

EQUALITY & DIVERSITY POLICY

Company Operations

ADO Services C.I.C

Incorporating ADO River Valley

Version 1.8 ©2023

2023-2024

Last Ratification By Management Committee	March 2023
Next Review By Management Committee	March 2023
Latest Update by ADO River Valley	March 2023

1 Equality & Diversity Policy Overview

ADO is committed to ensuring that the principles of equality and diversity are reflected throughout our qualifications and other education services. This policy sets out those commitments and how we meet them.

2. Our Vision and Key Aims

Amongst our vision and key aims, ADO has a specific section that highlights a long-term commitment to student centred programmes.

“Our vision is to provide innovative, caring and supportive life experiences, work opportunities and student-centred programmes and activities for all ages and backgrounds.”

There are further sections that provide aims where we pursue a passion for providing support and education for all.

Our vision is to educate and nurture all students, to be mutually respectful of one another. It is our responsibility to ensure that we never discriminate on any protected characteristic under the Equality Act 2010 which include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race, Religion or belief
- Sex
- Sexual orientation.

We believe that equality at our schools should filter through all aspects life and is the responsibility of every member of ADO to help our students learn how important it is to respect each individual and their characteristics. We also actively adhere to the protected characteristics throughout our recruitment and admissions process. For more information into how we bring Protected Characteristics into our curriculum, please see our **Curriculum Policies**.

For delivery of qualifications, we work with Pearson. They are the UK's largest awarding body and are regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Accreditation (Northern Ireland) and Qualifications Wales (Wales). They offer academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, and LCCI.

We also work with AQA providing various level courses/certifications for all abilities.

Finally, we partner with a number of London Boroughs whose own philosophies, policies and procedures are an all-encompassing drive towards equality and diversity.

Our regulatory policies are integral to our approach and articulate in a consistent way how we meet regulatory requirements. These policies are designed to support staff, commissioners and learners with the design, delivery and award of our qualifications and services.

3. Scope of Policy

We are committed to ensuring that diversity and inclusion are embedded into everything we do. We foster a work environment that is inclusive and diverse and where our people can be themselves, so we can reflect the customers and learners we serve.

This policy applies to the qualifications offered by us through Pearson, and to the related products and services provided by us through ADO River Valley.

4. Policy Statement

At ADO our approach is that all learners should have equal opportunity to access our qualifications, assessments and related products and services. Our qualifications and assessments should include a diverse range of voices and contributions that ensures a qualification reflects the experience of the students it serves, and that our qualifications are awarded in a way that is fair to every learner.

We are committed to:

- Ensuring our qualifications are accessible to, and representative of, the students taking our qualifications
- Ensuring our qualifications and related products are of the appropriate demand, rigour and that our students are empowered by them
- Ensuring the design of our qualifications reflects the progression of aptitudes and abilities so that they do not place a cap on students' aspirations
- Developing qualifications and assessments that refer to provision at levels above, alongside and below, to enable the progression of learning
- Ensuring the accessibility of the qualifications that we provide
- Ensuring equality of opportunity for students to access our internal and portfolio assessments, our paper-based tests and our computer-based tests
- Ensuring fairness in our application of access arrangements

- Fulfilling our duties under the Equality Act 2010 (UK) and any other equalities legislation relevant in the UK.

In practice this means;

- Students with a protected characteristic, when they are undertaking one of our qualifications, are neither advantaged nor disadvantaged in comparison to students who do not share that characteristic.
- All students achieve the recognition they deserve from undertaking a qualification and that this achievement can be fairly compared to the achievement of their peers.
- Where not restricted by government determined conditions, the qualification is designed to reflect the diversity of the students.

5 Equality Act Requirements

ADO intends to fulfil our requirements under the Equality Act 2010 (UK) and any other equalities legislation relevant in the UK, including our duties to:

- Take reasonable steps to avoid a disadvantage to a disabled person caused by a provision, criterion or practice ***(Equality Act UK 2010 Ch2 20(3))***.
- Take reasonable steps to avoid a disadvantage to a disabled person caused by a physical feature ***(Equality Act UK 2010 Ch2 20(4))***.
- Take reasonable steps to avoid a disadvantage to a disabled person by providing or allowing for an auxiliary aid ***(Equality Act UK 2010 Ch2 20(5))***

6 Methodology

To achieve these policies ADO will commit to the following steps;

- Monitoring and review of equality and diversity throughout the process of developing qualifications and education services.
- Always considering a request relating to access to our qualifications that we receive, except where acceptance of the request is not logistically possible or where acceptance would undermine the criteria for the assessment. Information

about making a request for academic qualifications and external assessment in vocational qualifications can be found in the JCQ Access Arrangements and Reasonable Adjustments document. If you need information about making a request in relation to internal assessment in vocational qualifications, this can be found in our Supplementary Guide for reasonable adjustments and special consideration in vocational internally assessed units.

- Examining and monitoring data relating to candidate achievement in order to detect and mitigate accidental bias.
- Striving to improve the accessibility of customer-facing IT systems, or to introduce new systems.
- Fulfilling our obligation to meet the access arrangements requested for our students in a way that does not disadvantage either them or their peers.

Furthermore, we intend to when working with Pearson agree to fulfil our equality and diversity responsibilities by;

- Allowing Pearson to review whether assessment processes are being carried out in a fair and objective manner
- Adhering to equal opportunities legislation
- Adopting and maintaining a diversity and equality policy
- Having an effective and inclusive appeals procedure

7 Regulatory References

UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Pearson's status as an awarding organisation will reference any particular conditions and criteria that they address.

Ofqual-CCEA Accreditation-Qualifications Wales General Conditions of Recognition	
Suitability for Continuing recognition	A1
The role of the Responsible Officer	B1
Accessibility of Qualifications	D2
Ensuring an assessment is fit for purpose and can be delivered	E4

Language of the assessment	G2
Arrangements for Reasonable Adjustments	G6
Arrangements for Special Consideration	G7
SQA Accreditation Regulatory Principles (2014)	
The awarding body shall ensure that its qualifications and their assessment are inclusive and accessible to learners	11

8. Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, management committee and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO Library is part of our Release Management.

9. Contact

This document was produced by the ADO Operations Consultancy Team using the guidance provided by Avensure Ltd. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Business Operations and Support Executive by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to Gary McHolland-Pilcher or in writing, ADO Services CIC, Head Office, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.