

the
ACADEMIC COUNCIL

2 October 2019

TITLE: Apprenticeship End Point Assessment Fair Access Policy

REPORT FROM: Director, GRE

ISSUE:

In order to act as an assessor for Degree Apprenticeship End Point Assessments (EPAs), the University must be accepted onto a register of approved EPA Organisations (RoEPAO). To gain approval, the University must have policies that set out how it will deliver an independent, objective assessment of the knowledge skills and behaviour defined in the Apprenticeship Standard for every apprentice. Unless the Standard is an Integrated one, the EPA is conducted by an external partner. The “Apprenticeship End Point Assessment Fair Access Policy” sets the framework to enable the University to act as an assessor for apprentices from another training provider.

SUMMARY:

The “Apprenticeship End Point Assessment Fair Access Policy” ensures that all apprentices undertaking an EPA with the University of Greenwich are offered a fair and accessible service whether they are registered as a student at the University or registered with another Training Provider. Apprentices should be provided with all relevant information and offered a fair and accessible service without unnecessary barriers to entry. The Policy has been approved by the Apprenticeship Strategy Group and is recommended to the Academic Council.

ACTION REQUIRED:

The Council is asked to **approve** the Apprenticeship End Point Assessment Fair Access Policy.

University of Greenwich

Apprenticeship End Point Assessment

FAIR ACCESS POLICY

1. Purpose of this Policy

- 1.1 The purpose of this Policy is to ensure that all apprentices undertaking an End Point Assessment with the University of Greenwich (the University), whether they are registered as a student at the University, or registered with another Training Provider other than the University (the Training Provider), are offered a fair and accessible service. Apprentices are provided with all relevant information and are offered a fair and accessible service without unnecessary barriers to entry.
- 1.2 This Policy will apply to all Apprenticeship End Point Assessment services provided by the University.

2. Principles

- 2.1 The University is committed to embedding its values – ambition, creativity, determination, excellence, and inclusivity – in all that it does (Strategic Plan 2017-22).
- 2.2 At the University, we value Equality, Diversity and Inclusion (EDI) and take active steps to provide an inclusive environment for students, apprentices, staff and visitors irrespective of their age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief (non-belief) and sexual orientation as outlined in the Public Sector Equality Duty of the Equality Act 2010.
- 2.3 The University is committed to ensuring that all assessments are conducted fairly, and that each apprentice has the opportunity to demonstrate their true level of performance.
- 2.4 The University is committed to the development and support of apprentices irrespective of any protected characteristics they may have.
- 2.5 Implementation of this Policy will be facilitated by induction and ongoing training and guidance for all University staff involved in End Point Assessments and will be complemented by the University's Equality, Diversity and Inclusion in Practice online training for staff.
- 2.6 University Faculties will be responsible for ensuring that the Policy is implemented and that all staff engaged in End Point Assessment are aware of and adhere to the requirements of this Policy.

3. Scope of this Policy

This Policy applies to all Staff of the University, including consultants, contractors and professional services staff, involved in the development, delivery and administration of End Point Assessments and any related advisory services provided by the University.

This guide has been written for Apprentices completing an End point Assessment with the University of Greenwich who have been assessed as being disabled as defined by the Equality Act 2010. This includes people who have:

- i. Physical, or sensory impairments
- ii. Specific learning difficulties (e.g. dyslexia and dyspraxia) or other cognitive impairments
- iii. Mental health difficulties
- iv. Hidden impairments (e.g. epilepsy, respiratory problems or heart conditions)

v. On-going or fluctuating medical conditions including unforeseen medical circumstances

Arrangements referred to in this document may be applied in respect of all forms of assessment, including class-based tests, presentations and any other assessed work as appropriate.

Where the assessment of students on a particular programme is governed by an external professional body, then any alternative assessment strategy will need the approval of that body.

