



nebosh

External equal opportunities policy

Version 10 (November 2018)

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1. Policy

NEBOSH is committed to equal opportunities in the provision of its services as an awarding body. The aim of this policy is to ensure that all external individuals and organisations with which NEBOSH has a relationship receive equal treatment in accordance with the Equality Act 2010. The 'protected characteristics' stated in and covered by the Act are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership
- Race (including colour, nationality, ethnic or national origins)
- Religion or belief (this includes lack of belief)
- Sex
- Sexual orientation.

In so doing, NEBOSH aims to comply both with legislation intended to prevent unfair discrimination and with relevant regulatory criteria.

2. Scope

This policy applies to all external individuals and organisations with which NEBOSH has a relationship. Information regarding the NEBOSH “*Access arrangements and reasonable adjustments policy*”, “*A guide to the special consideration process*”, “*Enquiries About Results (EARs) policy and procedures*” or “*Policy and procedures for suspected malpractice in examinations and assessments*” policies are outlined in separate documents.

For definitions of terms used in this document please see the “*Glossary of NEBOSH Policy Terms*” document available here: <http://www.nebosh.org.uk/policies-and-procedures/>

3. Regulatory authorities' criteria

NEBOSH is an awarding body approved by Scottish Qualifications Authority (SQA) Accreditation, which has a UK-wide regulatory remit.

In addition to statutory duties, this policy is intended to meet regulatory requirements for awarding bodies to ensure fair treatment of candidates. This policy is intended to meet regulatory requirements as set out in the “*SQA Accreditation's Regulatory Principles (2014)*”

“1. The awarding body shall have clearly defined and effective governance arrangements.”

4. The awarding body shall continually review the effectiveness of its business services, systems, policies and processes.”

“10. The awarding body shall ensure that it has the necessary arrangements and resources for the effective delivery, assessment and quality assurance of SQA accredited qualifications.

11. The awarding body shall ensure that its qualifications and their assessment are inclusive and accessible to learners.”

This policy has been reviewed by SQA Accreditation in accordance with its public sector equality duty as defined by the Equality Act 2010.

To meet these criteria NEBOSH offers reasonable adjustments and special consideration (in appropriate circumstances) to candidates undertaking its qualifications.

- A ‘reasonable adjustment’ is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in an assessment situation.
- Candidates who may have been disadvantaged by temporary illness, injury or adverse circumstances that arose at or near the time of assessment, may apply for ‘special consideration’ after the assessment.

Full details can be found in the policy documents available on our website: *“Access arrangements and reasonable adjustments policy”* and *“A guide to the special consideration process”*.

4. Responsibilities

Structure and content of qualifications

NEBOSH aims to maintain and widen access to its qualifications. It will ensure that there are no unnecessary barriers to achievement inherent in its qualifications in terms of design and content. NEBOSH also pays due regard to its equal opportunities policy in any promotional material for its qualifications.

Processes and arrangements for assessment and awarding

NEBOSH will ensure that its equal opportunities policy is communicated to its staff, external examiners, moderators and accredited course providers, and (through the accredited course provider) to all candidates who apply for assessment.

NEBOSH will work with examiners, moderators and accredited course providers to ensure access to the qualification and at the same time ensure fair assessment. It will receive applications for adjustments and will allow changes to be made where appropriate, in line with its policy on reasonable adjustments. NEBOSH will strive to keep up to date with current legislation on equal opportunities and will ensure that its staff and accredited course providers do likewise.

Full details can be found in the policy documents available on our website: *“Access arrangements and reasonable adjustments policy”* and *“A guide to the special consideration process”*.

Monitoring of accredited course providers’ equal opportunities arrangements

NEBOSH will ensure, through the accreditation process that potential accredited course providers have, and operate, equal opportunities policies that are no less favourable than its own. It will require copies of equal opportunities policies as part of the accreditation requirements and evidence of the accredited course provider monitoring against its own equal opportunities policy.

As part of awarding body monitoring of accredited course providers required by the regulatory authorities, NEBOSH will review an accredited course provider’s arrangements for ensuring equal opportunity to ensure that that they have adequate systems to implement and monitor parity of treatment of candidates with regard to entry selection, participation, and access to assessment and success. Accredited course providers must ensure that no unfair discrimination is applied in considering candidates for course enrolment and that no irrelevant information is utilised in the internal assessment of candidates.

Complaints regarding equal opportunities

Any person who believes that they are being discriminated against has a responsibility to raise the matter through the appropriate channels. A candidate’s complaint regarding the accredited course provider’s arrangements should go through the course provider’s internal appeals / complaints procedure. If the candidate is still not satisfied then the complaint should be referred in writing to the Head of Relationship Management (via info@@nebosh.org.uk) at NEBOSH. A complaint from an accredited course provider regarding the assessment and accreditation processes, or the individual involved in the process, should be referred directly to the Head of Relationship Management at NEBOSH.

5. Application outside the UK

While the policy and procedures detailed in this document are intended to comply with UK statutory and regulatory authority requirements, they are also considered to represent good practice. Therefore, they apply to all candidates regardless of the country in which the candidate is taking the assessment. Equally, the requirements placed on accredited course providers apply, as a condition of NEBOSH accreditation, to all accredited course providers regardless of the country in which they are based or in which they are operating. However, where any national legislation imposes further specific requirements, or conflicts with the procedures laid down in this document in any material way, then the requirements of the host country will normally take precedence. Such cases will be considered on an individual basis.

6. References

“SQA Accreditation’s Regulatory Principles” (2014), Scottish Qualifications Authority Accreditation

“Equality Act 2010”, UK Government

“Equality Act 2010: Public Sector Equality Duty: What Do I Need to Know?” Government Equalities Office

“Equality Act 2010: Specific duties to support the equality duty” Government Equalities Office

“Equality Act Further and Higher Education providers’ guidance” Equality and Human Rights Commission

7. Document Control

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