

# End-Point Assessment Fair Access Policy

January 2023

Version 8



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## 1. Aim of the policy

This aim of this policy is to set out some principles to clarify the expectations on all parties to support fair access procedures to operate effectively and to ensure fair access in practice to the End-point Assessment (EPA) for apprentices who are enrolled on apprenticeship standards. All apprentices and potential apprentices should be able to enter and successfully participate in an apprenticeship programme and End-point Assessment in pursuit of their learning objectives. VTCT is committed to ensuring that we and our approved end-point assessment centres provide apprentices with all relevant information about the apprenticeship and end-point assessment.

It sets out our intention to deliver an End-point Assessment service and a range of apprenticeship qualifications that are fair, accessible and do not include any unnecessary barriers to entry.

## 2. Provider and host centre responsibility

It is important that staff involved in the delivery of apprenticeship standards and End-point Assessment are fully aware of the contents of the policy. Providers and host centres responsible for facilitating End-point Assessment venues must ensure that they adhere to the requirements of this policy.

## 3. Policy statement

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

VTCT is committed to:

- Ensuring that every VTCT approved End-point Assessment location has and implements a fair access policy for the delivery and facilitation of End-point Assessments.
- Ensuring that all End-point Assessments are developed to be representative of the apprentices registered with VTCT, including 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 standard. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier justified in terms why they are required for the particular End-point Assessment.
- Ensuring fairness in our application of all access arrangements for End-point Assessments.
- Ensuring that apprentices with a protected characteristic are neither advantaged nor disadvantaged in End-point Assessments in comparison to apprentices who do not share that characteristic, ensuring that all achievement in End-point Assessments is comparable.
- Ensuring that adequate monitoring and review of equality and diversity throughout the process of developing and delivering End-point Assessment products and services.
- Ensuring that VTCT considers all access requests relating to End-point 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.
- Monitoring data related to apprentice achievement in order to detect and mitigate against any accidental bias.



- Ensuring that all VTCT approved End-point Assessment providers and host centres are fulfilling their fair access responsibilities by adhering to equality legislation and operating a fair access procedure.
- Incorporate specific and appropriate duties in respect of implementing the fair access policy into the work objectives of all staff and Apprenticeship Assessors involved in the delivery of End-point Assessments.
- Provide equality training and guidance as appropriate to our staff and contractors including as part of induction training as well as further on-going training.

Where complaints relating to issues of fair access cannot be satisfactorily resolved by a provider, apprentices must be made aware of their right to appeal to VTCT via the arrangements outlined in our End-point Assessment Complaints and Appeals Policy.

## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v4	Quality and processing Manager	Jan 2019	New Policy	
v5	Head of Quality	March 2019	Updated formatting	Compliance Manager
v6	Head of Quality	April 2019	Branding updated	Compliance Manager
v7	Head of Quality	April 2020	Updated job titles	Compliance Manager
v8	Quality Lead (Apprenticeships)	March 2021	Updated document owner	Product and Regulation Manager
V9	Quality Lead (Apprenticeships)	January2023	Updated branding	Quality Lead Apprenticeships

## Document Review

Role	Review Status
Assessment Manager	Reviewed

## Document Owner

Document Owner	Document shared with
Head of Quality	Assessment Manager
Quality Lead (Apprenticeships)	

## Document Sign-off

Role	Sign-off Date
Head of Quality	January 2019
Head of Assessment	April 2020