

Equal Opportunities and Diversity Policy for Centres offering MTB Exams

Introduction

This policy is aimed at our 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 both our centre and any associates.

It sets out our intention to deliver a service in relation to MTB qualifications that is fair, accessible and does not include any unnecessary barriers to entry.

Centre's responsibility

As a centre, we ensure that all our staff involved in the delivery of MTB qualifications as well as associates and learners are fully aware of the contents of the policy.

Review arrangements

We'll review the policy annually and revise it as and when necessary, in response to customer/learner feedback, changes in our practices, actions from 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

- **Centre staff**

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

- **Our Centre**

Our centre will comply with the following in respect of any MTB Qualifications:

MTB Exams expects its centres to enable learners to have equal access to training and assessment for qualifications irrespective of their sex, marital status, age, religion, colour, race, nationality or ethnic origin or disability. Assessment must similarly be undertaken without discrimination.

Where complaints relating to issues of inequality cannot be satisfactorily resolved by our centre, we will ensure learners are made aware of their right to appeal to MTB Exams via the arrangements outlined in our centre Appeals Policy.

Monitoring the success and relevance of our arrangements

Our centre 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.

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 Centre (if we are not an individual teacher) 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 in relation to delivering and offering MTB Exams qualifications.

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.