



**The Chartered Institution of
Building Services Engineers**
Registered Charity No. 278104

CIBSE Fair Access Policy

Overview and Scope of this policy

1. This policy relates to End Point Assessments (EPA) provided by the Chartered Institution of Building Services Engineers (CIBSE).
2. The principal purpose of this policy is to ensure that no apprentice registered to undertake their End Point Assessment with CIBSE is advantaged or disadvantaged by any process instigated by the Institution. The Equality Act 2010 requires End Point Assessment Organisations (EPAO) to make reasonable adjustments to ensure an apprentice who is disabled as defined in the Act are not placed at a substantial disadvantage in comparison to apprentices who are not disabled.
3. Assessment should be a fair test of apprentices' knowledge and what they are able to do, however, for some apprentices the usual format of assessment may not be suitable. CIBSE will ensure that any assessment does not prevent an apprentice from completing their EPA with us. The provision for reasonable adjustments and special condition arrangements are made to ensure that apprentices receive recognition of their achievement so long as the equity, validity, comparability, and reliability of the assessments can be assured. Such arrangements are not concessions to make assessments easier for apprentices, nor advantages to give apprentices a head start.
4. There are two ways in which access to fair assessment can be maintained, which are through:
 - Reasonable adjustments – agreed before the assessment takes place; or
 - Special considerations – applied post assessment.
5. CIBSE is committed to fair access to its products and services. The Institutions' membership department will be responsible for ensuring that all within the scope of this policy are aware of the requirements of the policy.
6. This policy applies to all:
 - Apprentices that register with the Institution for their apprenticeship End Point Assessment
 - Individuals engaged by CIBSE to carry out or be part of its End Point Assessment provision
 - CIBSE staff that may be involved in the development or delivery of the End Point Assessment provision.

Definition of reasonable adjustments

7. A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the apprentice at a substantial disadvantage in the assessment situation. Reasonable adjustments must not affect the integrity of what is being assessed. Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the apprentice access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of an apprentice's work. End Point Assessment Organisations and partners are only required by law to do what is 'reasonable' in terms of giving access.

8. What is reasonable will depend on factors which include but are not limited to:
 - The needs of the candidate
 - The effectiveness of the adjustment
 - The cost of the adjustment
 - The practicality of the adjustment
 - The impact on the candidate
 - Health and safety considerations

Types of reasonable adjustments

9. The End Point Assessment is part of a vocational qualification. The application of a competence standard to a disabled person is not disability discrimination unless it is discrimination by virtue of section 19 of the Equality Act. Reasonable adjustments will be considered in terms of a candidates 'normal way of working'. The assessment of Knowledge, Skills, and Behaviours and the effectiveness and integrity of the qualification will be upheld.

10. Adjustments which are likely to be deemed reasonable (depending on the disability) include, but are not limited to:
 - Adaption of assessment materials
 - The use of braille
 - British Sign Language
 - Audio format
 - Rest breaks
 - Extra time
 - Prompter

Definition of special considerations

11. Special considerations can be applied after an assessment if there is a reason the apprentice may have been disadvantaged during the assessment. Reasons for special consideration could be temporary illness, injury, or adverse circumstances at the time of the assessment. Apprentices cannot enter a plea for special considerations for assessment solely on the grounds of disability or learning difficulty. Special consideration should not give the apprentice an unfair advantage. In some cases, it may not be possible to apply special consideration. It may be more appropriate to offer the apprentice an opportunity to retake the assessment at a later date or to extend the registration period so that the apprentice has more time to complete the assessment activity. All apprentices regardless of their special consideration must still meet our minimum requirement to achieve their apprenticeship. Any special consideration requests must be submitted as soon as possible after the assessment and no later than 10 working days after the assessment has taken place.

Management of Fair Access

Apprentices will be asked, through the application process, to request any access arrangements or reasonable adjustments, providing evidence as appropriate.

Apprentices will be encouraged to request access adjustments if they become apparent post-application to the End point Assessment.

CIBSE will consider all access requests relating to End Point Assessments that are received, except where acceptance of the request is not logistically possible or where acceptance would undermine the reliability or integrity of the assessment.

CIBSE will provide training and guidance as appropriate to staff and assessors carrying out and undertaking end point assessments.

Reviewing the policy

This policy will be reviewed every 2 years. This policy was last reviewed and updated in January 2024.