



## Access Policy Version Three – 15<sup>th</sup> November 2023

### 1. Scope

Surrey Cricket Foundation is committed to promoting equality and diversity and ensuring access for learners in the delivery of qualifications. Surrey Cricket Foundation is recognised as a centre with 1st4sport Qualifications and also with the England and Wales Cricket Board.

1st4sport Qualifications is an awarding organisation recognised and regulated in England by the *Office of Qualifications and Examinations Regulation (Ofqual)*, who also regulate vocational qualifications in Northern Ireland. 1st4sport are further regulated in Wales by *The Welsh Government* and in Scotland by SQA Accreditation.

The England and Wales Cricket Board (ECB) is the single national governing body for all cricket qualifications in England and Wales, established to create a unified body responsible for the management and development of every form of cricket for men and women.

In operating as a recognised centre for the above organisations Surrey Cricket Foundation is approved to deliver the following qualifications:

1st4sport Awarded Qualifications	ECB Awarded Qualifications
<ul style="list-style-type: none"> <li>• ECB Foundation Coach</li> <li>• ECB Core Coach</li> </ul>	<ul style="list-style-type: none"> <li>• ECB Support Coach</li> </ul>

Surrey Cricket Foundation have established this policy to ensure compliance with the Equality Act. This policy is relevant to all sub-contracted services, staff, coaches, players, learners, participants and any relevant third parties in the management and delivery of qualifications. Any enquiries in the deployment of this policy should be directed to the Equality Officer.

Surrey Cricket Foundation Equality Officer
<p>Alastair Hughes</p> <p><a href="mailto:ahughes@surreycricket.com">ahughes@surreycricket.com</a> / 02078204196</p>

## 2. Access commitment

Surrey Cricket Foundation have a commitment to provide access for learners with particular needs to prevent discrimination in the delivery of qualifications<sup>1</sup>, courses and workshops in accordance with the Equality Act 2010.

Surrey Cricket Foundation therefore ensure accessible services, making reasonable adjustments and applying special consideration where this is required to facilitate learners in the completion of qualifications, courses and workshops as independently as possible.

Access arrangements ensure that reasonable adjustments and special considerations reduce substantial disadvantage caused due to a learner's disability or difficulty.

Access Type	Definition
<p><b>Reasonable adjustment definition</b></p>	<p>Reasonable adjustments are any arrangements made prior to the delivery qualification, course or workshop to reduce the effect of a permanent, long-term or temporary disability, a learning difficulty, illness or indisposition permanent disability or difficulty that places a learner at a substantial disadvantage.</p> <p>These arrangements are required to be authorised by the awarding organisation. It is confirmed that the awarding organisation 1st4sport manage all reasonable adjustment requests for 1st4sport qualifications and also as a service provided to the ECB for ECB awarded qualifications.</p>
<p><b>Special consideration definition</b></p>	<p>Special consideration is the implementation of arrangements during or after the delivery of a qualification, course or workshop to enable those with temporary difficulties to have their situation considered.</p> <p>Specifically where learners are required to be assessed special consideration may enable learners who have been disadvantaged or were unable to attend specific components due to emotional/physical difficulties or adverse circumstances.</p> <p>These arrangements are required to be authorised by the awarding organisation. It is confirmed that the awarding organisation 1st4sport manage all special consideration requests for 1st4sport qualifications and also as a service provided to the ECB for ECB awarded qualifications.</p>

<sup>1</sup> This includes the assessment of learners.



### **3. Access Arrangements**

Surrey Cricket Foundation are committed to contributing helping learners to managing their individual situation; creating an accessible learning and assessment environment for all. In order for this to be achieved, Surrey Cricket Foundation aims to identify learners' particular requirements and requests for the provision of access arrangements at an early stage. To ensure sure access to fair delivery and assessment, treating all learners equally Surrey Cricket Foundation intends to:

- ensure the access to fair assessment statement and practice are understood and complied with by all relevant staff also by learners
- promote equality within each learning programme and in the conduct of any assessment
- adhere to related procedures and regulations regarding reasonable adjustments and special consideration; requesting permission to grant these for each learner from 1st4sport after providing appropriate evidence to support each case
- ensure buildings and assessment sites used for delivery and assessment are accessible to all learners, as far as is practicable
- ensure appropriate equipment/personnel (including technological equipment or any assistant personnel, i.e. reader, scribe, practical assistant, etc) is available for selected adjustments to delivery and assessment
- use assistive equipment or staff within the reasonable adjustments framework, as outlined by 1st4sport and the ECB, without disadvantaging others who are not affected by particular requirements.

## 4. Access Request Procedure

The following procedure is relevant to all those registered onto a 1st4sport or an ECB awarded qualification, course or workshop.

Stage	Reasonable Adjustments	Special Considerations
Stage 1:	<p>Each learner must request reasonable adjustments from the CCB at the application stage. Failure to do so may impact upon the ability to put arrangements in place in time.</p> <p>This information will be passed to the Equality Officer who will evaluate the request and will liaise with the learner to validate their difficulty/disability and to ensure the relevant reasonable adjustments are identified.</p> <p>At this stage, the learner must provide all necessary evidence (medical evidence/certification, diagnostic test results, a testimony from the invigilator/tutor/assessor or any other appropriate professional person who is familiar with the learner) to support their request.</p> <p>Validated requests will then be forwarded to 1st4sport. For invalidated outcomes, no further action will be taken and the learners will be informed.</p>	<p>The learner must request all special considerations by contacting the centre's appointed Equality Officer within 20 working days of the need for consideration arising. Failure to do so will render the request invalid.</p> <p>The Equality Officer will evaluate the need for the special consideration. At this stage, the learner must provide all necessary evidence (medical evidence/certification, diagnostic test results, testimony from the invigilator/tutor/assessor or any other professional person who is familiar with the learner) to enable their request to be validated.</p> <p>Validated requests will then be forwarded to 1st4sport. For invalidated requests, no further action will be taken and the learners will be informed.</p>
Stage 2:	<p>The Equality Officer will request reasonable adjustments or special considerations from 1st4sport in accordance with the standard procedure. All requests for both 1st4sport and ECB awarded qualifications are handled by 1st4sport.</p>	
Stage 3:	<p>The Equality Officer will ensure all reasonable adjustments and special consideration are implemented in accordance with outcomes confirmed by 1st4sport. They will evaluate the implementation and audit all outcomes. All records relating to the application, relevant evidence and monitoring forms are securely retained for a minimum of five years.</p>	

## 5. Appeals

Where individuals have requested a reasonable adjustment or special consideration from and are dissatisfied with the outcome, they have a right to make an appeal via the Surrey Cricket Foundation Learner Appeals Procedure



## **6. Monitoring and review**

Surrey Cricket Foundation have in place a standardised and systematic monitoring process to ensure the relevance of this policy. In addition, any data which is collected with relates to the implementation of this policy will be used to inform the ongoing management of our organisation and the delivery of qualifications.

This policy will be reviewed on 15<sup>th</sup> November 2025 unless legislation changes or supporting data identifies that a review is required sooner.