



TRA-L1-INT-007.

## Fair Access Policy.

### Introduction

The Rail Academy (TRA) shall utilise this policy to set out the expectations on all parties to support fair access procedures in End Point Assessments (EPA). All apprentices should be able to enter and successfully participate in both their apprenticeship scheme and end point assessment (EPA) to achieve their learning objectives.

### Fair Access

- Implement a fair access policy for the delivery and facilitation of end-point assessments.
- Ensure end point assessments are developed to be representative of the apprentices and their learning objectives.
- Ensure there are no features throughout the end-point assessment process that could disadvantage any apprentices that have a protected characteristic, when considering equality and diversity.
- Ensure that we consider all access requests relating to end point assessments that are received, except where acceptance of the request is not practically possible or where acceptance would undermine the reliability or integrity of the assessment.
- Monitoring data related to apprentice achievement in order to detect and mitigate against any accidental bias.
- Provide equality training and guidance as appropriate to staff as part of induction training as well as further on-going training.
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### Handling Complaints

Where complaints relating to issues of fair access cannot be satisfactorily resolved by assessors, apprentices must be made aware of their right to appeal outlined in TRA-L1-INT-010 Complaints and Appeals Policy and TRA-L2-INT-010 Management of Complaints and Appeals.

**Cath Bellamy, Managing Director**

The Rail Academy

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