, if a Centre holds examinations on a day on which candidates from a certain religion are unable to attend

NCC Education will meet its commitments in this policy by ensuring its qualifications and assessments:

- Are available to everyone who can achieve the required standard
- Are free from barriers which restrict access and progression
- Are free from direct or indirect discrimination with regards to gender, age, sexual orientation, gender reassignment, race, nationality, marital status, religion, belief or disability
- Accommodate, where reasonable to do so, the requirements of an individual learner, including those who may require special consideration to undertake assessment
- Are supported by documents and promotional materials that are easily understood and do not reflect stereotype or bias and reflect the diversity of our learners
- Are quality assured using processes that are fair and transparent.

To ensure this policy is understood and supported, NCC Education will:

- Issue a copy to all staff, examiners, moderators, centres, suppliers, academic board members and ensure a copy is made available on the public website

- Organise training and briefings for staff, examiners, moderators on a regular basis and as and when required by changes in legislation
- Include the principles of the policy in all other policy development and practice including the development and design of our qualifications and assessment and all supporting guidance and services
- Review and monitor the effectiveness of this policy and improve it where required.

NCC Education Centres are made fully aware of this policy and it forms part of their written contract with NCC Education. It is also referred to in the application and documents which need to be completed to become a Centre.

NCC Education will endeavour to respond promptly and efficiently in the event of a Centre or learner reporting an incidence of inequality or discrimination. All questions or suspected breaches of this policy should be referred to the Head of Quality and Compliance in the following ways:

By email: quality@nccedu.com

By post: For the attention of **Head and Quality and Compliance**

NCC Education Limited
The Towers, Towers Business Park
Wilmslow Road, Didsbury
Manchester
M20 2EZ

By Phone: **+44 (0)161 438 6200**

By fax: **+44(0)161 438 6240**

Opening hours: **8:30am – 5.00pm (GMT) Mon-Fri**

NCC Education takes full account of current legislation and regulatory requirements in relation to equality and diversity and this is reflected in the policy statement.