

Apprenticeship Provision - Fair Access Policy for Apprenticeship Assessment

UPR AS14, Appendix V - version 20.0

Policies superseded by this document

This document replaces version 19.0 of UPR AS14, Appendix V, with effect from 1 September 2026.

Summary of significant changes to the previous version

Minor updates have been undertaken to ensure alignment with external sector developments.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction

- 1.1 The aim of this policy is to identify principles that the University of Hertfordshire and anyone acting on behalf of the University deliver *Apprenticeship Assessments (AA)* that treats all learners equally. The University has developed this Fair Access policy for *Apprenticeship Assessments* with respect to its apprenticeship delivery both as a main provider and those delivered via supported provider arrangements. The intention of this policy is to deliver *apprenticeship assessments* that are accessible, fair and without any barriers to entry for every learner.
- 1.2 It is the aim of the University that all learners should be able to successfully participate in the apprenticeship programme and the *apprenticeship assessments* as part of realising their ambition to complete their apprenticeship.
- 1.3 This policy should be read in conjunction with the University's relevant Academic Regulations for Undergraduate and Taught Post Graduate programmes, other guidance and policy documents linked to the development of apprenticeships and the provisions outlined within the Apprenticeship Standards.

2 Policy Scope

- 2.1 This policy will cover all University staff, employers and contractors involved in or contributing to the delivery of the assessment. This will include support given to learners prior to their assessment. Contractors include Independent *Apprenticeship Assessment Organisations (AAO)* who will be delivering the assessment activities.
- 2.2 It is recognised that an *Apprenticeship Assessment Organisation* may have its own Fair Access policy. Where a review by the University of an *Apprenticeship Assessment Organisation's* Fair Access policy concludes that such a policy meets, as a minimum, the requirements of this policy, the University may decide (at its discretion) that the relevant *Apprenticeship Assessment Organisation* does not need to be contractually bound to comply with the requirement of this policy. The contents of this policy should, however, be brought to the *Apprenticeship Assessment Organisation's* attention.
- 2.3 All staff must act to implement this policy and intervene when they believe it has been contravened. Further, where there is a belief that the *Apprenticeship Assessment Organisation* has contravened its own Fair Access policy (if applicable), the staff member concerned must raise this with the relevant *Apprenticeship Assessment Organisation*. Where there is a belief that a Fair Access policy has been contravened the staff member must be able to evidence this.
- 2.4 The University, employers and contractors when providing their premises as an assessment venue must ensure they understand the requirements and principles of this policy.

3 Policy principles

- 3.1 The University is committed to the development and support of learners including information provision and access arrangements for *apprenticeship assessments*.
- 3.2 Fair Access is a principle which ensures that all learners will have an equal chance of success and requires the University to put in place appropriate reasonable adjustments. Learners with protected characteristics or learning support needs will be neither advantaged nor disadvantaged. The adjustments must not advantage the learner undertaking the end-point assessment nor affect the reliability or integrity of any aspect of the *Apprenticeship Assessments*. This includes any action required to maintain the independent nature of the assessment plan.
- 3.3 The University will ensure that any approved Apprenticeship Assessment location including those operated by partner organisations has and will implement fair access guidance for the delivery and facilitation of Apprenticeship Assessment.
- 3.4 The University will consider all access requests relating to Apprenticeship Assessment and all adjustments requested are considered in line with UPR EQ03¹.
- 3.5 The University will ensure all staff, including staff at partner organisations:
 - i if involved in *Apprenticeship Assessments*, are required to keep up to date with training in Equality and Diversity and GDPR;

¹ UPR EQ03 'Equality and Diversity Policy'

- ii attend any training and continuous professional development (CPD) required to deliver the Apprenticeship Assessments;
 - iii effectively manage all processes and procedures for *Apprenticeship Assessments* to enable fair access;
 - iv provide information on the *Apprenticeship Assessments* to learners in an accessible format;
 - v design inclusive Assessment Plans and execute these with consideration of fair access for all so as not to disadvantage nor advantage any learner;
 - vi justify the inclusion of any features or barriers regarding the requirement of that particular *Apprenticeship Assessment*;
- 3.6 The University will ensure that every Apprenticeship Assessment location fulfils the fair access responsibilities by adhering to equality legislation and this fair access policy.
- 3.7 The University will ensure adequate monitoring and review of equality and diversity data throughout the process of delivering *Apprenticeship Assessments*. The University will monitor performance data related to apprenticeship achievement. Achievement in *Apprenticeship Assessments* should be comparable and reported. The continuous monitoring process will identify the appropriate actions if required to mitigate against future biases.

4 Complaints and Appeals

- 4.1 Where a complaint is made regarding Fair Access and cannot be resolved informally the learner must be advised of their right to complain and /or appeal under the relevant University's policies (UPRs AS12², SA16³ and GV15⁴).
- 4.2 If the *Apprenticeship Assessment* is non-integrated the learner must be advised of the policies and process of the Assessment Organisation in order to seek resolution. The University will provide this information to the learner and assist where required.

Dr Matthew Andrews
Secretary and Registrar
Signed: **1 August 2026**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk.

² UPR AS12 'Assessments, Examinations and Conferments (University-Delivered provision)'
³ UPR SA16 'Student and Applicant Complaints'
⁴ UPR GV15 'Complaints Policy (non-staff, non-student)'