Policy
Equality and Diversity Policy

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1. Introduction

This policy sets out our intention to deliver a service and range of qualifications that are fair, accessible and do not contain any unnecessary barriers to entry.

2. Insitute's responsibility

All staff involved in the delivery of Language Cert qualifications and the candidates are made fully aware of the policy (e.g. during their induction when first embarking on Language Cert qualifications).

3. Review arrangements

London Campus of Higher Studies will review the policy annually and revise it when necessary in response to customer and candidate feedback, changes in our practices, actions from the regulatory authorities or external agencies, or changes in legislation.

4. Areas covered by the policy

A. Insitute Staff

LCHS commits to incorporating specific and appropriate duties with respect to implementing the equal opportunities policy into job descriptions and work objectives of all staff.
LCHS will provide equality training and guidance as appropriate to our staff, including as part of staff' induction training as well as subsequent on-going courses deemed necessary via our internal staff performance review arrangements.

B. Qualification Development

LCHS will ensure that there are no features that could disadvantage any groups of candidates who share a particular characteristic or act as barriers to entry, other than those directly related to the purpose of the units or qualifications. The nature of any such features or barriers will be stated and the inclusion of the requirements that create the barrier justified in terms of why they are required for the particular unit or qualification.

5. Our Responsibility

LCHS responsibility is to enable candidates to have equal access to training and assessment for qualifications irrespective of their sex, marital status, age, religion, colour, race, nationality or ethnic origin, or disability. Assessment must similarly be undertaken without discrimination. Centres are required to have in place a policy to ensure that such discrimination does not occur either directly, indirectly or as a result of pressure from other bodies. This policy should apply to all satellite/associated venues and there should be arrangements in place to monitor its application and effectiveness.
Where complaints relating to issues of inequality cannot be satisfactorily resolved by the Academy, candidates must be made aware of their right to appeal to LanguageCert via the arrangements outlined in our Appeals Policy.

6. Monitoring

LCHS is committed to complying with all current and relevant legislation which, at the time of this writing, includes but is not limited to the England Law and any other applicable international legislation. In addition, LCHS will comply with local laws as deemed appropriate.

As part of the candidate registration and certification processes for qualifications and units, LCHS may collect information on diversity, requests for special considerations and reasonable adjustments, access arrangements and feedback from candidates and other stakeholders.

All relevant issues identified that suggest that our provision or services may have unnecessarily impacted on candidates will be reported back to our Quality Officer, who will be responsible for ensuring that relevant staff introduce, as appropriate, amendments to provision and/or services where necessary and in accordance with our documented procedures for developing and reviewing units and qualifications.

Jatinder Pal Singh	Atif Sohail
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Director Admin / Operation	**Director Academic Affairs**
02 October 2023	02 October 2023