

The Association of British Dispensing Opticians Awarding Body

SOP 21 EQUAL OPPORTUNITIES AND DIVERSITY POLICY

We are committed to giving everyone who wants to gain one of our units or qualifications an equal opportunity of access and assessment in line with current UK legislation and EU directives. We support diversity and equal opportunities in education, training and employment, and will take positive action to:

- promote practice and procedures that give equal opportunities to all, regardless of their race, sex, disability, age, religion or marital status.
- work towards removing all direct and indirect practices and procedures that discriminate unfairly.
- widen access to our units and qualifications to include people who are under-represented.
- Ensure the design and development of units and qualifications set standards according to equal opportunities best practice.

To meet our commitment, we will deliver:

- advice that is sensitive to the widest possible range of our members' and candidates' needs.
- assessments that are based on the unit or qualification requirements only and do not discriminate against anyone.
- documents that are easily understood, and that do not reflect a stereotyped offensive or biased attitude.
- promotional material that reflects the diversity of our members and candidates.
- quality assurance that applies fair processes.
- information to members and candidates about how to find and use our Equal Opportunities and Diversity Policy and Appeals Procedure.
- Units and qualifications that will
 - be explicit about what is to be assessed
 - include assessment that is fit for purpose
 - allow, where possible, a variety of forms of assessment
 - be free from offensive or stereotypical language and images.
- assessments that will make reasonable adjustments for candidates with particular assessment requirements and where appropriate grant special considerations for unforeseen circumstances.

PUTTING THIS POLICY INTO PRACTICE

We will:

- issue a copy of this policy to all our staff, examiners and moderators, candidates and make it readily available to anyone who asks for it.
- organise regular training for our staff, examiners and moderators.
- review the effectiveness of this policy annually.
- ensure this policy is implemented when we develop and review our units and qualifications assessment guidance.
- ensure this policy is implemented by our staff, examiners and moderators.
- review this policy annually taking account of the feedback received to ensure there are no barriers to access.

WHAT TO DO IF YOU WANT TO DISCUSS ANY EQUAL OPPORTUNITY ISSUES

If you are a candidate and you want to discuss an equal opportunities issue , or obtain a copy of the document entitled ' Policy for Candidates' who require reasonable adjustments, please write to the head of Examinations and Registration at the address below:

The Examinations & Registration Department
Association of Dispensing Opticians
The Old Dairy
Godmersham Park
Godmersham
Canterbury
Kent CT4 7DT

Telephone: 01227 732920

Fax:: 01227 733641

Reviewed 17th February 2014

Reviewed February 2015 – No changes