

# Equality, diversity and inclusion (EDI)

Policy and procedures

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## Equality, diversity and inclusion policy

<b>Effective from:</b>	November 2022
<b>For the attention of:</b>	Heads of Centre / IQA / IM

<b>Policy owner</b>	<b>Policy approver</b>
Qualifications Manager	Senior Quality Assurance Manager

Review history		
Date	Version	Reviewed by
September 2014	Draft created and approved	Head of Quality Assurance and Qualifications
February 2015	Reviewed	Compliance Manager
February 2019	Reviewed	Compliance Manager
November 2020	Reviewed	Compliance Manager
November 2022	Version 2 – inclusion added to the policy, title changed to Equality, Diversity and Inclusion Policy	Senior Quality Assurance Manager
Next review: November 2023	To be reviewed by Qualifications Manager and approved by Senior Quality Assurance Manager.	

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# 1 Introduction

As a regulated Awarding Organisation, ASDAN seeks to ensure that we provide an opportunity for all learners to realise their potential and that we represent the diversity of the learners completing ASDAN qualifications.

ASDAN seeks through its policies and procedures to protect the interests of its learners and ensure that they are fairly treated.

ASDAN qualifications are developed to promote fair access to all learners.

ASDAN complies with the Regulators General/Standard Conditions of Recognition which require it to meet the requirements of Equalities Law in relation to each of the qualifications which it makes available.

ASDAN requires its centres to demonstrate a commitment to equality, diversity and inclusion (EDI), and to undertake the delivery of its qualifications in accordance with equalities law.

## 2 Policy and procedures

### 2.1 Policy statement

ASDAN aims to ensure that

- the content, assessment criteria and language of its qualifications do not reflect stereotypes or bias, or discriminate or disadvantage any learner
- its external moderators and external quality assurers apply non-discriminatory practice
- its centres act in compliance with equalities legislation

### 2.2 Policy procedures

ASDAN will apply this policy by

- regularly reviewing and monitoring its qualifications
- acting in accordance with its own staff Equal Opportunities policy
- monitoring its centres through approval, moderation, auditing procedures, and analysis of data
- providing and publishing clear arrangements for making reasonable adjustments and special arrangements for all learners
- consulting regularly with its centres to ensure qualifications continue to meet the needs of learners
- monitoring all appeals and complaints for suggestions of discriminatory practice
- keeping up to date with changes in equalities legislation and keeping this policy subject to regular review and amendment

## 3 EDI in ASDAN processes

ASDAN is committed to providing programmes and qualifications that are accessible to all learners, regardless of their gender, ethnicity, disability or socio-economic background. Our courses are designed to be inclusive for all learners and to boost young people's self-esteem and confidence; we want to ensure that our processes reflect this.

### 3.1 Learner registration

When registering learners for an ASDAN course, centres should provide the legal forename and surname. These names will be used to generate learners' certificates.

Centres must also provide learners' date of birth and gender as part of the registration process (male, female, other), with an optional field to record the ULN (unique learner number). This information is used by ASDAN as unique identifiers, to prevent duplicate learner records.

Fields for recording learners' ethnicity and disability are optional.

### 3.2 Course paperwork and evidence

Learners may use their preferred name and pronouns in their course paperwork (eg recording documents, assessment checklists) and on any evidence they produce.

If a learner using a preferred name has been selected for moderation, centres must include a cover sheet to inform the moderator that a preferred name has been used in place of the legal name.

### 3.3 Certification

In cases where a learner's legal name has changed after a certificate has been issued, ASDAN will re-issue a certificate with their new legal name at no additional cost. For example:

- A learner who has transitioned and legally changed their forename may request a replacement certificate with their new legal forename
- A learner who has been adopted and legally changed their surname may request a replacement certificate with their new legal surname

### 3.4 Post-certification survey



Following certification, centres will receive an equality, diversity and inclusion survey from ASDAN. This optional survey is linked to the group that has been certificated and asks for information on the characteristics of the learners (eg disability, ethnicity, gender, pupil premium status, EHCP status, achievement in other qualifications, access arrangements).

The data gathered from these surveys is confidential and is not linked to specific learners; it will be used to report on the demographics of learners using ASDAN courses and to ensure that ASDAN continues to provide accessible courses that support young people in greatest need.

## 5 Associated policies and procedures

Document name	Responsible person
Centre approval: Guidance for ASDAN qualifications	Compliance Officer
Document Retention Policy	Compliance Manager
Equality and Diversity Policy (internal)	ASDAN Trustees
Qualification Development Policy	Qualification Manager
Validity and Reliability Policy	Qualification Manager



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