

Apprenticeship End Point Assessment

Fair Access Policy

Summary	This Policy details the Institute of Conservation’s (Icon) responsibilities in relation to ensuring fair access with respect to the delivery of Apprenticeship End Point Assessments.
Who this policy applies to	The Policy applies to Assessors and Icon Staff involved in the delivery of Apprenticeship End Point Assessments.
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Frequency of review:	Annually

1.	Introduction
	<p>The Institute of Conservation (Icon) recognises the vital importance of ensuring that all assessments it undertakes in its capacity as an Apprenticeship End Point Assessment Organisation (EPAO) are fair and open to all regardless of their protected characteristics.</p> <p>As an EPAO Icon must have in place the necessary systems and procedures to allow for the provision of access arrangements, including reasonable adjustments and special considerations. These should reflect the needs of Apprentices, whilst also ensuring that all assessments are valid, reliable and consistent.</p> <p>This document relates to the following Policies:</p> <p>Appeals and Complaints Policy</p>
2.	Definitions
	<p>Discrimination (direct): When an individual is treated less favourably than another due to their particular characteristic.</p> <p>Discrimination (indirect): When a rule, policy or practice is applied to everyone in the same way but has a negative impact of some due to their particular characteristic, putting them at a disadvantage.</p> <p>Protected Characteristics: As defined by the Equality Act 2010, these are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race, religion or belief, sex, and sexual orientation.</p> <p>Reasonable Adjustment: An adjustment made to an assessment for a qualification so as to enable a disabled Apprentice to demonstrate their knowledge, skills and understanding to the levels of attainment required by the specification for that qualification. (Ofqual, Conditions of Recognition)</p>

	<p>Special Consideration: Consideration to be given to an Apprentice who has temporarily experienced an illness or injury, or some other event outside of their control, which has, or is reasonably likely to have, materially affected the Apprentice's ability to take an assessment, or to demonstrate their level of attainment in an assessment. (Ofqual, Conditions of Recognition).</p>
3.	Context
	<p>The Equality Act 2010 provides the legal framework to protect the rights of individuals and advance quality of opportunity for all through eliminating direct and indirect discrimination for all regardless of protected characteristic.</p>
4.	Reasonable adjustments
	<p>In the context of delivering EPA services this requires the EPAO to ensure that reasonable adjustments be made to the assessment process to ensure equality of access. An assessment should be fair and a test of a Apprentice's knowledge and professionalism. Reasonable adjustments must not impact on the reliability or validity of assessment outcomes, nor must they provide an unfair advantage to the Apprentice or disadvantage over others who do not have such support.</p> <p>A reasonable adjustment will be designed to address fully the disadvantage it is meant to overcome. Icon will consider how practical it will be to provide the adjustment. It will also consider any resource implication and whether it will cause any disruption to others.</p> <p>A reasonable adjustment will be considered when the request has demonstrated that not to make an adjustment:</p> <ul style="list-style-type: none"> • Would mean discrimination would occur as defined in the Act. • There would be no advantage to or over other Apprentices. • The integrity of the assessment is unaffected. • The integrity of the competences being assessed are not changed. <p>Reasonable adjustments will be agreed on a case-by-case basis. Examples of reasonable adjustments that can be made are detailed in Appendix 1.</p>
5.	Making a Reasonable Adjustment Request
	<p>A request for reasonable adjustments is to be made through the Reasonable Adjustment and Special Considerations Application Form. This is usually at the time of registration with Icon as the EPAO. All requests will be managed by the Accreditation Manager.</p> <p>Icon will not make assumptions about whether an applicant requires any reasonable adjustments or what those should be. Icon will discuss the requests with the applicant and seek to reach agreement on what may be reasonable in the circumstances. Adjustments will always be agreed with the person concerned to avoid making incorrect assumptions about their needs.</p>

