



# CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

Professional Study & Training for Successful Careers

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## EQUAL OPPORTUNITIES POLICY

### FOR CIC MEMBERS

including: Admissions, Assessments & Appeals, Special Needs Policy

# EQUAL OPPORTUNITIES FOR MEMBERS POLICY STATEMENT

## POLICY STATEMENT

Cambridge International College is committed to a policy of equal opportunities. It is Cambridge International College's aim that potential and actual Members are treated equally and fairly, without any form of bias or prejudice, on the basis of merit, regardless of age\*, disability, family responsibilities, gender, marital status, nationality, race, ethnic origin, disability, religious or political views or social or economic background or any other factor. Cambridge International College follows a code of practice to ensure that this policy is fully effective. (Note: Cambridge International College uses the term "Member" instead of "student" or "learner").

\*Cambridge International College treats 18 years as the minimum age for admission. There is no upper age limit for admission.

## CODE OF PRACTICE

### 1. Member Admissions and Policy

1.1 Cambridge International College's policies, procedures, actions and approach reflect its Equal Opportunities Policy towards all applicants (candidates, potential students/Members, men and women interested in studying with CIC) and existing CIC Members. All literature such as Prospectuses and Enrolment Forms, marketing materials and websites, use non-discriminatory language and encourage applications from all groups or areas equally. Applicants and prospective Members will be given full details of the fees they need to settle and of financial arrangements available to them.

1.2 Cambridge International College's aim is to accept applicants and prospective Members likely to benefit from its Courses. Clear explanations of rules and requirements, terms and conditions of enrolment, course contents and what applicants and Members are required to do to undertake their study and to complete a course successfully, are provided in straightforward English.

1.3 An applicant or Member's academic qualifications provide indicative evidence of aptitude or ability to succeed in the Program applied for but other evidence relating to applicant's ability is also relevant, such as work experience. Previous academic results will be regarded as only one type of evidence of aptitude or ability; in assessing an applicant or Member's potential, consideration will be given to any identifiable factors put forward by the applicant which may have led the Applicant to 'under perform', for example: attendance at poorly equipped or poorly staffed schools/colleges; poor facilities, or none, for private study at home; early family responsibilities; a background in which the applicant's interest in education has not been encouraged; a disability or prolonged illness which has affected educational development; financial hardship; and other relevant reasons.

1.3.1 In addition to clear and concise information for each Program and level of study offered by the College, advice on study & training and progression is available in written format and on the CIC website.

1.3.2 Each Enrolment/Registration Form - printed, electronic and on CIC's website, allows applicants to state any special needs they may have.

1.4 Cambridge International College staff are always happy to answer queries which applicants, applicants' parents, guardians, sponsors or employers may have, by letter, telephone and/or email.

1.5 Staff dealing with admissions will be aware of and conform to Cambridge International College's Equal Opportunities Policy relating to Members.

1.6 Cambridge International College's procedures allow the monitoring of applications and admissions to Cambridge International College. If there was ever found to be any indication that applicants or Members of one group (social, economic or other) have received less favourable treatment than Members of another group, the situation will be investigated and appropriate action taken. Cambridge International College aims to monitor Members who might not be making sufficient progress on their course and aims to contact and encourage such Members to complete their study & training, and offer where possible solutions to help them complete their studies in a timely manner and successfully.

1.7 Cambridge International College recognises the need to strike a balance between admissions staff who exercise judgement on the ability of applicants to succeed in their chosen courses and the need to ensure that Cambridge International College's Equal Opportunities Policy for Member's is fully met. If an applicant complains that his or her application has not been treated in accordance with the policy, the complaint will be referred to the Principal and/or Vice Principal for investigation.

1.8 Decisions on applications will normally be made within days of receipt of a fully completed application for enrolment in accordance with the College's stated requirements, at the College in Britain. The College may exercise its right not to accept an applicant for study & training with the College and should such a situation arise, non-acceptance will be for reasons which do not contravene the stated Equal Opportunities Policy.

1.9 Admissions are made based upon the College's rules and regulations as stated in its literature and website. An additional optional 'Eligibility Assessment before Registration' is available and provided for all higher programmes, which the Principal, Vice Principal or Chief Registrar will personally review before an official response is made.

1.10 Once an applicant has been accepted as a Member of the College and a Membership Number has been allocated, CIC cannot and will not re-allocate that Membership to another person. Registration/Enrolment as a Member of the College is not transferable to another person.