4. Managing Fair Access for delivery of End Point Assessment by the University for apprentices who are registered as students with the University of Greenwich

- 4.1 All End Point Assessments will be conducted to ensure equality, fairness and inclusivity.
- 4.2 Apprentices are responsible for identifying themselves and their potential needs to staff providing Disability and Dyslexia advice, as soon as possible and no later than the agreed published deadlines, for End Point Assessment reasonable adjustments.
- 4.3 Where the End Point Assessment is to be delivered at the University's premises, apprentices must contact the Student Wellbeing Service so that they can arrange an appointment for an evaluation of their entitlement to examination and assessment provisions.
- 4.4 To claim entitlement to examination and assessment provision Apprentices will need to attend a meeting with a member of the Student Wellbeing Service for an evaluation of the entitlements based on appropriate supporting material
- 4.5 Apprentices will provide appropriate and up to date evidence of need to the Student Wellbeing Service team.
- 4.6 Apprentices are responsible for informing the Student Wellbeing Service if their entitlement needs change to ensure that the data held by the University are up to date. This will ensure that student entitlement is processed fairly.
- 4.7 Confirmed access arrangements and reasonable adjustments will not undermine or compromise the integrity or purpose of the End Point Assessment.
- 4.8 Where it is not reasonably practicable to apply the requested access or reasonable adjustments, or the requested access or reasonable adjustments compromise the integrity or purpose of the End Point Assessment, alternative access arrangements and adjustments will be considered in conjunction with the apprentice.
- 4.9 All agreed access arrangements and reasonable adjustments will be confirmed in writing to the apprentice.
- 4.10 All agreed access arrangements and reasonable adjustments will be confirmed in writing to the University's Programme Leader who will inform the End Point Assessment assessors and administrators.
- 4.11 End Point Assessment assessors and administrators will ensure that the confirmed access arrangements and reasonable adjustments are applied during assessment at the University's premises.
- 4.12 End Point Assessment assessors, or administrators will provide information to the Student Wellbeing Service regarding those apprentices who did not use their exam access arrangement(s).

- 4.13 Normally, apprentices may make a request for access arrangements or reasonable adjustments no less than six weeks before the scheduled End Point Assessment.
- 4.14 Where an End Point Assessment is to be delivered by the University at an Employer's premises, access arrangements will be the responsibility of the Employer.
- 4.15 Apprentices will be able to apply for consideration of extenuating circumstances if, for example, injury, serious illness or other problems which are outside their control may prevent them from attending a scheduled End Point Assessment or showing their real level of performance. Apprentices will need to notify their University Programme Leader and Employer in writing (by email) at the earliest possible opportunity.

5. Managing Fair Access for delivery of End Point Assessment by the University for apprentices who are registered with another Training Provider

- 5.1 All End Point Assessments will be conducted to ensure equality, fairness and inclusivity.
- 5.2 Where the End Point Assessment is to be delivered by the University at another Training Provider's or an Employer's premises, access arrangements will be the responsibility of the Training Provider or Employer as appropriate.
- 5.3 Where the End Point Assessment is to be delivered at the University's premises, the Training Provider will be responsible for notifying the University's Student Wellbeing Service and, as appropriate, clauses 4.2-4.13 will apply.
- 5.4 Apprentices, who are not registered as a student with the University, wishing to apply to their Training Provider for consideration of extenuating circumstances if, for example, injury, serious illness or other problems which are outside their control may prevent them from attending an End Point Assessment or showing their real level of performance. The Training Provider's policies and procedures will apply. The Training Provider will be responsible for notifying the University Programme Leader in writing (by email) at the earliest possible opportunity.

6. General Information

- 6.1 This Policy will be publicly available through the University's Apprenticeship website.
- 6.2 Apprentice achievement in respect of End Point Assessment will be monitored to detect and mitigate against any bias and ensure that this Policy remains fit for purpose.
- 6.3 Where an apprentice or their employer has concerns about fair access to any aspect of an End Point Assessment they can refer to the End Point Assessment Complaints and Appeals Policies.
- 6.4 This Policy will be reviewed every 2 years or more frequently in line with revisions to University policies and procedures that are linked to this Policy.

This Apprenticeship End Point Assessment Fair Access Policy is subject to approval by the University of Greenwich Academic Council

Document Control Box	
Procedure Title:	End Point Assessment Fair Access Policy
Date Approved:	
Version:	V1
Review Date:	
Document Owner:	Name: Position: Director Unit: University of Greenwich Learning and Teaching
Related regulations, legislation, policies:	Academic Regulations
Related University policies:	
Related Procedures:	
GDPR impact considerations:	