

## **Quality Assurance Policy (QA-P 2)**

### **“External Equal Opportunities Policy”**

#### **Based On ISO 9001:2015**

**THIS PROCEDURE IS CONTROLLED BY INDUSTRIAL TECHNICAL TRAINING INSTITUTE (ITTI) AND MAY NOT BE AMENDED, REVISED OR ALTERED IN ANY OTHER WAY WITHOUT THE AUTHORIZATION OF THE INSTITUTE.**

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Created In: Jan. 2019  
Last Reviewed In: Jan. 2024  
New Review Date: Jan. 2025

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### 1. Purpose

ITTI is committed to equal opportunities in the provision of its services as an accredited training institute. The aim of this policy is to ensure that all external individuals and organizations with which ITTI has a relationship receive equal treatment.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership
- Race (including color, nationality, ethnic or national origins)
- Religion or belief (this includes lack of belief)
- Sex
- Sexual orientation.

In so doing, ITTI aims to comply both with legislation intended to prevent unfair discrimination and with relevant regulatory criteria.

### 2. Scope

This policy applies to all external individuals and organizations with which ITTI has a relationship. It does not cover ITTI's Internal Equal Opportunities policy, which is outlined in the relevant document.

### 3. Regulatory Authorities' Criteria

ITTI is an accredited training institute for conducting technical & industrial training courses.

In addition to statutory duties, this policy is intended to meet regulatory requirements for training institutes to ensure fair treatment of candidates.

- ITTI shall have clearly defined and effective governance arrangements.
- ITTI shall continually review the effectiveness of its business services, systems, policies and processes.
- ITTI shall ensure that it has the necessary arrangements and resources for the effective delivery, assessment and quality assurance.
- ITTI shall ensure that its qualifications and their assessment are inclusive and accessible to learners.

To meet these criteria ITTI offers reasonable adjustments and special consideration (in appropriate circumstances) to candidates undertaking its qualifications.

- A 'reasonable adjustment' is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in an assessment situation.

- Candidates who may have been disadvantaged by temporary illness, injury or adverse circumstances that arose at or near the time of assessment, may apply for 'special consideration' after the assessment.

#### 4. Responsibilities

##### Structure and content of qualifications

ITTI aims to maintain and widen access to its qualifications. It will ensure that there are no unnecessary barriers to achievement inherent in its qualifications in terms of design and content. ITTI also pays due regard to its equal opportunities policy in any promotional material for its qualifications.

##### Processes and arrangements for assessment

ITTI will ensure that its external equal opportunities policy is communicated to its staff, trainers, tutors, examiners, clients, and trainees.

ITTI will work with staff, trainers, tutors, examiners, clients, and trainees to ensure access to the qualification and at the same time ensure fair assessment. It will receive applications for adjustments and will allow changes to be made where appropriate, in line with its policy on reasonable adjustments. ITTI will strive to keep up to date with current legislation on equal opportunities and will ensure that its staff, trainers, tutors, examiners, clients, and trainees will do the same.

##### Complaints regarding equal opportunities

Any person who believes that they are being discriminated against has a responsibility to raise the matter through the appropriate channels. If the candidate is still not satisfied then the complaint should be referred in writing to the General Manager (via [gm@itti.edu.sa](mailto:gm@itti.edu.sa)) at ITTI.

#### 5. References

<https://www.nebosh.org.uk/policies-and-procedures/equality-diversity-and-inclusion-statement/>