

End Point Assessment

Fair Access Guidance

Introduction and Aim of the guidance

This aim of this guidance is to set out the fair access policy and principles that underpin UCLAN's Fair Access End-point Assessment (EPA) for all apprentices who are enrolled on UCLAN apprenticeship qualifications.

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. UCLAN is committed to ensuring that we and our approved end-point assessment centres provide apprentices with all relevant information about the apprenticeship and end-point assessment.

It sets out our intention 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 are fully aware of the contents of the guidance. Providers and host centres responsible for facilitating end-point assessment venues must ensure that they adhere to the requirements of this guidance.

Guidance statement

UCLAN 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.

UCLAN is committed to:

- Ensuring that every UCLAN approved end-point assessment location has and implements a fair access guidance for the delivery and facilitation of end-point assessments.
- Ensuring that all end-point assessments are developed to be representative of the apprentices registered with UCLAN, including ensuring that there are no features of end-point assessments 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 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 that adequate monitoring and review of equality and diversity throughout the process of developing and delivering end-point assessment products and services.
- Ensuring that UCLAN 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 UCLAN approved end-point assessment centres are fulfilling their fair access responsibilities by adhering to equality legislation and operating a fair access procedure.
- Incorporate specific and appropriate duties in respect of implementing the fair access guidance into the work objectives of all staff and examiners involved in the delivery of end-point assessments.
- Provide equality training and guidance as appropriate to our staff and contractors including as part of induction training as well as further on-going training.

All apprentices, as part of the gateway review, are made aware that where complaints relating to issues of fair access cannot be satisfactorily resolved by a provider, apprentices can appeal to UCLAN. This process is set out in [EPA briefing document] Document Control Box

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Related information:	Website: A&A EPA site
GDPR impact considerations:	SharePoint access and security, Retention Schedule
Related policies:	Academic Regulations
Related procedures:	Assessment Handbook, Academic Regulations , Degree Apprenticeship Regulations
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