



Bespoke Professional Development and Training Limited

Fair Access in Apprenticeships Policy

Updated: June 2021

Next renew due: June 2022

Version Number	Last Amended	Amended By-
v1	July 2019	Tracey Carter
v2	July 2020	Tracey Carter
v3	June 2021	Tracey Carter

Background

We aim 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 provision of End-point Assessment (EPA). 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. BePro is committed to ensuring that we provide apprentices with all relevant information about the apprenticeship and end-point assessment. We intend to deliver an EPA service and a range of apprenticeship qualifications that are fair, accessible and do not include any unnecessary barriers to entry.

Provider and host centre responsibility

It is important that staff involved in the delivery of apprenticeship qualifications and on-programme assessment/EPA are fully aware of this policy. Providers and host centres responsible for facilitating EPA must ensure that they adhere to the requirements of this policy.

Fair Access policy statement

BePro 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.

BePro is committed to:

- Ensuring that every BePro approved end-point assessment location implements this fair access policy for the delivery and facilitation of EPA.
- Ensuring that all end-point assessments are developed to be representative of the apprentices, including ensuring that there are no features of EPAs 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 qualification. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier will be 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 adequate monitoring and review of equality and diversity throughout the process of developing and delivering end-point assessment products and services.
- Ensuring that BePro 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 BePro approved end-point assessment centres are fulfilling their fair access responsibilities by adhering to equality legislation and operating a fair access procedure.
- Incorporating specific and appropriate duties in respect of implementing the fair access policy into the work objectives of all staff and examiners involved in the delivery of end-point assessments.
- Providing equality training and guidance as appropriate to our staff and contractors including as part of induction training as well as further ongoing training.

For further guidance please see BePro's Equality and Diversity Policy, available at www.beprodevelopment.co.uk/policies.

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 BePro via the arrangements outlined in our Complaints and Appeals Policy.

Contacts

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Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated June 2021 and is due for review May 2022

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



Georgina Selmi
CEO

A handwritten signature in black ink, appearing to be 'TC' or similar initials, followed by a period.

Tracey Carter
Head of Quality and Compliance