

Apprenticeship Provision - Fair Access Policy for End Point Assessment

UPR AS14, Appendix V - version 18.1

Policies superseded by this document

This document replaces version 18.0 of UPR AS14, Appendix V, with effect from 1 September 2024.

Summary of significant changes to the previous version

None. Changes to version 17.0 relate to UPR AS14 and appendices III and IV only.
NONE: Annual review required by external funding body.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction

- 1.1 The aim of this policy is to identify principles that the University of Hertfordshire and anyone acting on behalf of the University deliver an End Point Assessment (EPA) that treats all learners equally. The University has developed this Fair Access policy for EPA with respect to its apprenticeship delivery both as a main provider and those delivered via supported provider arrangements. The intention of this policy is to deliver an EPA that is accessible, fair and without any barriers to entry for every learner.
- 1.2 It is the aim of the University that all learners should be able to successfully participate in the apprenticeship programme and the end point assessment as part of realising their ambition to complete their apprenticeship.
- 1.3 This policy should be read in conjunction with the University's relevant Academic Regulations for Undergraduate and Taught Post Graduate programmes, other guidance and policy documents linked to the development of apprenticeships and the provisions outlined within the Apprenticeship Standards.

2 Policy Scope

- 2.1 This policy will cover all University staff, employers and contractors involved in or contributing to the delivery of the end point assessment. This will include support given to learners prior to their end point assessment. Contractors include Independent End Point Assessment Organisations who will be delivering the end point assessment activities.
- 2.2 It is recognised that an End Point Assessment Organisation may have its own Fair Access policy. Where a review by the University of an End Point Assessment Organisation's Fair Access policy concludes that such a policy meets, as a minimum, the requirements of this policy, the University may decide (at its discretion) that the relevant End Point Assessment Organisation does not need to be contractually bound to comply with the requirement of this policy. The contents of this policy should, however, be brought to the End Point Assessment Organisation's attention.
- 2.3 All staff must act to implement this policy and intervene when they believe it has been contravened. Further, where there is a belief that the End Point Assessment Organisation has contravened its own Fair Access policy (if applicable), the staff member concerned must raise this with the relevant End Point Assessment Organisation. Where there is a belief that a Fair Access policy has been contravened the staff member must be able to evidence this.
- 2.4 The University, employers and contractors when providing their premises as an end-point assessment venue must ensure they understand the requirements and principles of this policy.

3 Policy principles

- 3.1 The University is committed to the development and support of learners including information provision and access arrangements for EPA.
- 3.2 Fair Access is a principle which ensures that all learners will have an equal chance of success and requires the University to put in place appropriate reasonable adjustments. Learners with protected characteristics or learning support needs will be neither advantaged nor disadvantaged. The adjustments must not advantage the learner undertaking the end-point assessment nor affect the reliability or integrity of any aspect of the EPA. This includes any action required to maintain the independent nature of the assessment plan.
- 3.3 The University will ensure that any approved EPA location including those operated by partner organisations has and will implement fair access guidance for the delivery and facilitation of EPA.
- 3.4 The University will consider all access requests relating to EPA and all adjustments requested are considered in line with UPR EQ03¹.

¹ UPR EQ03 'Equality and Diversity Policy'

- 3.5 The University will ensure all staff, including staff at partner organisations:
- i if involved in EPA, are required to keep up to date with training in Equality and Diversity and GDPR;
 - ii attend any training and continuous professional development (CPD) required to deliver the EPA;
 - iii effectively manage all processes and procedures for EPA to enable fair access;
 - iv provide information on the EPA to learners in an accessible format;
 - v design inclusive Assessment Plans and execute these with consideration of fair access for all so as not to disadvantage nor advantage any learner;
 - vi justify the inclusion of any features or barriers regarding the requirement of that particular EPA;
- 3.6 The University will ensure that every EPA location fulfils the fair access responsibilities by adhering to equality legislation and this fair access policy.
- 3.7 The University will ensure adequate monitoring and review of equality and diversity data throughout the process of delivering EPA. The University will monitor performance data related to apprenticeship achievement. Achievement in EPA should be comparable and reported. The continuous monitoring process will identify the appropriate actions if required to mitigate against future biases.

4 Complaints and Appeals

- 4.1 Where a complaint is made regarding Fair Access and cannot be resolved informally the learner must be advised of their right to complain and /or appeal under the relevant University's policies (UPRs AS12², SA16³ and GV15⁴).
- 4.2 If the EPA is non-integrated the learner must be advised of the policies and process of the End Point Assessment Organisation in order to seek resolution. The University will provide this information to the learner and assist where required.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2024**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.

² UPR AS12 'Assessments, Examinations and Conferments (University-Delivered provision)'
³ UPR SA16 'Student and Applicant Complaints'
⁴ UPR GV15 'Complaints Policy (non-staff, non-student)'