

Public

Xact Assessment: End Point Assessment Fair Access Policy

1. Introduction

The purpose of this policy is to ensure all parties involved in End Point Assessment (EPA) support fair access for apprentices.

All apprentices and potential apprentices should be able to enter and successfully participate in an apprenticeship learning programme and end-point assessment as part of their development. This process should be fair, accessible and not include any unnecessary barriers to entry.

Xact Assessment is committed to ensuring that we and our approved centre provide apprentices with all relevant information about the apprenticeship and end-point assessment process.

2. Definitions

Stakeholders: Apprentice, apprentice employer, apprenticeship training provider, customer, supplier, user and those with whom we associate

Xact Assessment: Trading name of Xact Training Limited

3. Stakeholder responsibilities

It is imperative that all stakeholders involved in the delivery of apprenticeship programmes and end point assessments are fully aware of the contents of this policy.

Providers and third parties responsible for facilitating end-point assessment venues must ensure that that they adhere to the requirements of this policy.

4. Policy statement

Xact Assessment is committed to the development and support of apprentices including information provision for entry and access arrangements, irrespective of any protected characteristic they may have.

Xact Assessment is committed to:

- a) Ensuring that every Xact Assessment approved end-point assessment location has and implements a fair access policy for the delivery and facilitation of end-point assessments
- b) Ensuring that all end-point assessments are developed to be representative of apprentices registered with Xact Assessment
- c) 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 programme

- d) Ensuring fairness in our application of all access arrangements for EPA
- e) Ensuring that apprentices with a protected characteristic are neither advantaged nor disadvantaged in EPA in comparison to apprentices who do not share that characteristic and that all assessment achievement is comparable.
- f) Ensuring that adequate monitoring and review of equality and diversity arrangements throughout the process of developing and delivering EPA
- g) Ensuring that Xact Assessment considers all access requests relating to EPA 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
- h) Monitoring data related to apprentice achievement in order to detect and mitigate against any accidental bias
- i) Ensuring that all Xact Assessment approved EPA activities are fulfilling their fair access responsibilities by adhering to equality legislation and operating a fair access procedure
- j) Providing specific and appropriate fair access training for assessors and those involved in EPA
- k) Providing appropriate equality training and guidance to those involved in EPA
- l) Responding appropriately to all complaints relating to issues of fair access including notifying apprentices of their right of appeal

5. Related Policies

Policies related to EPA Fair Access include:

- a) Equal, Diversity and Inclusion Policy
- b) Data Management Policy
- c) Appeals Policy
- d) Complaints Policy