

Equality Review Process: an overview

As part of continuous improvement, the Policy, Analysis and Standards (PAS) Equalities team have refreshed the Equality Review of Qualifications Process for HN/VQ qualifications. The aim is to create a simplified procedure that results in identifying barriers and doing our best to:

1. Create more inclusive assessment and qualifications.
2. Maintain the integrity of the qualifications.

Keeping in mind as a public sector body, our duties according to the Equality Act 2010 are to:

- eliminate discrimination, harassment, victimisation, and any other unlawful conduct prohibited by the act.
- advance equality of opportunity between people who share and people who do not share a relevant protected characteristic.
- foster good relations between people who share and people who do not share a relevant protected characteristic.

And we have a specific duty to provide reasonable adjustments for disabled learners.

The new process is twofold. It can be used to:

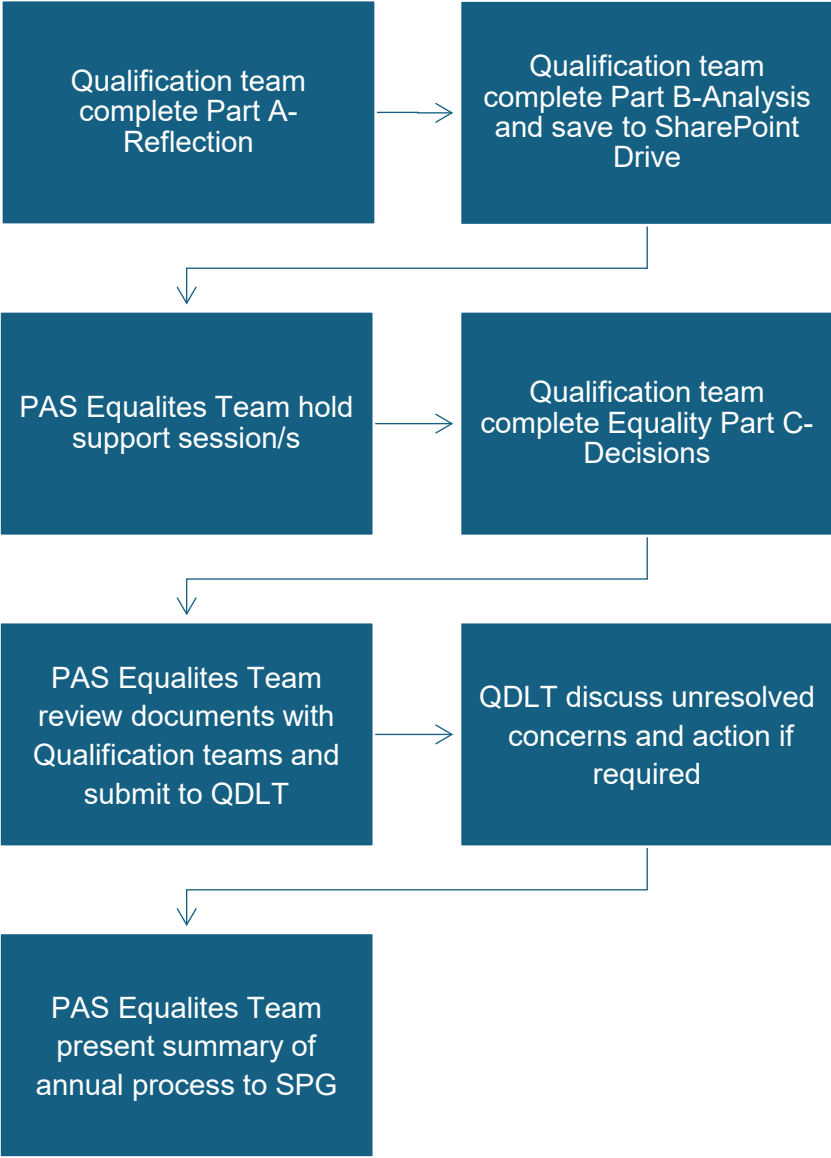
1. Design and pilot new qualifications to maximise inclusivity
2. Ensure equality compliance during any change to qualifications.

The process has been created to be collaborative and is captured in the flowchart. It will help us achieve above aims.

Timing of the process is flexible for HN/VQ qualifications but you will want to make these considerations from the outset of any development process or review. Equality

review should happen prior to validation so that considerations are integral to the development and change process.

This process is best done iteratively, and the related forms can be seen as living documents. These documents are yours to update as and when needed.



For the most part our regulated provision the Standards Setting Organisation (SSO) would undertake this work with us only needing to fall into line with the changes. In Scotland we'd likely need to complete amendments to our Accreditation Submission (AC2 form). For some of our Rest of the UK we may need to undertake the work ourselves.

Stages of the process are:

Stage1 Qualification Development (QD) Staff

- Qualification team completes Part A.
- Qualification team completes Part B and saves in SharePoint Drive.
- Qualification team representative meets with PAS Equalities for support session
- Qualification team finalises the Equality Review Form and saves Parts B and C to SharePoint Drive.

Stage 2 PAS Equalities Team

- PAS Equalities Team collate and examine Equality Review documents.
- If there are any outstanding issues, PAS Equalities will collaborate with the QD team to amend.

Stage 3 Qualifications Development Leadership Team

- PAS Equalities report a summary and any unresolved concerns to Qualifications Development Leadership Team (QDLT).
- QDLT discuss any detailed concerns and action if required.
- If no further action is needed forms are signed off by Heads of Service and Chief Examining Officer /Director of Qualification Development

How can we support you?

The support sessions are designed to help completion of the process and the thinking behind it. We ask that teams attempt to fill out Part B and C prior to support sessions and come with questions for clarification. There is an exemplar form to use as reference and we aim to offer more examples of current practice as we move forward.

What do we do with this information?

After completion of Equality Review Forms, they are reviewed by the PAS Equalities Team and if there are any outstanding issues PAS Equalities will collaborate with you and find solutions, later we will report findings to QDLT for awareness, advice and/or action as indicated in stage 3 of the process. Following the completion of Stage 3, a summary review will be submitted to SPG for oversight of the process itself.

We also use them for reference, when we receive subject specific queries on assessment arrangements or reasonable adjustments.

The data collected through the Equality Review will also act as evidence towards fulfilling:

- [Equality Outcome 3](#) in our 2025-2029 Equality Outcomes
- improving accessibility
- advancing our implementation of Learning for Sustainability
- advancing our implementation of Anti-racist Education.

Broadly, engagement with the process will also inform how the PAS Equalities Team can support colleagues. The overall Equality Review of Qualifications Process will be evaluated by the PAS Equalities Team, and the evaluation will carry over to the new qualifications body with recommendations. The recommendations will be based on internal reviews and feedback from Qualifications Development and Policy, Analysis and Standards colleagues.