



# MADE TO MEASURE MENTORING LTD

Access to Fair Assessment and Reasonable Adjustments Policy

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## 1. INTRODUCTION

1.1. Made to Measure Mentoring Limited (M2M2<sup>®</sup>) is a company registered in England and Wales (Number: 10653662). This policy also covers all subsidiary companies in M2M2's ownership. This policy applies to all this includes all employees of M2M2 and all temporary staff, contractors and sub-contractors and any other company agents.

## 2. CONTACTS

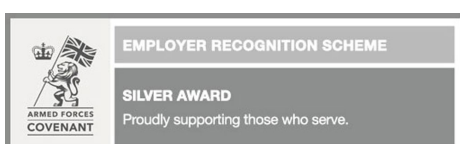
Name	Role		Telephone
Sibbald, Duncan (DS)	Director	duncansibbald@m2m2.co.uk	07776 092 806
Miles, Andy (AM)	Managing Director (Academic)	andymiles@m2m2.co.uk	07730 119958
Robinson, Tony (TR)	Managing Director (Commercial)	tonyrobinson@m2m2.co.uk	07495 006485
Batchelor, Gary (GB)	Quality Assurance Manager	garybatchelor@m2m2.co.uk	07720 708357

## 3. POLICY SCOPE

3.1. This policy applies to all courses and training offered by Made to Measure Mentoring Limited and subsidiary companies and to every individual involved in our training programmes including (but not limited to): our staff, tutors and candidates.

## 4. PURPOSE OF THIS POLICY

4.1. This policy sets out the steps Made to Measure Mentoring Limited will take to initially find out about candidates' requirements for reasonable adjustments and how it will consider meeting them.

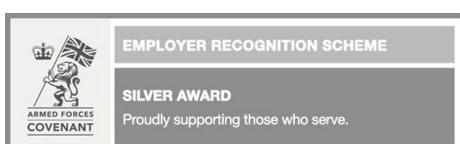


## 5. POLICY ROLES AND RESPONSIBILITIES

- 5.1. The ultimate responsibility for the implementation and monitoring of this policy lies with Dr Andy Miles, the Managing Director (Academic) of Made to Measure Mentoring Limited, who is also responsible for ensuring that this policy and related procedures are published and accessible to all personnel, candidates and any relevant third parties.
- 5.2. The Quality Assurance Manager – Gary Batchelor is also responsible for ensuring this policy is fully understood by the delivery and assessment teams and by the candidates who commence qualifications/courses/programmes.
- 5.3. All personnel of Made to Measure Mentoring Limited and candidates are accountable for ensuring full adherence to policy items.

## 6. IMPLEMENTATION OF FAIR ASSESSMENT

- 6.1. During initial assessment, prior to a candidate joining a course, Made to Measure Mentoring Limited will:
  - 6.1.1. aim to identify any difficulties the candidate or delegate may have in accessing learning and assessment;
  - 6.1.2. assist in the selection of qualifications for candidates, depending on circumstances;
  - 6.1.3. explain to the candidate any qualification and assessment requirements; and
  - 6.1.4. be clear if it seems unlikely a candidate would meet qualification requirements and explain the restriction on achievement as a result (for example, if a candidate is unable to demonstrate specific skills they may be unable to gain achievement of the qualification).
- 6.2. In making sure our access to fair assessment statement is implemented effectively and all candidates are treated fairly, Made to Measure Mentoring Limited aims to:
  - 6.2.1. ensure the access to fair assessment policy and practice are understood and complied with by any personnel involved in assessment and by candidates;
  - 6.2.2. promote equality in relation to the provision of the learning programme and assessment of a qualification;



- 6.2.3. adhere to related procedures and regulations regarding reasonable adjustments to assessment and special consideration;
- 6.2.4. ensure buildings and assessment sites used for delivery and assessment are accessible to all candidates, as far as is practicable;
- 6.2.5. request permission for the implementation of specific adjustments from the Awarding Organisation where required;
- 6.2.6. ensure appropriate equipment/personnel (technological equipment or any assistant personnel, i.e. reader, scribe, practical assistant, etc) is available for selected adjustments to delivery and/or assessment; and
- 6.2.7. use assistive equipment and personnel within the 'reasonable adjustments' framework, as outlined by the Awarding Organisation, without disadvantaging others who are not affected by particular requirements.

## 7. UNLAWFUL REASONS FOR DISCRIMINATION

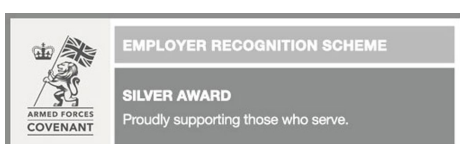
**7.1. Sex:** It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination.