	<p>Icon will consider each request individually. Not all reasonable adjustments will be reasonable.</p> <p>Disclosure of the disability will be treated as confidential. Information about a disability will only be divulged to relevant persons within the administration of EPAO services. The applicant must know what information is held. Icon will not pass on in written form (including email correspondence) any sensitive information without the applicant's express consent.</p> <p>If disability is declared to the Accreditation on the relevant Registration Form the Accreditation Manager will discuss with the Apprentice whether any reasonable adjustments need to be made.</p> <p>The Accreditation Manager will inform the chosen EPA Assessor(s) of what reasonable adjustments have been agreed and the nature of the disability. It is necessary for the chosen Assessors to be informed of the reasonable adjustments and for the Assessors and Apprentice to liaise before the assessment visit to ensure the adjustments are in place.</p>
6.	Special Considerations
	<p>A special considerations request is different to a reasonable adjustment request in that it would typically apply following an assessment if:</p> <ul style="list-style-type: none"> • Their performance assessment has been affected by events beyond their control, such as temporary illness, bereavement, acute domestic disturbance, injury, or other adverse circumstances at the time of an assessment. • Reasonable adjustment arrangements which had been agreed prior to the assessment were inappropriate or inadequate. • Any part of an assessment has been missed due to circumstances beyond the control of the Apprentice. <p>Special consideration will not typically be appropriate if related to a permanent physical or learning difficulty for which a reasonable adjustment has already been made (unless those arrangements have proved inadequate). The exception would be if any characteristics of the disability / learning difficulty manifested themselves during the assessment.</p>
7.	Making a Special Consideration Request
	<p>A request for Special Considerations is to be made through the Reasonable Adjustment and Special Considerations Application Form within seven days of the assessment having taken place.</p> <p>Given the nature of the assessment methods employed by Icon through our EPA services it is not possible to offer a proportionate uplift in the outcome of an individual assessment.</p> <p>Icon will consider each request individually. The request will be considered by Icon's Accreditation Manager. Not all special considerations requests will be reasonable.</p>

	Requests will be reviewed to determine whether an assessment can be postponed or whether a new assessment can be rearranged for the Apprentice concerned.
8.	Appeals
	If an Apprentice, employer, or training provider for any reason, considers that they have been wrongly refused access to fair assessment and wishes to appeal, they should follow the 'Appeals & Complaints Policy'.
9.	Managing implementation and review.
	This Policy will be reviewed annually to ensure that it is reflective of current regulations and guidance and is responsive to local, national, and international events.

Appendix 1: Reasonable Adjustment Matrix

The Institute of Apprenticeships and Technical Education have provided a Reasonable Adjustment Matrix (<https://www.instituteofapprenticeships.org/media/5489/reasonable-adjustment-matrix.pdf>) that is used as a guide to the types of reasonable adjustments that can be offered as a result of an accepted fair access request.

Key to reason for fair access request:

1. No known disability
2. Cognitive processing need such as dyslexia, dyspraxia; a need in executive function, visual processing speed, visual perception, literacy, numeracy, verbal reasoning, verbal memory, nonverbal memory
3. Social/ communication need such autistic spectrum condition
4. Long standing illness such as cancer, epilepsy, Crohn's, IBS, Chronic Fatigue
5. A mental health condition
6. A physical need such as crutches or wheelchair user, arthritis, paraplegia, quadriplegia, cerebral palsy
7. Hearing need
8. Visual need

<u>Assessment Method</u>	<u>Observation</u>	<u>Practical Skills Test</u>	<u>Test</u>	<u>Project*</u>	<u>Presentation</u>	<u>Professional Discussion*</u>
Extra time allowed	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5, 6, 7, 8	2, 3, 4, 5	2, 3, 4, 5, 7	2, 3, 5, 6, 7
Scribe			2, 6, 8			
Reader			2, 8			
Personal support worker in attendance	2, 5, 6, 8	2, 5, 6, 8	2, 5, 8	2, 5, 8	2, 5, 6, 8	2, 5, 8
Timed rest breaks	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8	2, 4, 5, 6, 7, 8
Bathroom breaks	4, 6	4, 6	4, 6	4, 6	4, 6	4, 6
Voice explanation	2, 8	2, 8				
BSL interpreter + extra time	7	7	7	7	7	7
Assistive technology – voice recognition			2, 4, 6			

Assistive technology screen reader			8			
Assistive technology – text to speech			2, 4			
Flexibility with location				3, 4, 5, 6	3, 4, 5, 6	3, 4, 5, 6
Flexibility of time of assessment	4	4	4	4	4	4
Flexibility within the method of assessment		6	3, 4, 5, 6	3, 4, 5, 6	3, 4, 5, 6	3, 4, 5, 6
Pre-recorded evidence delivered by video link				2, 3, 4, 5	2, 3, 4, 5	
Permission to write notes						2, 4, 5
Permission to bring notes				2, 4, 5		2, 4, 5
Information presented in required format – size, font style, colour			2, 8			
Individual testing			3, 4, 5			
Paper-based option			2, 4			
Supervised assessment taken at home			3, 4, 5, 6			
Written questions to back up verbal					2, 4, 5, 6	2, 4, 5, 6
Rewording of questions / clarification if needed					2, 3, 7	2, 3, 7
Time allowance for processing verbal questions					2, 4, 5, 7	2, 4, 5, 7
Information presented in small chunks					2, 4, 7	2, 4, 7

** Project and Professional discussion are the current assessment used in the Apprenticeship Standards for which Icon is delivering End Point Assessment.*

Appendix 2: Process of making a fair access request

