



## **ARC SCOTLAND TRAINING AND ASSESSMENT CENTRE**

# **EQUAL OPPORTUNITIES POLICY**

ARC Scotland Training and Assessment Centre upholds the principles of Equal Opportunities and recognizes its legal duty to ensure that none of its policies and procedures constitute any form of unlawful discrimination. ARC Scotland recognizes that organizations may have their own Equal Opportunities Policies, which apply to candidates/learners and therefore would be additional to this policy document.

The policy reflects ARC Scotland commitment to equal opportunities as it supports organizations to enable candidates/learners to gain SVQs in their workplaces. This will cover agreements with organizations to enable fair assessments to take place as well as the provision of verification.

Following the satisfactory completion of candidate/learner registration forms, ARC Scotland will accept candidates/learners registration who may have special assessment needs.

If necessary, ARC Scotland will support organizations to develop strategies to enable these learners/candidates access fair assessment and verification.

ARC Scotland will not refuse to register a candidate on the grounds of race, ethnic background, gender, sexual orientation, age, ability, political background, people who are shift workers, night staff or people whose first language is not English.

The term 'Special Assessment Requirement' refers to people who have a disability (eg visual impaired, hearing impaired, dyslexia). It does not refer to people who have a basic skills requirement (ie require opportunities to improve on their reading and writing skills, or using English as the language spoken).

ARC Scotland will endeavour to support organizations to address any issues preventing candidates/learners from gaining the units.

If a candidate/learner feels that they are being discriminated against they can use the ARC Complaints Procedure to register their complaint.

The policy will be reviewed annually or sooner if a need is identified.