

CMI Diversity and Equality Policy – Ref: AB/POL/0006/Dec20/V8
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History

Date	Amendments made
July 2019	Complete revision of the policy. Insertion of 'History' and 'Distribution' sections

Distribution

- All Quality Managers
- All Lead Moderators
- New Partner Relationship Manager
- Customer Service team
- Assessment and Support Coordinator
- HE Partnership Support Executive
- Digital Delivery
- Quality Auditor
- CMI Centres

Purpose

The Chartered Management Institute (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.

Introduction

This document applies to all qualifications on framework qualifications. These include the Regulated Qualifications Framework (RQF) (for qualifications in England and Northern Ireland), the Scottish Credit and Qualifications Framework (SCQF) and the Credit and Qualifications Framework for Wales (CQFW).

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 against.

CMI pays due regard to the legislation detailed in the Equality Act 2010 and the protected characteristics that are defined within it. These are: age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, pregnancy and maternity, sex and sexual orientation. 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.

Scope

This policy applies to all CMI Awarding Body staff and CMI Centres.

Regulatory Requirements and definitions

This policy meets the regulatory requirements set out by the Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition (August 2018):

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.

It also meets the requirements of the SQA Accreditation Regulatory Principles (2014):

Principle 11

“The awarding body shall ensure that its qualifications and their assessment are inclusive and accessible to learners: -

The awarding body must demonstrate how its equality and diversity policies comply with relevant legislation

- The awarding body must demonstrate it has a clear process for reasonable adjustments and special considerations.

- Where appropriate, the awarding body must define any barriers, requirements or conditions which could affect standards.

- The awarding body must demonstrate that there are no unnecessary barriers to entry or assessment.”

Qualifications

CMI will 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.

CMI will monitor any instances where there is believed to be a barrier to our qualifications. These will be recorded and fed into in CMI's qualification review process.

Access to, and progress in, CMI qualifications shall be connected solely with individuals' merits, abilities and potential.

The Awarding Body department of CMI does not collect or store any data regarding equality, diversity or protected characteristics. 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.

CMI Centres

CMI recognises that for UK-based centres, there are legislative requirements regarding diversity and equality and expects that all CMI Centres are compliant with all applicable legislation.

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

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