

## Diversity and Equal Opportunities Policy

### Introduction

Chartered Institute of Procurement & Supply (CIPS) is an Awarding Body regulated by Ofqual, the qualification regulator for England and Northern Ireland. The Awarding Body is committed to high levels of quality assurance and policies that are open, transparent and free from bias.

The commitment to equal opportunities for all, underpins and impacts on every area of the organisation as well as stakeholders both internal and external to the Awarding Body.

1. The Awarding Body will at all times:
  - Treat everyone equally. No one will receive less favourable treatment on the grounds of gender, colour, ethnic or national origin, socio-economic background, disability, age, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinctions.
  - Be intolerant of any form of discrimination, harassment or victimisation of its staff, learners and any of its stakeholders.
  - Continuously and actively seek to address inequalities and inappropriate behaviour, establishing where they exist and implementing appropriate actions.
  - Make every effort to avoid and remove barriers to learning and employment resulting from the utilisation of its products and services and the achievement of its qualifications.

The Awarding Body operates under English and European Law and will have regard to all appropriate legislation, including:

- Sex Discrimination Act 1975
- Race Relations Act 1976 (Statutory Duties) Order 2001
- Disabilities Discrimination Act 1995
- Race Relations (Amendment) Act 2000
- Special Education Needs and Disability Act 2001
- Human Rights Act
- Data Protection Act 1998
- Freedom of Information Act 2000
- Equalities Act 2010
- Reviewing policy in light of new or changed legislation.

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The Awarding Body will:

- Ensure that access to learning opportunities and fair assessment is open to all who can benefit without compromising the integrity of the qualifications.
- Ensure content and language of all written information including assessment materials and programmes are non-discriminatory and free from social and racial bias or stereotypical wording.
- Ensure access, where needed, to additional learning support after assessment of individual needs.
- Locate a wide range of learning opportunities in diverse geographical locations.

The Awarding Body will seek to ensure that its qualifications are:

- Based on assessment of the outcomes of learning, arrived at independently of any particular mode, duration or location of learning.
- Available to all those who are able to achieve the required standards and free from unnecessary barriers that restrict access and progression.

The Awarding Body promotes an ethos which encourages equality and diversity and is free from unlawful discrimination, harassment or victimisation of any kind by:

- Making all staff, learners and other stakeholders aware of behaviours which amount to discrimination, harassment or victimisation. This is achieved by publicising the policy through a range of media including publicity material and CIPS' website.
- Ensuring staff have access to information to assist them in planning, putting into practice and monitoring their responsibilities under this policy.
- Ensuring that all learners and staff know how to offer feedback and register complaints.
- Ensuring that no employee or job applicant is treated less favourably because of conditions or requirements that cannot be justified.
- Adhering to the recruitment and selection policies and procedures of CIPS.
- Revising any policy or practice that puts staff or stakeholders from a minority group at a disadvantage.
- Providing support or relevant training for all staff enabling them to progress with CIPS and also develop transferable skills for use in other organisations.
- Ensuring that staff and assessors are trained and kept up-to-date on equality and diversity issues.
- Maintaining a record of all staff and assessors who have received this training.

In some instances, learners may require adjustments to the assessment process to give them an equal opportunity. The Reasonable Adjustments Policy gives guidance on the provision of adjusted assessment processes, and how to apply for them. This policy aims to ensure that:

- All reasonable provision is made to cater for those for whom assessment adjustments are appropriate.
- Assessment is valid and reliable to ensure that all learners receive fair and equitable treatment.

The Awarding Body publishes its diversity and equal opportunities policy internally to employees, externally to all interested parties, and makes it available on its website. The Awarding Body monitors the effectiveness of this policy and reviews its content annually.

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In particular, the Awarding Body will:

- Monitor promotional materials for the use of potentially discriminatory language and bias and use its marketing strategy to promote positive images of any under-represented groups of learners.
- Require its study centres to operate an equal opportunities policy.
- Promote the principles of accreditation of prior achievement by experience or qualification to learners as an incentive to undertake further study.
- Publish its appeals procedure, and acknowledge and investigate all complaints.
- Monitor the application of its policy on reasonable adjustments to ensure that this is achieving its objective of providing all learners with equal access to fair assessment.
- Monitoring data on ethnicity, gender, age, and disability in relation to learners.
- Monitoring data on ethnicity, gender and disability in relation to applications for jobs, appointments and the staff profile.
- Identifying trends so that any imbalances can be addressed appropriately.
- Monitoring attendance at equality and diversity training.
- Conducting annual self-assessment exercises to establish progress in equality and diversity issues.
- Monitoring awareness of the equality and diversity policy by key stakeholders through questionnaires and other appropriate means.

## **Responsibility for Diversity and Equal Opportunities**

Key responsibilities under this policy are set out below:

- All managers are responsible for ensuring proactive dialogue about equal opportunities issues and practices with partner organisations i.e. suppliers, study centres, tutors and learners. They are responsible for ensuring that learners and staff are not disadvantaged in any way and that complaints of discrimination or offensive behaviour are dealt with promptly.
- Tutors are responsible for promoting equality of opportunity amongst learners, and ensuring that all instances of contravention of the policy are reported promptly to their line manager. They should also report examples of good practice that can be disseminated throughout the Awarding Body and its study centre support network.
- This policy will be reviewed regularly to ensure continued compliance with legislation.

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## Use of Personal Information

As an Awarding Body regulated by Ofqual, the regulator for England and Northern Ireland access to qualifications is monitored by gender, ethnicity and age. Information is recorded on the individual's records and is reported in a non-attributable format.

In compliance with this requirement, at initial registration, candidates will be asked for information on gender, date of birth and ethnicity. In addition to the regulatory requirements the Awarding Body will also use this information in the following ways:

- Date of birth:
  - The learner handbook 'A guide to CIPS qualifications' details the entry requirements for each Award. The entry criteria takes into consideration an individual's prior academic achievements and experience in the procurement and supply profession
  - The date of birth is recorded on an individual's record for use as a data validity check and will be requested prior to release of certain information. This complies with the Data Protection Act requirement.
- Ethnicity:
  - Candidates may choose not to disclose ethnicity when completing the registration process.

## Monitoring

The regulators require the effectiveness of this policy to be monitored and this is achieved through the Assessment Quality Board, through the analysis of assessment results and reported to the Awarding Body Steering Group.

**Kate Tomlinson**  
**Head of Awarding Body**