

Equality and Diversity Inclusion Policy

## Policy Statement

**Association of Certified Digital Accounting Technicians (ACDAT)** expects its recognised centres to respect and celebrate difference, provide equality of opportunity, strive to ensure all feel valued and empowered, regardless of the many ways that people are different, including race, disability, gender, gender reassignment, age, nationality, sexual orientation, pregnancy or maternity, religion or belief, marital or civil partnership status, or socio-economic background or class. This is not an exhaustive list.

## Scope

This policy will apply to the following individuals who will have a responsibility to comply with the intentions of this policy:

- ACDAT Committee Members
- ACDAT Employees
- Wider workforce (including consultants External Quality Assurers, Standards Verifiers, Moderators, and external assessment personnel)
- Recognised centres (including centre employees, Assessors, Verifiers and administration employees concerned with the development, delivery and awarding of qualifications).

## Principles

ACDAT recognises and respects difference. We acknowledge that achieving equality of opportunity does not involve treating everyone the same. People have different life-experiences, outlook and backgrounds. They may have different learning difficulties, impairments, medical conditions or disabilities. ACDAT will take account of these and seek to reduce or remove barriers, disadvantages and obstacles before they have an impact on individuals

ACDAT is opposed to all forms of discrimination which prevent learners / students and staff in recognised centres from achieving the above vision and values.

ACDAT will ensure that we will develop programmes, materials and criteria for assessment that is free from stereotyping, for example gender or race. We will also ensure, where possible, that programme content, resources and materials recognise and celebrate the achievement and contributions of different groups of people.

The principles of equality, diversity and inclusion defined in this Policy, underpin all other organisation policies, procedures and practices. This includes the development, delivery and awarding of regulated qualifications.

Achieving the principles of equality, diversity and inclusion as defined in this Policy ensures that ACDAT meets all legal (Equalities Act 2010) and regulatory responsibilities. Some of these are summarised in Appendix A to this Policy.



**Association of Certified  
Digital Accounting Professionals**

Equality and Diversity Inclusion Policy

1 Concord Business Centre, Concord Road, London, W3 0TJ  
Ph: +44 (0) 02036216472 [www.acdap.org](http://www.acdap.org)

Dated: 02/02/2020	Rev. No. 1	Doc Name: Equality and Diversity Inclusion Policy
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Equality and Diversity Inclusion Policy

## Implementation

In order to implement the policy, we shall:

- Communicate, as appropriate, this policy to all those associated with the services provided by ACDAT, in particular centres
- Assess equalities practice of new centres to ensure the principles and values of this Policy are met
- Ensure that the principles and values of this Policy are integrated and promoted within every aspect of the qualifications lifecycle. This will include, for example, ensuring that publications, marketing and promotional materials, key documentation such as handbooks and guidance materials explicitly endorse and support the values of equality, diversity and inclusion stated in this Policy
- Deal with all allegations of discrimination, harassment and victimisation sensitively and investigate fairly and thoroughly.

A copy of this policy will be available on the organisation's website and centre management application.

ACDAT will:

- Ensure that all Trustees, employees and/or the wider workforce involved in any aspect of the organisation's qualification development, delivery and awarding arrangements comply with this Policy
- Make every practical effort to ensure that materials, services and facilities are not only free from bias, but will also support recognised centres and learners /students in maximising employment and personal development opportunities.

## Monitoring

As part of the monitoring of learners / students registering for ACDAT regulated qualifications and accredited units and courses, ACDAT will collect information on any feature which could disadvantage a group of learners / students who share a protected characteristic, requests for special considerations, access arrangements and feedback from recognised centres learners / students, and other stakeholders. This information will be used to monitor the implementation of this Policy

All relevant issues identified that suggest the provision or services may have unnecessarily impacted on learners / students will be reported back to the Director of Quality who will be responsible for leading on introducing amendments to provision and/or services where necessary and in accordance with internal procedures for developing and reviewing units and qualifications.

Details of the outcomes of each review will be made available to the qualification regulators upon request.

