

## History

Date	Amendments made
Sept 2021	SQA new principles amended
July 2019	Complete revision of the policy. Insertion of 'History' and 'Distribution' sections

## Distribution

### Distribution List

- All Quality Managers
- All Lead Moderators
- New Partner Relationship Manager
- Customer Service team
- Assessment and Support Coordinator
- HE Partnership Support Executive
- Digital Delivery
- Quality Auditor
- CMI Centres

## Purpose

### Document Purpose

The Chartered Management Institute (CMI) has a public duty to ensure that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in access to, and assessment of, its qualifications, and that diversity and equality of opportunity is actively promoted. To that end CMI is committed to ensuring these aspects are considered at all times in the design, development and delivery of its qualifications. Where it is reasonable and practical to do so, it will take steps to address identified inequalities or barriers that may arise.

# Introduction

## Document Introduction

This document applies to all qualifications on framework qualifications. These include the Regulated Qualifications Framework (RQF) (for qualifications in England and Northern Ireland), the Scottish Credit and Qualifications Framework (SCQF) and the Credit and Qualifications Framework for Wales (CQFW).

This document sets out CMI's policy for ensuring that users of its qualifications are protected and are assured of fair and unbiased access. CMI will take every action possible to avoid discrimination and that any potential barriers to accessing its qualifications are identified and mitigated against.

CMI pays due regard to the legislation detailed in the Equality Act 2010 and the protected characteristics that are defined within it. These are: age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, pregnancy and maternity, sex and sexual orientation. CMI also recognises the additional characteristics relating to equalities law in Northern Ireland which includes political opinion, and persons with and without dependents in Northern Ireland. CMI pays due regard to Section 53 of the Act, which contains requirements of qualifications bodies.

CMI also offers qualifications overseas, and in this regard 'equalities laws' will refer to the legislation operative in the country in which the CMI Centre is based.

# Regulatory Requirements

## Regulatory Requirements

This policy meets the regulatory requirements set out by the Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition (August 2018):

Condition D2 Accessibility of qualifications

D2.1 An awarding organisation must ensure that it complies with the requirements of Equalities Law in relation to each of the qualifications which it makes available.

D2.2 An awarding organisation must monitor qualifications which it makes available for any feature which could disadvantage a group of Learners who share a particular Characteristic.

D2.3 Where an awarding organisation has identified such a feature, it must –

(a) remove any disadvantage which is unjustifiable, and

(b) maintain a record of any disadvantage which it believes to be justifiable, setting out the reasons why in its opinion the disadvantage is justifiable.

The Policy also meets the requirements of the SQA Accreditation Regulatory Principles (2021):

Principle 10. The awarding body must ensure that its systems and processes for the identification, design, development, implementation and review of qualifications and assessments are fit for purpose

The awarding body is responsible for demonstrating:

- the need or demand for a qualification
- the methodology by which the qualification is assessed
- how the qualification is quality assured
- how consistently the assessment performs over time In addition to the above, and more specifically, where the awarding body has designed its own qualifications and assessments

the awarding body is responsible for demonstrating:

- who the qualification or assessment is designed for
- the intended purpose and use of the qualification
- what the assessment needs to measure
- how the assessment will be measured
- how well the assessment measures what it is intended to measure
- evidence of the assessment's validity, reliability and comparability
- that the assessment does not measure unintended attributes
- that the assessment is inclusive, free from bias and discrimination
- the expertise of staff involved in qualification and assessment design

Principle 14. The awarding body and its providers must ensure that its qualifications and their delivery and assessment are fair, inclusive and accessible to learners

The awarding body and its providers must comply with relevant equalities legislation. In so doing, the awarding body and its providers are responsible for demonstrating:

- how equality and diversity policies comply with relevant legislation
- that there are clear processes for reasonable adjustments and special considerations
- arrangements for providers to manage recognition of prior learning and achievement (if applicable)
- that they can define any barriers, requirements or conditions which could affect qualifications or their delivery
- that they act in a way that safeguards the interests of vulnerable groups

**CMI qualifications offer a range of flexible assessments and delivery options with its centres. If as a learner you wish to offer any feedback in relation to how we can improve accessibility then please contact [qualifications@managers.org.uk](mailto:qualifications@managers.org.uk)**