



The Chartered  
Institute of Logistics  
and Transport

# **CILT(UK)**

## **Awarding Organisation**

### **Policy:**

## **Equality and Diversity**

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## **CILT(UK) Awarding Organisation Policy and Procedures: Equality and Diversity**

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# 1. Policy

The CILT(UK) awarding organisation is committed to equality and diversity in the provision of qualifications and assessment.

This policy aims to ensure that all external parties with which CILT(UK) Awarding Organisation has contact are treated in accordance with the Equality Act 2010. The Act outlines ‘protected characteristics’ covered by UK equality legislation: [Equality Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/154)

As a regulated awarding organisation, CILT(UK) aims to comply both with equality legislation and with relevant regulatory criteria.

# 2. Regulatory Authorities’ Criteria

CILT (UK) is an awarding organisation recognised by The Office of Qualifications and Examinations Regulation (Ofqual) in England, Qualification Wales and the Council for the Curriculum, Examinations and Assessment (CCEA) Regulation in Northern Ireland.

In addition to statutory duties, this policy is intended to meet relevant regulatory requirements as set out by Ofqual/ QW / CCEA and has been compiled with reference to current best practice including guidance provided by the Equality and Human Rights Commission (EHRC) and the Federation of Awarding Bodies (FAB).

Ofqual defines Equalities Law as *“The Equality Act 2010, any Act that was a statutory predecessor to that Act, or any legislation in a jurisdiction other than England which has an equivalent purpose and effect.”*

# 3. Awarding Organisation Responsibilities

## Reasonable Adjustments and Special Consideration

CILT (UK) offers reasonable adjustments and special consideration where appropriate to candidates undertaking its qualifications:

- A ‘Reasonable Adjustment’ is defined by the regulators as *“An adjustment made to an assessment for a qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification.”*
- Applications for a Reasonable Adjustment are made before an assessment takes place.
- ‘Special Consideration’ is defined by the regulators as *“Consideration to be given to a Learner who has temporarily experienced an illness or injury, or some other event outside of his or her control, which has, or is reasonably likely to have, materially affected the Learner’s ability to –*
  - (a) take an assessment, or*
  - (b) demonstrate his or her level of attainment in an assessment*
- Applications for Special Consideration may be made after an assessment takes place.
- Full details can be found in policy documents available on the CILT (UK) website: *“CILT(UK) Policy and Procedures: Reasonable Adjustments* and *“CILT(UK) Policy and Procedures: Special Consideration”*.

## Qualifications

## **Design and development**

CILT(UK) seeks to ensure that qualifications and assessment:

- promotes fairness and equity while maintaining the qualification's integrity
- is free unnecessary barriers or impediments to success or influences detracting from this central purpose
- is free from gender, ethnic, political, cultural, other discrimination, or stereotyping
- where appropriate, use content, resources and assessment materials that recognise the achievements and contributions of different groups
- where appropriate, provides a balance of assessment methods and permit alternative approaches
- CILT(UK) will consult with stakeholders (e.g. Learning Partners and employers) when designing and developing qualifications to assist in identifying any potential unreasonable barriers.

## **Awarding**

To not unlawfully discriminate with regard to:

- the arrangements it makes for deciding upon whom to confer a qualification
- the terms on which it is prepared to confer (or not confer) a qualification,

To not unlawfully discriminate against an individual on whom it has conferred a qualification by:

- withdrawing the qualification
- varying the terms on which the qualification is held
- subjecting the individual to any other detriment.

## **Monitoring**

- Monitors access to qualifications e.g. via collection of relevant learner registration data, in accordance with General Data Protection Regulation (GDPR)
- Where a possible barrier to a qualification is identified, CILT(UK) will monitor and record these occurrences for inclusion in the qualification review process e.g. review of reasonable adjustment applications
- Where such a barrier is identified, CILT(UK) will either:
  - remove any disadvantage which is unjustifiable, or
  - maintain a record of any disadvantage which it believes to be justifiable, setting out the reasons why in its opinion the disadvantage is justifiable (e.g. where the integrity of a qualification is affected).

## **4. Centre Responsibilities**

As part of CILT(UK)'s centre approval and monitoring process, all centres are required to:

- Have a written Equality and Diversity policy that is regularly reviewed, which is made available to all staff and learners
- Undertake learner recruitment, course delivery (including access to facilities) and, where a centre carries out assessment, that assessment of CILT(UK) qualifications in accordance with Equalities Law, regulatory requirements, CILT(UK) policy and the qualification specification or guidance.

- Makes reasonable adjustments and special consideration declarations and applications for learners where appropriate, in accordance with the relevant CILT(UK) policy and procedures.
- Monitors access to Awarding Organisation's qualifications e.g. via collection of relevant learner registration data, in accordance with General Data Protection Regulation (GDPR), and review of reasonable adjustment and special consideration applications.