## **2. Assessment and Appeals Policy**

2.1 Cambridge International College's aim is to provide a fair method of assessment based on equality of opportunity to all of its Members. The same assessment standards and level of achievement apply to any and all Members studying any particular course; study materials, exams/assignments and assessment requirements are the same irrespective of a Member's personal status (refer to the opening Policy Statement).

2.2 All Assessors are made familiar with Cambridge International College's Equal Opportunities Policy for Members and checks are made that Assessors act in accordance with this policy, as detailed in the College's *Assessors Guidance* documentation and procedures.

2.3 If a Member fails an Examination, assignment or other piece of work - which should not be the case if the Study & Training Guide provided on enrolment is followed - then a written/printed explanation will be sent to the Member, explaining why that result was given, and giving advice on how to do better in future, and offering the opportunity to attempt a new and different Examination or assignment. Additionally, reasons why the answers did not achieve a pass mark are also provided. Every result which is a Fail is reviewed or moderated by either the Principal, Vice Principal or Head Examiner personally, or by an appointed moderating Assessor; any Paper receiving a Fail grade is therefore always assessed twice.

2.4 In the rare and unlikely event that a complaint or appeal is made about a grade awarded, CIC's policy is that the complainant/appealing person should follow the *Appeals Procedure* in its *Appeal Policy*, which in essence requires the Member to prepare and send a form, or letter or email to CIC, clearly stating the exact nature, reason for, and details of the complaint or appeal, and stating his/her Membership Number, name and address. A separate Appeals Policy document, which incorporates a special *Appeals Form*, is available on CIC's website and can also be emailed or posted to a Member. A senior member of staff, usually the Vice Principal or Principal, will answer in good time; where a complaint is justified then CIC will do its utmost to speedily remedy the complaint.

2.5 The College has a very experienced set of Assessors, and a thorough, rigorous and quality-audited Examinations, Internal Moderation and Assessment Quality Control system. If a Member makes a written appeal to the College about a result, fail or otherwise, the procedure is that the appeal will be dealt with personally by the Principal or Vice Principal in consultation with staff, assessors or other third parties as appropriate, and in line with the Appeals Procedure. The College reserves the right not to enter into any communication concerning any result awarded if the Member is abusive, unreasonable, rude or breaks acceptable standards of behaviour.

### **3. Special Needs**

3.1 Should any individual have “Special Needs” these will be dealt with on a case by case basis, with the aim always to be to try to ensure that the person(s) in question is not disadvantaged by their situation, special need or any disability, whilst also not gaining an undue advantage from any special arrangements made. Should a Member need, for example, an extended Examination period, that can be arranged upon the provision to the College of reasonable evidence (such as of a mental or physical condition) that the Member requires a longer period of time.

3.2 Special arrangements may be made for Members with known disabilities, to compensate for the restrictions imposed by the disability without affecting the validity of examinations and assessments.

See also 1.3.2

### **4. Curriculum**

4.1 Cambridge International College recognises the importance of the development of the individual through the educational process and the role of the curriculum in ensuring that development.

4.2 Cambridge International College is committed to the promotion of equal opportunity with respect to course content, approaches to learning, assessment methods and the structure of courses. CIC aims to ensure that learning materials and examination papers and assignments reflect the principles of equal opportunities. There is not and will not be any form of bias or prejudice shown or permitted.

4.3 Cambridge International College aims to provide courses which are of relevance and interest to persons from a wide range of international, social and cultural backgrounds, and which will increase their knowledge, understanding and ability.

### **5. Teaching**

5.1 All staff of Cambridge International College will use language which is non-discriminatory and does not cause offence to particular groups, although reasoned and non-discriminatory arguments may be used to test and challenge views, opinions and assertions of all kinds.

### **6. Health and Safety**

6.1 Cambridge International College aims to provide its staff and any Members on its premises with a healthy and safe environment in which to work. The enforcement of reasonable health and safety requirements does not constitute discrimination.

6.2 Cambridge International College will make every effort to ensure that, so far as reasonably practicable, all parts of the College are accessible and safe. The needs of people with disabilities will be given particular consideration.

6.3 CIC shall have an appointed First Aider - St. John Ambulance certified.

### **7. Staff Training**

7.1 All Cambridge International College staff who normally have contact with applicants or Members receive a copy of this Equal Opportunity Policy and Code of Practice, supplemented by basic training appropriate to their role in the College.

7.2 Specific advice and training will be given to admissions staff in relation to recruitment and admission, assessment, tutoring and Member disciplinary procedures.

*David Lawson*

Director of Studies

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