

## Equal Opportunities & Diversity Policy



**ABDO 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 we will take positive action to;**

- Promote practice and procedures that give equal opportunities to all, regardless of 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 to 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 candidate's needs.
- Assessments that are based on the unit or qualification requirements only and do not discriminate against anyone.
- Documents that are easily understood and 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 process.

### **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.

## **Putting this Policy into practice**

### **We will:**

- Issue a copy of this policy to staff, include it on our website and make it available to anyone who asks for it.
- Organise regular training for our staff, examiners and moderators.
- Ensure the policy is implemented when we develop and review our unit's qualifications.
- Ensure this policy is implemented by our staff, examiners and moderators.
- To review this policy and take into account 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 Reasonable Adjustments Policy for candidates who require reasonable adjustments, please write to the Head of Examinations & Registration at [mchandler@abdo.org.uk](mailto:mchandler@abdo.org.uk) or at the address below;

The Examinations & Registration Department  
Association of British Dispensing Opticians  
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