

## **Apprenticeship Equality, Diversity, Inclusion, Safeguarding and Prevent Policy**

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## Introduction

The CIPD is registered to deliver end point assessments (EPA) on the Education and Skills Funding Agency's register for End Point Assessment Organisations (EPAO)

CIPD is committed to creating an inclusive, safe and welcoming workplace for all employees no matter what their identity, background and circumstances. As a registered EPAO, we are also subject to regulatory scrutiny by Open Awards (HR Standards) and Ofqual (L&D Standards), who provide external quality assurance for the Institute for Apprenticeships and Technical Education. There are specific requirements for recognised apprenticeship assessment organisations to have a policy that ensures that access to CIPD EPA is open to all, including groups protected by the Equalities Act 2010 - age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The purpose of this policy is to:

- set out our commitment to progressing diversity and inclusion
- ensure that equality of opportunity is promoted in access to our products and services
- ensure equality of opportunity in our responsibilities as an apprenticeship assessment organisation
- ensure that the potential for unlawful or unfair discrimination, whether direct or indirect, is eliminated.

## Equality, Diversity and Inclusion

As an EPAO, CIPD has a number of duties and responsibilities in respect to UK legislation and will ensure that:

- we always support and demonstrate the principles of equality of opportunity and inclusion
- the widest possible diversity of apprentices can access the information relating to EPA and assessment of our products and services
- the entry requirements, information and assessment demand of our products and services are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement
- all our products and services will ensure fair assessment for all apprentices
- the language we use in our documentation is clear and free from bias and we aim to only produce and endorse material that reflects this
- we act to actively promote equality of opportunity and inclusion throughout our internal and external teams
- our external contractors keep up with developments in UK equalities legislation, and to meet their legal obligations in service and access provision
- this policy is available on the secure area of the SmartEPA platform.

## Safeguarding Apprentices and Prevent Government Initiative

CIPD is committed to safeguarding and promoting the welfare of the apprentices and expects all employees and consultants working for our EPAO to share this commitment.

CIPD acknowledges that Training Providers that have an EPA contract agreement with CIPD have a statutory duty to safeguard and promote the welfare of individual children under the age of 18 years old and vulnerable adults over the age 18.

Prevent is part of a Government initiative set up due to the current severe threat from terrorism and extremism in the UK.

Terrorist activity can involve the exploitation of children and young adults and therefore CIPD includes concerns for apprentices who may be vulnerable to extremist messages within the safeguarding policy.

Should any employee or consultant working for our EPAO have any concerns about an apprentices' welfare, these should be raised with the Apprenticeships Manager. These concerns will be investigated accordingly and where necessary, will be raised with the appropriate agencies.

## Reasonable adjustments and special considerations

CIPD aims to ensure that equality of opportunity is promoted in access to apprenticeship assessment services and that unlawful or unfair discrimination, whether direct or indirect, is eliminated. In respect of this, individual reasonable adjustments and special considerations should be provided to apprentices registered with CIPD to mitigate this.

In the case of disability and special considerations, the CIPD policy and guidance on reasonable adjustments and special considerations should be applied.

CIPD will do everything possible to ensure that no discrimination occurs during any procedures and processes. We make all our staff and contractors aware of this policy and encourage them to undertake awareness training where appropriate.

Linked policies: Reasonable Adjustments and Special Considerations (EPA)