



## 1st for EPA Ltd Fair Access Policy

### 1. Aim of this policy

The aim of this policy is to clarify the expectations on all parties to support fair access procedures to operate effectively and to ensure fair access to the End Point Assessment (EPA) for all apprentices who undergo EPA with 1st for EPA Ltd.

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.

1st for EPA Ltd is committed to ensuring that we provide apprentices with all relevant information about the End Point Assessment.

We aim to deliver an EPA service that is fair, accessible and does not include any unnecessary barriers to entry.

### 2. Responsibility

It is important that all staff involved in the design, delivery and award of EPA are fully aware of this policy and adhere to it.

### 3. Policy statement

1st for EPA Ltd 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.

1st for EPA Ltd is committed to:

- Ensuring that all 1st for EPA Ltd staff and contractors, no matter their role, follow this policy.
- Ensuring that all End Point Assessments have no features that could disadvantage any apprentices with a protected characteristic or create barriers to entry other than those directly related to the purpose of the End Point Assessment or apprenticeship qualification.
- Ensuring fairness in our application of all access arrangements for End Point Assessments.
- Ensuring that apprentices with a protected characteristic or those with special access requirements 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 fair and comparable.
- Ensuring that 1st for EPA Ltd 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.
- Incorporate specific and appropriate duties in respect of implementing the fair access policy into the work objectives of all staff and assessors involved in the delivery of EPA.
- Provide equality training and guidance as appropriate to our staff and contractors including as part of induction training as well as further ongoing 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 1st for EPA Ltd via the arrangements outlined in our Complaints and Appeals Policy.

Our Reasonable Adjustment and Special Consideration Policy gives full detail on what reasonable adjustments and special considerations are, and how to apply for these.

### 4. Policy Review

This policy was last reviewed on 11<sup>th</sup> August 2023. It will be reviewed annually and as legislation requires.