

Equality, Diversity and Inclusion Policy for CIOL Qualifications

Table of Contents

Introduction 3

Scope 3

Protected characteristics 3

Assessment development and delivery 4

Policy updating and reviewing 4

Policy version and owner 4

Regulatory references 4

Introduction

CIOLQ is committed to eliminating discrimination and promoting diversity and inclusion. It believes that everyone should be treated fairly and with respect and dignity, no matter their background or circumstances. CIOLQ recognises that every person is an individual with different needs, preferences and abilities. We aim to reflect this diversity in everything we do, including offering reasonable adjustments for our exams to accommodate difference.

This policy sets out our approach to equal opportunities and the avoidance of discrimination during exams.

CIOLQ has a commitment to diversity that:

- Recognises and seeks to redress inequality and disadvantage where possible
- Treats all in a fair, open and honest manner
- Recognises the right of candidates
- Promotes equality of opportunity
- Encourages its workforce and the organisation as a whole to be more responsive to the needs of candidates.

Scope

This policy is aimed at all candidates taking our qualifications and any assessment and delivery centres (users) who deliver our qualifications to candidates as well as any person/s who has input or involvement in our qualifications. The policy will be used by our staff to ensure that they are dealing with all requests for reasonable adjustments and qualification-related enquiries in a fair and consistent manner, and in line with the Equality Act 2010.

Protected characteristics

CIOLQ will not unlawfully discriminate against the users of our qualifications including those with protected characteristics under UK law which are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic

- **Indirect discrimination:** a provision, criterion or practice that applies to users of our qualifications but adversely affects people with a particular Protected Characteristic more than others and is not justified.
- **Disability discrimination:** this includes direct and indirect discrimination of the treatment of users of our qualifications because of the effects of a disability, and failure to make Reasonable Adjustments in line with our Reasonable Adjustments Policy found on our website.

Assessment development and delivery

The Institute of Linguists Educational Trust (IoLET), staff and assessors recognise their personal role in making CIOLQ a genuinely open and inclusive organisation. CIOLQ will ensure that all staff and assessors know about this policy and their responsibilities within it, by including it within induction training, ensuring that it has a high profile within internal communications and practices.

Policy updating and reviewing

This policy will be monitored and reviewed to ensure it remains fit for purpose. All policies relating to CIOLQ will be updated on an 18-month cycle or sooner as required.

Policy version and owner

Policy review date	January 2025
Policy owner	Chief Executive

Regulatory references

Ofqual General Conditions of Recognition
Condition D1 - Fitness for purpose of qualifications
Condition D2 - Accessibility of qualifications
Condition G6: Arrangements for Reasonable Adjustments
Condition G7: Arrangements for Special Consideration
Qualifications Wales
Condition D1 - Fitness for purpose of qualifications
Condition D2 - Accessibility of qualifications
Condition G6: Arrangements for Reasonable Adjustments
Condition G7: Arrangements for Special Consideration