# ACDAP

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## Equality and Diversity Inclusion Policy

This policy will be monitored via the following activities:

- Routinely analyse Equality and Diversity learner / student statistical reports to identify areas of under-representation or achievement. This will include requests for special considerations, access arrangements and feedback from learners / students, recognised centres and other stakeholders
- Scrutinise the outcomes of any reported incidents of discrimination, harassment and unfavourable treatment
- Summarise the outcomes of equality impact assessments

## Contact details

If you wish to discuss any aspect of this policy and/or have a related query please contact:

<b>Telephone</b>	02036216472
<b>Email</b>	enquiries@acdat.org
<b>Postal Address</b>	1 Concord Business Centre, Concord Road, London, W3 0TJ

**Ofqual General Conditions of Recognition:** Condition D2 Accessibility of qualifications

**Qualifications Wales Interim Standard Conditions of Recognition Condition D2:** Accessibility of qualifications

**CCEA General Conditions of Recognition Condition D2:** Accessibility of qualifications

**QAA licensing criteria:** Not applicable

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## Appendix A - Legal Framework

The Equality Act 2010 introduces the term 'protected characteristic' to refer to aspects of a person's identity explicitly protected from unlawful discrimination. Nine are identified:

- race
- disability
- gender
- age
- sexual orientation
- religion and belief
- gender reassignment
- pregnancy / maternity
- marriage / civil partnership.

However, other aspects of a person's identity, background or circumstance can cause them to experience discrimination, for example a person's socio-economic status, class or background. ACDAT is committed to advancing equality and eliminating discrimination on these and other grounds as explained in this Policy statement.

The Equality Act 2010 introduces a Public Sector Equality Duty, in force from April 2011, which requires ACDAT to give due regard to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations.

'Advance' involves having due regard, in particular, to the need to:

- remove / minimise disadvantages experienced by persons who share a relevant protected characteristic that are connected to that characteristic
- take steps to meet needs of persons who share a relevant protected characteristic that are different from the needs of persons who don't share it
- encourage persons with a relevant protected characteristic to participate in public life or in any other activities where participation by such persons is disproportionately low.

'Foster good relations' includes having due regard to tackle prejudice and promote understanding.

The Duty covers eight of the nine protected characteristics (only the first 'arm' of the new duty, to eliminate discrimination, harassment and victimisation, applies to the protected characteristic of marriage and civil partnerships).

The Equality Act 2010 recognises the following types of discrimination:

- direct discrimination, including associative and perception discrimination

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- indirect discrimination
- harassment
- victimisation
- discrimination arising from a disability
- failure to make reasonable adjustments.

**Direct discrimination** occurs when someone is treated unfairly, or less favourably than another person, because they have a protected characteristic. This often arises because of assumptions, stereotyping or prejudice. Direct discrimination also covers association discrimination or perception discrimination. This is direct discrimination against someone because they associate with a person who has the protected characteristic or because they are perceived to have a protected characteristic.

**Indirect discrimination** occurs when a provision, criterion or practice is applied that appears to affect everyone equally but which in fact puts people who share a protected characteristic at a disadvantage.

**Harassment** occurs when someone behaves in such a way that their conduct has the purpose or effect of creating an environment that is offensive, hostile, degrading, humiliating or intimidating for a person, where:

- this is related to a protected characteristic (except pregnancy and maternity or marriage and civil partnerships)
- this is of a sexual nature (sexual harassment)
- a person is treated less favourably because they have either submitted to or rejected sexual harassment, or harassment related to sex or gender reassignment (this is known as 'consequential harassment').

**Discrimination arising from a disability** occurs when a disabled person is treated less favourably than others because of something connected to their impairment.

**Failure to make reasonable adjustments** occurs when an organisation fails to make reasonable adjustments for a disabled person, to avoid the disabled person being placed at a substantial disadvantage when compared with a non-disabled person.

**Victimisation** occurs when a person experiences disadvantage because they have supported someone in making a complaint or an allegation of discrimination, or because they personally have made an allegation of discrimination.