

# EQUAL OPPORTUNITIES POLICY

## Introduction

First Aid Awards (FAA) is committed to supporting equal opportunities in all activities and services that it provides by complying with all current and relevant legislation.

Everyone related to the design, delivery and award of FAA qualifications must be aware of, and adhere to, this policy.

## FAA Centres

FAA requires a Centre to have an Equal Opportunities Policy, which is made available to learners, and undertake the delivery of qualifications in accordance with the Equality Act 2010.

A Centre is required to make any reasonable adjustments following the FAA Reasonable Adjustment Policy.

Should a Centre need any assistance in the allocation of a reasonable adjustment they should contact FAA for guidance.

Centres must document all reasonable adjustments allocated and retain all evidence for a period of 3 years.

## The Equality Act 2010

The Equality Act 2010 covers direct and indirect discrimination in relation to the following protected characteristics:

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

The Equality Act 2010 also covers harassment and victimisation.

## FAA Policy

FAA will:

- Provide ongoing guidance for FAA staff, consultants and FAA Centres ensuring that everyone works under the same principles
- Refer to this policy when developing and reviewing FAA qualifications, units and assessments to ensure that learners with protected characteristics will not be disadvantaged
- Ensure that any unjustifiable disadvantages are removed
- Maintain a record of any disadvantage which FAA believes to be justifiable, setting out the reasons why removal would affect the integrity of the qualification
- Have clear arrangements for making reasonable adjustments in accordance with the Equality Act 2010 as stated in the FAA Reasonable Adjustment Policy
- Make every practical effort to ensure that materials, services and facilities are free from bias

## Equal Opportunities Monitoring

FAA will monitor all qualifications to ensure that no learner, or group of learners sharing a particular characteristic have been disadvantaged. Requests for reasonable adjustments are documented during the registration of learners and monitored during quality assurance processes.



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## Complaints

FAA will give full and prompt consideration to any complaints under this policy.

Learners who believe they have a complaint or appeal relating to this policy should take up the matter through the Centre's Complaints and Appeals procedure. Where applicable or when the issue is not resolved through this procedure the matter should be referred to FAA.

FAA employees who believe they have a complaint relating to the policy should take the matter up through FAA's Grievance Procedure.

## Policy Review

FAA will review this policy on a regular basis to ensure its effectiveness and taking into account any feedback. Should you have any feedback regarding this policy then please contact FAA as below.

## Contact Details

First Aid Awards Ltd, Awards House, 10 Central Treviscoe, St Austell, Cornwall PL26 7QW

**TEL** 03458 333999

**EMAIL** [enquiries@firstaidawards.com](mailto:enquiries@firstaidawards.com)

## Useful Links

[FAA Reasonable Adjustments Policy](#)

[FAA Enquiries & Complaints Policy](#)

[FAA Appeals Policy](#)

[Equality Act 2010](#)