



EQUALITY & DIVERSITY POLICY

Issue Number	Effective Date	Amendments	Reason for Amendments
4	16 May 2018	1. Inclusion of Apprenticeship Standards 2. Update job title	1. Update to include Apprenticeship Standard requirements. 2. Renaming of department following restructure.



INTRODUCTION

This policy is to ensure the successful management of equality and diversity issues, or potential issues, which may arise specifically from the IMI's activities as an awarding organisation and end point assessment organisation. It is aimed at our centres who are delivering and learners who are enrolled on or have taken IMI qualifications, apprenticeship standards, accreditations and/or Quality Assured Programmes (these will be referred to as IMI products for the duration of this document).

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

CENTRE'S RESPONSIBILITY

All IMI approved centres must have their own equality and diversity policy in place. This is part of the IMI's approved centre criteria and this will be checked by your external quality assurer (EQA) during monitoring visits.

Centres should also ensure that their staff involved in the delivery of IMI products, and their learners, are aware of the contents of this policy (e.g. via their induction).

AREAS COVERED BY THE POLICY

▪ IMI staff

The IMI commits to incorporating specific and appropriate duties in respect of implementing the equal opportunities and diversity policy into job descriptions and work objectives of all staff.

The IMI will provide equality training and guidance as appropriate to our staff. This will be included as part of the IMI's induction programme as well as further on-going training as identified via our internal staff performance review arrangements.

Full details of IMI staff requirements are contained in the IMI Group Handbook of Company Policies and Procedures – HR.

▪ IMI product development

The IMI 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 IMI products. 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 IMI product.

▪ IMI centres

The IMI expects its centres to enable learners to have equal access to training and assessment for IMI products irrespective of their age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, sexual orientation. Assessment must similarly be undertaken without discrimination.



Centres are required to have in place a policy to ensure that such discrimination does not occur either directly, indirectly or as a result of pressure from other bodies. This policy should apply to all satellite centres and/or associated venues and there should be arrangements in place to monitor its application and effectiveness.

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 The IMI via the arrangements outlined in our Appeals Policy.

MONITORING THE SUCCESS AND RELEVANCE OF OUR ARRANGEMENTS

The IMI 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 IMI products, the IMI may collect information on diversity, requests for special considerations, access arrangements and feedback from learners, centres and other stakeholders.

The EQAs will monitor centres to ensure that they have embedded Equalities Law in the delivery of IMI products during routine engagements with centres.

All relevant issues identified that suggest that our provision or services may have unnecessarily impacted on learners will be reported back to the Head of Product Development or the Head of External Quality and Assessment Services. They will be responsible for ensuring that relevant staff introduce amendments to provision and/or services as necessary and in accordance with our documented procedures for developing and reviewing IMI products.

Details of our ongoing reviews will be made available to the qualification regulators upon request.

REVIEW ARRANGEMENTS

We will review this policy annually as part of our self-evaluation arrangements and revise it, as and when necessary, in response to external feedback, trends from our internal monitoring arrangements, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

CONTACT US

If you wish to raise an issue in accordance with this policy, or if you have a query in relation to our complaints or appeals arrangements, please contact the Head of Product Development or the Head of External Quality and Assessment Services at:

The Institute of the Motor Industry, Fanshaws, Brickendon, Hertford, SG13 8PQ

Tel: 01992 511521 / Email: qualityandcompliance@theimi.org.uk