

Equal Opportunities and Diversity Policy

Introduction

This policy is aimed at our centres, delivery partners, associates and learners, who are delivering/enrolled on or have taken an MTB Exams approved qualification. The term 'centre' used in this policy should be taken to mean and apply to MTB registered exam centres.

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

Centre's & Partner's responsibility

It's important that all staff involved in the delivery of our qualifications as well as associates and learners are fully aware of the contents of the policy (e.g. via their induction when first embarking on a MTB Exams qualification).

Review arrangements

We'll review the policy annually and revise it as and when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

If you would like to feedback any views, please contact us via the details provided at the end of this policy.

Areas covered by the policy

- **MTB Exams staff**

MTB Exams commits to incorporating specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff. MTB Exams will provide equality training and guidance as appropriate to our staff; including as part of staffs' induction training as well as further on-going courses as identified via our internal staff performance review arrangements.

- **Qualification Development**

MTB Exams will ensure that there are no features that could disadvantage any groups of learners that share a particular characteristic or barriers to entry other than those directly related to the purpose of the units or qualifications. 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 unit or qualification.

- **Centres & Partners**

MTB Exams expects its centres and delivery partners to enable learners to have equal access to training and assessment for qualifications irrespective of their sex, marital status, age, religion, race, nationality or ethnic origin or disability. Assessment must similarly be undertaken without discrimination. In addition, by registering as a centre, you confirm that you either have your own Equal Opportunities and Diversity policy or if you do not have a policy in place at the moment you agree to implement our 'Internal Equal Opportunities and Diversity Policy for Centre Use' (which is available on our website) to ensure that such discrimination does not occur either directly, indirectly or as a result of pressure from other bodies. Where complaints relating to issues of inequality cannot be satisfactorily resolved by the centre, learners must be made aware of their right to appeal to MTB Exams via the arrangements outlined in our Appeals Policy.

Monitoring the success and relevance of our arrangements

MTB Exams is committed to complying with all current and relevant legislation and, which at the time of writing includes, but is not limited to, the Equality Act 2010 and Northern Ireland Equality Law.

As part of the learner registration and certification processes for qualifications MTB Exams may collect information on diversity, requests for special considerations, access arrangements and feedback from learners, centres and other stakeholders.

All relevant issues identified that suggests that our provision or services may have unnecessarily impacted on learners will be reported back to our Head of Quality Assurance who will be responsible for ensuring that relevant staff introduce, as appropriate, amendments to provision and/or services where necessary and in accordance with our documented procedures for developing and reviewing qualifications. Details of our ongoing reviews will be made available to the qualification regulators upon request.

Contact us

If you have any queries about the contents of the policy or if you need to contact the MTB Exams admin team you can view the appropriate regional contact details on our 'Contact' page on the relevant MTB regional site. MTB can be contacted by email or phone.