



Equality, Diversity and Inclusion Policy (External)

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Version Number	Date	Changes
V1.4	02-2025 25-02-25	Title updated. Section 1.3 centre responsibilities added, definitions updated to include protected characteristics, inclusion, approved centre, satellite centre and subcontract centre. Section 2 updated to include reference to centre agreement, section 5 associated documents added: centre agreement and Guide to annual monitoring report. Approved by Executives to go to the Board (05-03-25)
V2.0	05-03-25	Approved by the Board

Essential Reading for:	N/A
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1. Introduction

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, culture, disability, domestic circumstances, employment status, sex, gender, marital/civil partnership status, nationality, political orientation, race, racial origin (including colour, nationality and ethnic or national origin), religious beliefs, sexual orientation, social background, or any other grounds or statuses.

This policy will ensure that while providing high level products and services, NCFE will take pro-active steps to ensure that our external stakeholders delivering these will do so in line with our commitment to equality, diversity and inclusion as we work towards our purpose of the promotion and advancement of learning.

1.1. Purpose

The purpose of this policy is to:

- clearly communicate NCFE's commitment to promote equality, diversity and inclusion while ensuring we adhere to legislation and regulation requirements
- define and communicate NCFE's expectation that centres undertaking delivery of NCFE products to do so in accordance with this policy, as outlined in the centre agreement (see section 5 for more info)
- outline the potential consequences of failing to adhere to this policy

1.2. Scope

This policy is aimed at our external stakeholders, specifically centres delivering our products and services and those including learners accessing them.

1.3. Responsibilities under this policy

Centres (including schools, academies, colleges, satellites, sub-contract centres or contractual staff) who provide our qualifications should be:

- informed of their responsibilities to adhere to this policy, as per the centre agreement
- invested in the learner so that learners of all ages and backgrounds can access our qualifications
- aligned to our purpose of the promotion and advancement of learning
- committed to encouraging diversity and equality and eliminating unlawful discrimination.
- operating in adherence to this policy, as per the centre agreement.

The responsibility for ensuring that all centres can adhere to this policy sits with the individual(s) responsible for signing the centre agreement for and on behalf of all the staff and contractors delivering activity on behalf of the centre.

1.4. Definitions

Word/Acronym	Definition
Diversity	The practice of including a variety of people from different backgrounds.
Protected Characteristics	<p>The following characteristics are protected characteristics:</p> <ul style="list-style-type: none"> • age • disability. • gender reassignment • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation <p>For further details on protected characteristics please review the detail in the Equality Act 2010.</p>
Equality	The state of being equal especially in status and rights.
Inclusion	The state of all feeling valued, involved, and respected for the viewpoints, ideas, perspectives, and experiences they bring
NCFE qualifications	The phrase 'NCFE qualifications' covers all qualifications delivered or accredited under the NCFE name including regulated and non-regulated qualifications.
Approved Centre	An organisation and all its locations, offices and campuses (including Satellite Centres and Sub-contract Centres) which has received formal approval by us to deliver our Products after confirmation of meeting the Approval Criteria.
Satellite Centre	A location that is part of your Approved Centre, but which is not your main site, office or campus and that remains under your control and jurisdiction.
Sub-contract Centre	An organisation to whom you may sub-contract part of the Product delivery or assessment.

1.5. Location

This policy will be available on the external website for external stakeholders to access.

2. Our aims

We aim to ensure that diversity, equality and inclusion are promoted in the development of our products and in access to our products and services, and that unlawful or unfair discrimination, whether direct or indirect, is eliminated. As an awarding organisation, we will ensure that:

- this policy is made freely available to our external stakeholders, including learners
- the widest possible diversity of learners can access the content and assessment of our products and services
- the entry requirements, content and assessment demand of our products and services are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement
- all our products and services will ensure fair assessment for all learners
- the language we use in our materials is clear, free from bias and appropriate to the target group
- we produce and endorse material that does not cause offence as far as reasonably practicable
- all our products are reviewed against this policy
- we always act fairly when working with stakeholders
- we always support and demonstrate the principles of diversity and equality.

As the individual(s) responsible for signing the centre agreement the approved centre, please ensure that:

- all the centre processes concerned with assessment are carried out in a fair and objective manner
- the centre continues to adhere to current equal opportunities legislation
- the centre continues to operate an effective diversity, equality and inclusion policy, with which learners are familiar, and which applies to all learners using our products and services
- the centre continues to make reasonable adjustments for learners where necessary to ensure that learners have a fair chance of succeeding in their qualification
- the centre, nor any individuals connected to it, does not directly or indirectly discriminate, harass, or victimise any learner or colleague
- the centre continues to operate an effective and accessible appeals procedure, with which learners are familiar, and which applies to all learners using our products and services.

3. Your NCFE contact for this policy

If you have any queries about the contents of the policy, please contact:

Email: customersupport@ncfe.org.uk

Post: NCFE

Q6, Quorum Park

Benton Lane

Newcastle upon Tyne
NE12 8BT

4. Initial Equality Impact Assessment

An Initial Equality Impact Assessment has been completed for this policy, and no concerns were raised.

5. References to associated documents

[Centre Agreement](#)

[Guide to the Annual Monitoring Review report](#)

6. Implementation and dissemination

We will update the website with the new policy once approved, and we will include it in an external communication, so all centres are aware of the change.

7. Monitoring arrangements

We will review the policy on a biennial basis and may revise it as required in response to changes in legislation, changes in our practices, actions from our regulatory or external agencies, and/or in response to customer and stakeholder feedback.

8. Data retention

There is no data stored under this policy.