

Policy or Procedure Title: QDM 07	<b>Equality and Diversity policy</b>
Version: 04	
Last Revised: 01/08/2011	
Next Review: 31/07/2012	

LAMDA Examinations is committed to a policy of equality of opportunity in all its practices and ensures it is embedded in its policies. It is committed to ensuring everyone using its services is treated fairly with respect, dignity and in accordance with current equality and diversity legislation in the UK and International. This includes adhering to the precepts found in the Equalities Act 2010, Disability Discrimination Act (DDA) 1995, and other relevant EU directives. LAMDA Examinations is also committed to eliminating practices which may unfairly discriminate either directly or indirectly.

All LAMDA Examinations staff, examiners, teachers and registered centres are required to fully support the components of the equality and diversity policy. LAMDA Examinations is committed to the prevention of discrimination on any grounds which are not appropriate. LAMDA examinations actively promotes equality and diversity in access and entitlement to its services regardless of gender, race, ethnic origin, nationality, marital status, religion, belief, disability, race or sexual orientation.

LAMDA Examinations will take positive action to meet its commitment by ensuring its qualifications/units:

- Are available to everyone who can achieve the required standard
- Are free from barriers which restrict access to progression
- Are free from direct or indirect discriminatory practices with regard gender, race, ethnic origin, nationality, marital status, religion, belief, race or sexual orientation.
- Pay due respect to the particular requirements of an individual, including those who may require support to undertake assessment.

We also take positive action to:

- Design assessment that is based on qualification/unit requirements and do not discriminate against anyone.
- Design documents that are easily understood and do not reflect a stereotype or biased attitude
- Develop promotional material that reflects diversity of all our learners
- Develop a quality assurance process that applies fair processes
- Provide information and advice that is sensitive to the widest possible range of our learners needs

- Work towards widening access to our qualifications/units to include people recognised as under represented.

LAMDA Examinations takes all necessary actions to ensure its equality and diversity policy is effectively implemented in recruitment, selection, promotion, design and assessment.

As an organisation using the CRB disclosure service to assess applicant suitability for positions of trust (examiners, staff) LAMDA Examinations complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly.

To ensure the policy is understood and fully supported into successful practice LAMDA Examinations will:

- Issue a copy to all our staff, examiners, committee members, teachers, centre co-ordinators and is made available to all other interested parties on the website
- Organises development activities for staff and examiners on a regular basis and as and when required by any changes in the legislative/statutory requirements
- Include the principles of this policy in all other policy development or practice including the development and design of its qualifications/units and assessment methods and of any subsequent supporting guidance
- Review/monitor on a regular basis the effectiveness of this policy and will endeavour to improve it when/where required.

This policy refers to details provided by the Equality and Human Rights Commission (EHRC) and makes specific reference to the DDA 1995 and the Equality Act 2010.

Any questions or suspected breaches of the Equality and Diversity policy should be referred to the Qualifications Development Manager.