1st for Awarding Ltd
Fair Access Policy

1. Aim of this policy

The aim of this policy is to set out the principles and responsibilities that support fair and equitable access to assessment for all learners undertaking assessment with 1st for Awarding Ltd.

All learners and potential learners should be able to access and successfully participate in the relevant assessment process, enabling them to pursue their learning objectives and demonstrate their knowledge, skills and competence.

1st for Awarding is committed to providing learners with relevant information about the assessment and delivering assessment services that are fair, accessible and free from unnecessary barriers to participation.

Fair access means ensuring that no learner is disadvantaged when accessing or undertaking assessment due to a disability, protected characteristic or other individual need, whilst maintaining the validity, reliability and integrity of the assessment.

2. Responsibility

All staff involved in the design, delivery, quality assurance and award of assessments must be aware of, understand and adhere to the requirements of this policy.

3. Policy statement

1st for Awarding is committed to supporting learners through the provision of information, entry and access arrangements, irrespective of any protected characteristic they may have.

1st for Awarding is committed to:

- Ensuring that all 1st for Awarding staff and contractors, regardless of their role, comply with this policy.
- Ensuring that assessments are designed and delivered in a way that does not unfairly disadvantage learners with a protected characteristic or create avoidable barriers to participation, other than those that are directly related to the purpose of the assessment.
- Ensuring fairness in the application of access arrangements for assessments.
- Ensuring that learners with a protected characteristic, or those who require reasonable adjustments, access arrangements or special considerations, are not unfairly advantaged or disadvantaged in assessments, and that assessment outcomes remain fair, valid and comparable.

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- Considering all requests relating to access arrangements for assessments, except where approval is not reasonably practicable or would compromise the validity, reliability or integrity of the assessment.
- Monitoring learner achievement data to identify and mitigate any unintended bias.
- Incorporating appropriate responsibilities relating to fair access into the duties of staff, assessors and others involved in the delivery of assessment.
- Providing equality, diversity and inclusion training and guidance to staff and contractors as part of induction and ongoing professional development.

Where concerns relating to fair access cannot be satisfactorily resolved by a provider, learners must be made aware of their right to raise a complaint or appeal through the arrangements set out in the Complaints Policy and Appeals Policy.

The Quality and Compliance Team is responsible for monitoring the effectiveness of this policy and identifying any trends, risks or adverse impacts requiring action.

Further information on reasonable adjustments and special considerations, including how requests can be made, is available in the Reasonable Adjustment and Special Consideration Policy.

4. Monitoring and Review

We monitor the implementation of this policy through quality assurance activities, learner feedback, complaints, appeals, reasonable adjustment requests and assessment outcome data. Findings are reviewed and acted upon as part of our continuous improvement processes.

Document Details	
Document Name	Fair Access Policy
Purpose of Document	Details Fair Access Policy
Document Version Number	V2.0
Document Owner	Quality and Compliance

Version History		
V1.0	**Sept 2023**	First version
V1.1	**23rd Dec 2024**	Updated to add version control
V2.0	**1st October 2025**	Revisions made to detail for clarification and rebrand.
V2.1	**26th September 2026**	Minor revisions to clarify fair access principles, current terminology & monitoring & review requirements

This document will be reviewed annually and updated as required

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