

CMI Diversity and Equality Policy

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History

History

Date	Amendments made
September 2024	<ul style="list-style-type: none"> Complete revision of the policy.
September 2021	<ul style="list-style-type: none"> Amendments to reflect SQA Accreditation Regulatory Principles changes
July 2019	<ul style="list-style-type: none"> Complete revision of the policy. Insertion of 'History' and 'Distribution' section

Distribution

Distribution List

- All Quality Managers
- All CMI Markers & Moderators
- Partner Relationship Managers
- Customer Service Team
- Partner Engagement Managers
- Awarding Body Support Team
- CMI Centres

This policy will be published on the [CMI website](#).

Document Purpose

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This policy outlines the Chartered Management Institute's (CMI's) commitment to promoting equality and diversity while ensuring we adhere to legislation and regulation requirements and provide support for our Centres.

The CMI has a public duty to ensure that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in access to, and assessment of, its qualifications and that diversity and equality of opportunity is actively promoted.

To that end, CMI is committed to ensuring these aspects are considered at all times in the design, development and delivery of its qualifications. Where it is reasonable and practical to do so, it will take steps to address identified inequalities or barriers that may arise.

Scope

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This policy applies to all CMI Awarding Body and EPA staff (including contractors), CMI Centres and CMI-registered Learners and Apprentices, Training Providers and Employers who use CMI as their End Point Assessment Organisation.

Introduction

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As part of the regulators' requirements ([CCEA Regulation](#), [Ofqual](#) and [Qualifications Wales](#)), there is a requirement under Condition D2 and [SQA Accreditation Regulatory Principles](#), Principle 14; for all regulated awarding organisations/bodies to ensure that it complies with the requirements of Equalities Law in relation to each of the qualifications which it makes available. This document fulfils that requirement.

This document sets out CMI's policy for ensuring that users of its qualifications are protected and are assured of fair and unbiased access. CMI will take every action possible to avoid discrimination and that any potential barriers to accessing its qualifications are identified and mitigated.

CMI pays due regard to the legislation detailed in the [Equality Act 2010](#) and the protected characteristics that are defined within it. CMI fully support the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, culture, disability, domestic circumstances, employment status, gender, marital/civil partnership status, nationality, political orientation, race, racial origin (including colour, nationality and ethnic or national origin), religious beliefs, sexual orientation, social background, or any other grounds or statuses.

CMI also recognises the additional characteristics relating to equalities law in Northern Ireland which includes political opinion, and persons with and without dependents in Northern Ireland. CMI pays due regard to [Section 53 of the Act](#), which contains requirements of qualifications bodies.

CMI also offers qualifications overseas, and in this regard 'equalities laws' will refer to the legislation operative in the country in which the CMI Centre is based.

Regulatory Requirements

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Regulatory Requirements and Definitions

This policy meets the regulatory requirements set out by the [CCEA Regulation/Ofqual](#)- General Conditions of Recognition, [Qualifications Wales](#) - Standard Conditions of Recognition -

Condition D2 - Accessibility of Qualifications

D2.1 An awarding organisation must ensure that it complies with the requirements of Equalities Law in relation to each of the qualifications which it makes available.

D2.2 An awarding organisation must monitor qualifications which it makes available for any feature which could disadvantage a group of Learners who share a particular Characteristic.

D2.3 Where an awarding organisation has identified such a feature, it must –

- (a) remove any disadvantage which is unjustifiable, and
- (b) maintain a record of any disadvantage which it believes to be justifiable, setting out the reasons why in its opinion the disadvantage is justifiable.

This Policy also meets the requirements of the [SQA Accreditation Regulatory Principles](#):

SQA Accreditation Regulatory Principle 14.

The awarding body and its providers must ensure that its qualifications and their delivery and assessment are fair, inclusive and accessible to learners.

The awarding body and its providers must comply with relevant equalities legislation. In so doing, the awarding body and its providers are responsible for demonstrating:

- how equality and diversity policies comply with relevant legislation
- that there are clear processes for reasonable adjustments and special considerations
- arrangements for providers to manage recognition of prior learning and achievement (if applicable)
- that they can define any barriers, requirements or conditions which could affect qualifications or their delivery
- that they act in a way that safeguards the interests of vulnerable groups

CMI's Responsibilities

CMI's Responsibilities

CMI is committed to fostering diversity and equality in the creation and availability of our products and services. We strive to eradicate any form of unlawful or unfair discrimination, be it direct or indirect. As an awarding organisation, we will ensure that:

- This policy is made freely available to all stakeholders.
- Consult with users, including relevant Learners and/or their representatives and CMI Centres, to ensure that there are no unreasonable barriers to the qualifications it designs, develops and delivers. Should the qualification include a justifiable barrier, the nature of this will be stated and its inclusion used only if it affects the integrity of the qualification.
- Monitor any instances where there is believed to be a barrier to our qualifications. These will be recorded and fed into CMI's qualification development review process.
- Access to, and progress in, CMI qualifications shall be connected solely with individuals' merits, abilities and potential.
- Products and services will ensure fair assessment for all learners.
- The language used in our qualification and assessment materials is clear, free from bias and appropriate.
- Act fairly and equitable when working with stakeholders.
- Always support and demonstrate the principles of diversity and equality.

Data on some characteristics is collected during the registration process – a mandatory field is gender. Other data may be provided at the choice of the Centre. However, any data is stored and processed in accordance with the requirements of GDPR and our [Data Privacy Policy](#).

CMI Centres Responsibilities

CMI Centres Responsibilities

CMI recognises that for UK-based Centres, there are legislative requirements regarding diversity and equality. Where a CMI Centre is outside of the UK, then the CMI expects the Centre to follow the applicable legislation within their own country.

CMI expects that all CMI Centres -

- Are compliant with all applicable legislation.
- Ensure that their policies and processes concerned with assessment are carried out fairly and objectively.
- Establish, maintain and operate an effective diversity and equality policy.
- Establish, maintain and operate reasonable adjustments and special consideration policies and procedures for learners, and where necessary, to ensure that learners have a fair chance of achieving their qualification.
- Do not directly or indirectly discriminate, harass, or victimise any learner with a relevant protected characteristic.
- Establish, maintain and operate an effective and accessible appeals procedure.

Records, policies and procedures must be available to the CMI Quality Manager upon request.

Centres are encouraged to contact their Quality Manager for advice on how to build on best practices, especially concerning Learners with particular assessment requirements.

Monitoring and Review

Monitoring and Review

This policy will be reviewed annually to ensure the appropriateness and approach are fit for purpose.