

ASDAN Equity, Diversity and Inclusion Policy and Procedure

Policy Owner – Head of Quality

| Review History | |
|----------------|----------------------------|
| V1 | Draft created and approved |
| V1 | September 2014 |
| V1.1 | February 2015 |
| V1.2 | February 2019 |
| V1.3 | November 2020 |
| V2 | November 2022 |
| V3 | September 2023 |
| V4 | August 2025 |
| Next Review | August 2027 |

1 Purpose

1.1 This policy clearly communicates ASDAN's commitment to promote equity, diversity and inclusion (EDI) while ensuring we adhere to legislation and regulation requirements. This policy outlines ASDAN's commitment to ensuring that all assessments are valid, reliable and accessible. It provides guidance for centres and staff involved in the delivery, assessment, quality assurance and administration of ASDAN qualifications to uphold the integrity and fairness of the assessment process.

1.2 ASDAN's qualifications are regulated by Ofqual (England and international), CCEA (Northern Ireland) and Qualifications Wales (Wales).

1.3 This policy responds to the Equality Act 2010 and relates to Conditions C1, D2, D9, G1.1, G6, G7 and G8 of the General Conditions of Recognition (Ofqual and CCEA, 2025) and Standard Conditions of Recognition (Wales, 2024).

1.4 This policy clearly communicates ASDAN's commitment to promote equity, diversity and inclusion while ensuring we adhere to legislation and regulation requirements.

1.5 This document is for the attention of:

- ASDAN trustees, staff and associate staff
- ASDAN centres
- Learners and their parents/carers (where appropriate)
- ASDAN's regulators: Ofqual, CCEA, Qualifications Wales
- Other stakeholders

2 Policy

2.1 ASDAN is committed to providing programmes and qualifications that are accessible to all learners, regardless of their protected characteristics or socio-economic background. This policy clearly communicates ASDAN's commitment to promote equity, diversity and inclusion while ensuring we adhere to legislation and regulation requirements.

2.2 Definitions:

- EDI (Equity, Diversity and Inclusion): ensures fair treatment and opportunity for all. It aims to eradicate prejudice and discrimination on the basis of an individual or group of individuals' protected characteristics
- Validity: The degree to which an assessment accurately measures what it is intended to measure
- Reliability: The consistency of assessment outcomes; the extent to which the same results would be achieved under consistent conditions
- Accessibility: The extent to which all learners can understand and engage with the assessment, regardless of individual needs or circumstances

2.3 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 the Equality Act 2010

2.4 ASDAN aims to ensure that all qualifications and assessments:

- Align with taught content (content validity)
- Measure what they claim to assess (construct validity)
- Reflect curriculum requirements and provide authentic, challenging and realistic contexts
- Allow learners to demonstrate performance levels as specified in curriculum documents

This policy does not cover access arrangements or reasonable adjustments. These are detailed in Reasonable Adjustments to Assessment and Special Consideration policies.

3 Procedure

3.1 ASDAN will apply this policy by:

- Regularly reviewing and monitoring its qualifications
- Acting in accordance with its own staff Diversity, Equality and Inclusion Policy
- Monitoring its centres through quality assurance procedures and analysis of data
- Providing clear arrangements for making reasonable adjustments and special considerations for relevant learners

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- 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

3.2 Centres should

- Maintain and provide policies for internal quality assurance
- Complete all mandatory documents and units as instructed, seeking ASDAN approval for any changes
- Provide timely feedback to learners
- Consider equity and diversity to avoid disadvantaging any learner, use clear, unbiased instructions and visual design
- Ensure assessment activities meet the requirements of the assessment criteria
- Engage in professional discussions to understand standards
- Facilitate standardisation activities to ensure marking consistency
- Apply inclusive strategies and adjustments as per Reasonable Adjustments to Assessment and Special Considerations policies

4 Associated Documentation

- Centre Approval Policy
- Reasonable Adjustments to Assessment Policy
- Special Considerations Policy