Example: Asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

**7.2. Age:** It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

**7.3. Disability:** It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

**7.4. Race:** It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.



**7.5. Sexual Orientation:** It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.

**7.6. Religion or Belief:** It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

## 8. POSITIVE ACTION IN RECRUITMENT:

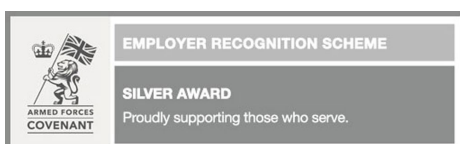
8.1. Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. 'Positive action' means the steps that the Company can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the Company.

8.2. If the Company chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

## 9. REASONABLE ADJUSTMENTS

9.1. The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- 9.1.1. Making adjustments to premises;
- 9.1.2. Re-allocating some or all of a disabled employee's duties;
- 9.1.3. Transferring a disabled employee to a role better suited to their disability;
- 9.1.4. Relocating a disabled employee to a more suitable office;
- 9.1.5. Giving a disabled employee time off work for medical treatment or rehabilitation;
- 9.1.6. Providing training or mentoring for a disabled employee;
- 9.1.7. Supplying or modifying equipment, instruction and training manuals for disabled employees; or



9.1.8. Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the financial means of the Company.

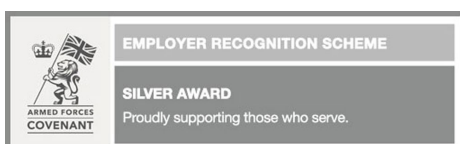
9.2. If an employee has a disability and feels that any such adjustments could be made by the Company, they should contact the Designated Officer.

## 10. RESPONSIBILITY FOR THE IMPLEMENTATION OF THIS POLICY

- 10.1. All employees, temporary staff, contractors and sub-contractors and agents of the Company are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.
- 10.2. The co-operation of all employees is essential for the success of this Policy. Senior employees are expected to follow this Policy and to try to ensure that all employees, subcontractors and agents do the same.
- 10.3. Employees may be held independently and individually liable for their discriminatory acts by the Company and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.
- 10.4. The Company takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

## 11. ACTING ON DISCRIMINATORY BEHAVIOUR

- 11.1. In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please contact the Designated Officer.



## 12. ADVICE AND SUPPORT ON DISCRIMINATION

12.1. Employees may contact their employee representative if access to such an individual is possible.

Other contacts include:

### **Equality and Human Rights Commission**

*Manchester*

Arndale House, The Arndale Centre  
Manchester  
M4 3AQ

*London*

Fleetbank House  
2-6 Salisbury Square  
London  
EC4Y 8JX

*Cardiff*

Block 1, Spur D, Government Buildings  
St Agnes Road  
Gabalfa  
Cardiff  
CF14 4YJ

*Glasgow*

151 West George Street  
Glasgow  
G2 2JJ

Helpline Telephone Number:

Phone: 0808 800 0082

Textphone: 0808 800 0084

Website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)



**Citizens Advice Bureau:**

3rd Floor North  
200 Aldersgate Street  
London  
EC1A 4HD

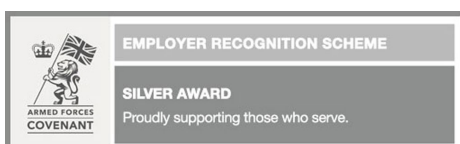
Website: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

**Community Legal Services Direct**


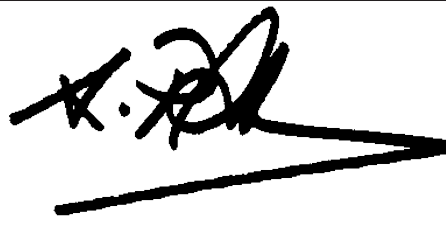

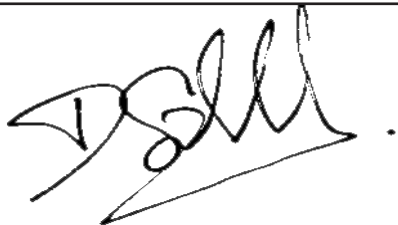
Telephone: 0845 345 4 345  
Website: [www.clsdirect.uk](http://www.clsdirect.uk)

## 13. THE EXTENT OF THE POLICY

- 13.1. The Company seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. The Company offers goods and services in a fashion that complies with the spirit of this Policy.
- 13.2. This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Company.
- 13.3. The Company reserves the right to amend and update this Policy at any time.
- 13.4. This policy is kept under regular review. The latest review date is published on our website at <https://m2m2.co.uk/company-policies>.



## 14. SIGNATURES

Name	Signed	Role
Miles, Andy (AM)		Director
Robinson, Tony (TR)		Director
Robinson, Peter (PR)		Director
Sibbald, Duncan (DS)		Director