



Community First Academy Trust

END POINT ASSESTMENT

Fair Access Policy & Procedure

Community First Academy Trust
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Document control

This is a SCITT policy adopted and reviewed by The Headteacher Board (HTB) and relates to all SCITT partners within the Kingsbridge Teacher Training arm. It will be displayed on <http://www.kingsbridgeteachertraining.co.uk>

This policy was drafted/updated in July 2023. It will be reviewed annually.

Document Control		APPRENTICESHIP END POINT ASSESSMENTS
		FAIR ACCESS POLICY
Version and Date		Actions/Notes
1.0	Jan 2020	Revised policy agreed by SCITT Headteacher Board
2.0	May 2021	We have updated this template privacy notice in line with recommendations made by the DfE and ESFA.
3.0	July 2023	No fundamental changes were required.
Policy Reviewed		July 2023
Policy review frequency		Annually or in line with legal or statutory guidance
Next Planned review		August 2024

APPRENTICESHIP END POINT ASSESSMENTS FAIR ACCESS POLICY

1. Introduction and purpose

- 1.1 This policy applies to Apprenticeship End Point Assessments (EPA) provided by Community First Academy Trust (CFAT) - henceforth referred to as the Trust.
- 1.2 The principle purpose of this policy is to ensure that no apprentice registered with the Trust to undertake their EPA is advantaged or disadvantaged by any EPA processes instigated by the Trust.
- 1.3 The policy will be facilitated by training and guidance for all Trust staff, EPA assessors, EPA contributors and relevant others on how the principle purpose described above must be fulfilled.

2. Principles for management

- 2.1 The Trust is committed to fair access to its services. The Trust's senior management together with the Trust's Apprenticeship Lead will ensure that processes and procedures are in place that enable the policy to be enacted and managed.
- 2.2 All staff and EPA contributors will be required to complete and keep up to date training in Equality, Diversity and Inclusion.
- 2.3 The Trust's EPA assessment unit will be responsible for ensuring that all within the scope of this policy are aware of the requirements of the policy.

3. Scope of the policy

The policy applies to all:

- a) apprentices that register with the Trust for their EPA including, but not exclusively, those with protected characteristics as defined in the Equality Act.
- b) EPA contributors engaged by the Trust for its EPA provision
- c) EPA administrators and other Trust staff that may be involved in the development and delivery of the EPA and any related advisory services provided by the Trust.

4. Management process

- 4.1 EPA administrators will monitor and maintain records of completion and update of Equality, Diversity and Inclusion training for all EPA contributors.
- 4.2 Apprentices will be encouraged, on application to register for the EPA, to request any required access arrangements or reasonable adjustments, providing evidence as appropriate – see Appendix 1.
- 4.3 Apprentices will be encouraged to request access adjustments if they become apparent post-application to the EPA.

- 4.4 Apprentices will also be able to apply for mitigating circumstances to be taken into account after the EPA event if a temporary injury, illness or other affected their performance on the day of the EPA – see Appendix 2.
- 4.5 EPA administrators will be trained to review requested adjustments fairly and make reasonable provisions to ensure apprentices have fair access to the components of their EPA so long as they do not undermine the stated purpose of the EPA, including liaising with the apprentice's employer for requirements for any components of the EPA delivered in the apprentice's workplace.
- 4.6 Where it is not reasonably possible to apply the requested access adjustments, or if the requested access adjustments compromise the purpose of the EPA, the Trust will communicate this to the apprentice and their employer clearly stating the reasons.
- 4.7 EPA component developers will be trained to incorporate fair access to all components of the assessment.
- 4.8 EPA administrators and assessors will ensure that the approved adjustments are applied during the assessment events.
- 4.9 As part of the EPA standardisation process, the data related to achievements of the EPA will be reviewed for bias.

5. Responsibility

- 5.1 The ultimate responsibility for the Fair Access to the EPA policy, dissemination of the policy and management of potential and actual conflicts of interest rests with the Trust's senior management.
- 5.2 In some cases, it may be necessary for the Trust's senior management to seek advice on a resolution of a case from the EPA's external quality assurer, in order to manage conflicts arising regarding fair access.

6. Advice and guidance

- 6.1 Any required guidance regarding fair access to the EPA will be directed in the first instance to the Apprenticeship Lead.
- 6.2 If an apprentice or their employer has an issue regarding fair access to EPA components or an EPA event, they can refer to the EPA complaints and appeals policy.
- 6.3 All policies related to the Trust's EPA provision will be publically available on the Trust's website for review.

Policy review date: every 2 years from implementation

Appendix 1 – process for access arrangements and/or reasonable adjustments

Tailored arrangements for the EPA may be made for apprentices with disabilities or additional needs by means of requested access arrangements or reasonable adjustments using the form below.

Date:	Click here to enter text.
Apprentice name:	Click here to enter text.
Apprentice email address:	Click here to enter text.
Apprenticeship programme:	Click here to enter text.
Anticipated EPA event date:	Click here to enter text.
Employer name:	Click here to enter text.
Employer email address:	Click here to enter text.
Workplace address:	Click here to enter text.

Evidence of disability or additional need that may affect the apprentice's performance in, or access to the EPA:

Click here to enter text.

(Copy of evidence to be attached to this form)

Apprentice is diagnosed with:

Diagnosis supplied by:

e.g: Medical Practitioner; Educational/ Occupational/ Clinical-Psychologist; Therapist

Name and organisation of person supplying the diagnosis: Click here to enter text.

Date of diagnosis: Click here to enter text.

The apprentice should identify which of the following access arrangements/reasonable adjustments they consider to be relevant to their evidenced disability.

Please note that:

The Trust will consider the apprentice's evidence and request for access arrangements and/or reasonable adjustments, and notify the apprentice which of their requests, or blend of requests, can be accommodated and reasons for any that cannot;

Appendix 2 – notification of mitigating circumstances

This form records the information that will be considered by the EPA assessor concerning any mitigating circumstances that the apprentice believes may have affected their performance in the EPA. The completed form should be submitted, together with the supporting evidence, to the Trust as soon as possible or within 2 working days of the end of the EPA.

APPRENTICE NAME: Click here to enter text.

CONTACT (phone / email): Click here to enter text.

SECTION OF EPA COMPONENT TO WHICH ANY MITIGATING CIRCUMSTANCES APPLY: Click here to enter text.

DATE: Click here to enter text.

Please complete either a) medical circumstances or b) non-medical circumstances section below:

a) MEDICAL CIRCUMSTANCES

(To be completed by a medical practitioner or accompanied by medical certifications. Continue on blank sheet provided if necessary).

Please state the nature and severity of the apprentice's medical condition and describe any consequences of the illness and/or treatment that may be relevant. Please provide the dates when the illness started and when the apprentice was/will be fit to work.

Click here to enter text.

Signature of Medical Practitioner _____ **Date:** _____

(if appropriate)

Medical Practitioner's official Stamp:

b) NON-MEDICAL CIRCUMSTANCES

(To be completed by the apprentice. Continue on blank sheet if necessary)

Please give a brief description of the circumstances that you believe affected your EPA performance, accompanied by supporting evidence. Please state the dates on you were affected and an explanation of how the situation affected your performance.

Signature of Apprentice _____ Date _____