



## Rambert Grades Equal Opportunities Policy

2024

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Rambert Grades promotes diversity and equity of opportunity as part of its policy to ensure high quality qualifications in contemporary dance and dance education and training for all its learners and Members. The contemporary dance examination syllabi has been created to be achievable by the widest possible audience and Rambert Grades is open to developing content with any party, to ensure access to participation in its work is possible. In line with obligations under current UK legislation, in particular the Equality Act 2010, Rambert Grades encourages all personnel to take positive steps to break down barriers which hinder personal progression.

Rambert Grades is committed to diversity and inclusion, from the writing of its qualification specifications and syllabi content, to the assessment of candidates, and takes steps at all times and with respect to all its functions, policies and procedures to ensure that no learner is discriminated against on grounds of age, disability, marriage / civil partnership status, pregnancy / maternity, race (including ethnic origin, colour, nationality and national origin), religion or belief (including philosophical belief), gender or gender identity (including gender reassignment) or sexual orientation. This includes ensuring that no unnecessary barriers are present which deny access to candidates who could otherwise enter for examinations and achieve qualifications.

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## **Supporting the implementation of equal opportunities**

Rambert Grades supports its staff, examiners and contractors in upholding relevant policies by:

- issuing guidelines to all employees, examiners and contractors to ensure understanding of the expected standards of practice throughout the organisation. This is fulfilled by the Employee Handbook, Teachers Handbook, Examiner guidance, inductions, access to all policies, ongoing training and Continuing Professional Development (CPD) courses
- The implementation of procedures to promote diversity and equality throughout the organisation; inclusive of recruitment, appointments, customer service, examining, marketing and qualification design
- Any changes made within the organisation must be consistent with the principles of equality of opportunity
- The use of a rigorous system of inspection and self-evaluation to further a policy of continuous improvement; undertaken via self-assessment, committees, feedback from examiners/teachers/parents/students and external bodies, and changes in the law
- The appointment of relevant consultants to contribute to and review qualification design and awarding as required

Any discriminatory practice should be reported to the CEO who is responsible for investigating the matter and taking the appropriate action.

## **All staff, examiners and contractors are expected to:**

- Treat all individuals fairly, with dignity and respecting different styles, skills and cultures
- Promote a work and learning culture in which diversity is highly valued and embedded
- Ensure zero tolerance of all forms of discrimination, victimisation, bullying and harassment
- Take steps to resolve personal conflict as early, fairly and amicably as possible

## **Implementation of Procedures**

Rambert Grades uses its qualification design and syllabi content to promote diversity and equality of opportunity as an integral part of dance education and training to the general public. Syllabi content is informed by inclusive practice and Members are encouraged to work with the student's natural abilities, training needs and career goals, in the delivery of the qualifications.

Rambert Grades has policies and procedures for candidates seeking reasonable adjustments to a normal examination procedure, and/or who wish to apply for special consideration for a variety of reasons. The purpose of these policies and procedures is to ensure that any unnecessary barriers which would prevent candidates from taking examinations who would otherwise be able to do so are removed or mitigated as far as possible, whilst at all times protecting the integrity of the award.

All requests for reasonable adjustments and special consideration are logged, and records kept including:

- the nature of the request, including the specific barrier identified
- the date the request was made
- candidate, teacher and qualification details
- any action taken

Procedures are in place to ensure that the criteria against which candidates are assessed are applied consistently, regardless of the identity of the examiner, candidate, teacher, or location of the examination.

Reasonable adjustment and special consideration requests and actions are periodically reviewed and where possible, best practice is brought into general guidance for all Examinations. This is discussed, evaluated and agreed via the Quality Assurance Committee.

## **Continuing Professional Development**

A series of Continuing Professional Development (CPD) courses are provided for all teachers. All teachers particularly those new to the Rambert Grades are encouraged to attend sessions on the implementation of equal opportunity guidelines.

## **Membership Agreement**

Upon approval a designated member of staff from the Centre and/or the Registered Teacher is required to sign an agreement of adherence to Rambert Grades policies, inclusive of equal opportunities.

## **Complaints and Malpractice Procedure**

All centres, teachers, examiners, candidates and parents have access to Rambert Grades' Complaints procedures and Malpractice/Maladministration Policy which allows for appeals to Rambert Grades through the Head of Quality Assurance and Enhancement to the Quality Assurance Committee on grounds of use of non-approved barriers to access of opportunity and equality of assessment.

## **Inspection and data collection**

The Quality Assurance Committee is responsible for the monitoring and review of procedures based on the following evidence

- Analysis of Examiner feedback on digital exam footage
- Analysis of comments received from teachers on CPD courses and examiners and correspondence and phone calls received by Rambert Grades staff
- Analysis of data derived from records of Special Consideration and Reasonable Adjustments, including the nature of specific barriers identified
- Examiners' reports on examination sessions
- Complaints and grievances

All findings are reported to the Board of Directors through the Rambert Grades committee structures.

## **Self- Evaluation and Reporting**

Rambert Grades aim is to make the promotion of diversity and equality of opportunity part of its policy to raise standards and maintain continuous improvement is achieved through annual self-evaluation procedures. This is achieved through the use of guidelines and quality assurance procedures which allocate responsibility, the maintenance of inspection procedures and a system of reporting findings to the Board of Directors through the Quality Assurance Committee. The record of this activity is forwarded to the Regulator(s) on request.

In the event of any area(s) of non-compliance being identified, action to be taken is determined and incorporated within a Quality Assurance Action Plan. This is the responsibility of the Head of Quality Assurance and Enhancement.

Should it be felt necessary, the Quality Assurance Committee may invite an external consultant to advise on matters related to diversity, equality and inclusion compliance. This consultant will be identified by the CEO as an individual who can offer specific expertise and advice on one or more matters pertaining to equalities legislation.

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