



International Pet Education and Training

## Equality, Diversity, and Inclusion End Point Assessment Policy

### Purpose

iPET Network promotes Equality, diversity, and inclusion through all aspects of the organisation and is committed to equality of opportunity for its apprentices and stakeholders. In the performance of its regulated functions iPET Network undertakes to comply with all current legislation including the Equality Act 2010. iPET Network will not discriminate based on the protected characteristics

- Age
- Disability
- Gender reassignment / Gender Identity
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

iPET Network will always strive to improve our ways of working and the service we deliver for our customers, trainees, and stakeholders with inclusion and diversity in mind.

### Responsibilities

iPET Network believes that all apprentices have the right to an equal opportunity to develop their Knowledge Skills and Behaviours and have the right to be treated fairly and have access to a fair assessment.

iPET Network will:

- Provide an unbiased and objective assessment process, using assessment materials that reflect positive images of diverse lifestyles and backgrounds
- Support Independent End Point Assessors and apprentices to avoid using language or materials that may cause offence or embarrassment to others involved in the assessment process
- Support End Point Assessors to choose the language that is accessible to all apprentices and make clear use of plain English, avoiding jargon where possible
- Support End Point Assessors to challenge any occurrence of discrimination or offensive behaviour. They should make it clear that such behaviour is not acceptable and why it is not acceptable
- Provide a fair and objective assessment process. The assessment will be measured against the approved Apprenticeship Standard; these are the set requirements that the Apprenticeship Standard expects an apprentice to achieve. All apprentices are assessed against the same learning outcomes to ensure a fair and equal process for all apprentices

Any Tutor or Candidate is free to initiate a public debate on any issue related to equal opportunities. Tutor training includes a discussion of equal opportunities with opportunities to feedback anonymously through the evaluation form. There is a customer satisfaction form available to Training Providers.

### Further general information

Our Equality, Diversity, and Inclusion Policy aims to create the conditions in which IEPA employees and self-employed IEPA along with stakeholders are treated equitably regardless of age, race, colour, nationality, ethnic origin, creed, disability, staff category, sexual orientation, gender, marital or parental status, political belief or

social or economic class, or any other criteria that cannot be shown to be properly justifiable. The procedures to ensure that this aim is achieved starts with this clear statement.

As an End Point Assessment Awarding Organisation iPET Network expects all IEPAs to apply the same standards in their professional code of conduct when working on behalf iPET Network.

Anyone who believes they have not been treated in accordance with the Equality, Diversity and Inclusion Policy may make their complaint either informally or by pursuing a formal complaint in accordance with the company's Grievance Procedures.

### **Equal Opportunities and Diversity Policy Statement**

We are committed to promoting equal opportunities for people from all backgrounds. iPET Network will not discriminate based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. iPET Network is committed to:

- Make sure that when we recruit and train staff, during promotion and selection procedures and in all other employment practices, we take account of our Equality, Diversity, and Inclusion Policy.
- Make sure that when we are considering disciplinary procedures and dismissal, we take into account our Equality, Diversity and Inclusion Policy
- We are committed to making it clear to all employees/self-employed employees that victimisation, discrimination, and harassment are disciplinary offences, especially in relation to dealing with Candidates, and will not be tolerated. Such issues will be dealt with under the company's disciplinary procedures
- Make sure as far as possible, and within the specific skills and knowledge required to maintain high standards, that our workforce reflects the ethnic and gender balance of the population within statistically significant measures.
- Promote equality in what we write to make sure that everyone is aware of our policy and the action we are taking.
- Design and development of qualifications will where reasonably practicably, breakdown down potential learning barriers including assessment methods having the flexibility to support our equality and diversity commitments.

By enclosing this document with every employee's contract of employment, the company will comply with all statutory regulations with regard to equality. In particular:

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Disability Discrimination Act 1995
- The Employment Act 1989
- The Employment Act 2002 (Flexible working regulations)
- The Employment Relations Act 1999,
- The Employment Rights Act 1996,
- Employment Tribunals (Interest on Awards in Discrimination Cases),
- The Employment Equality (Religion and Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Equality Act 2010
- The Health and Safety at Work Act 1974,
- The Human Rights Act 1998
- The Management of Health and Safety at work Regulations 1999
- Maternity and Paternity Leave Regulations 1999
- The National Minimum Wage Act 1998
- The National Minimum Wage Regulations 1999

- The Occupational Pension Schemes (Equal Treatment) Regulations 1995
- Part-time Workers Regulations 2000
- The Pensions Act 1995
- The Protection from Harassment Act 1997
- The Race Relations Act 1976
- The Sex Discrimination (Questions and Replies) Order 1975
- The Social Security Contributions and Benefits Act 1992
- Statutory Maternity Pay (General) Regulations 1986
- Statutory Maternity Pay (General) (Modifications and Amendment) Regulations 2000,
- Working Time Regulations 1998,
- Carers (Equal Opportunities) Act 2004
- and any other relevant law related to equality of opportunity.

### Complaints

iPET Network take seriously all complaints of bullying, harassment, victimisation, and unlawful discrimination. It is hoped that matters relating to non-serious complaints can be handled informally, at least in the first instance, and indeed can be resolved informally. The intent of dealing with issues informally is not to undermine how seriously we take this but to provide employees with more avenues and opportunities to speak up. Where this approach is not appropriate or employees want more support, issues will be dealt with formally in line with relevant policies and procedures. It is expected that an *Enquiry and Appeals Form* will be completed and provided upon request.

### Document Control

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