

# Equality & Diversity Policy

| <b>Document Specification:</b> |   |                      |                     |
|--------------------------------|---|----------------------|---------------------|
| Purpose:                       | To set out NALP's commitment to the ideals of ensuring all learners, staff and other connected parties are treated equally and fairly and that they comply with all equality and diversity regulation and legislation including, but not limited to The Equality Act 2010 |                      |                     |
| Accountability:                | NALP Governing Board  | Responsibility:      | Responsible Officer |
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## **National Association of Licensed Paralegals (NALP)**

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### 1. Introduction and Scope of Policy

NALP is an Awarding Organisation recognised by the Office of Qualifications and Examinations (“Ofqual”) in England. NALP specialises in providing regulated qualifications to the Legal and associated sectors, in particular for Paralegals, which are respected and recognised by those professions. NALP has forged close links with the other professional bodies within the Legal and associated sectors, such as the Law Society, and is committed to ensuring the provision of the highest quality qualifications to that sector.

As part of its recognition by Ofqual, NALP must ensure that it complies with all Conditions of Recognition, as amended from time to time, as well as all other relevant legislation and regulation. It must also ensure that it follows any recognised best practice where this would increase or improve the level of service, security or validity of the qualifications it offers.

This policy sets out NALP’s commitment to compliance with all Ofqual General Conditions of Recognition, with specific emphasis on those areas which are not covered within other policies.

### 2. Responsibility

NALP recognises its legal responsibility to ensure that, through its policies, procedures and actions, everybody who accesses its qualifications or otherwise uses the services offered by NALP, is treated fairly, with respect, with dignity and on an equal basis, in line with The Equality Act (2010) (“The Act”).

NALP is committed to the prevention of unlawful discrimination which may be contrary to The Act and actively seeks to promote diversity, equality and inclusivity in relation to access and entitlement to its qualifications and other services.

All Centres will be expected to comply with The Act.

### 3. Aims

NALP aims to ensure that:

- Its qualifications and employment are open to all and meet all the requirements of The Act, including content, assessment, style, format and language, and maintains an Appeals Policy reflecting the right of appeal on the basis of discrimination.
- All staff involved with assessment apply a non-discriminatory approach.
- Any barriers to assessment which may affect a group of Learners sharing a common characteristic are removed or, where this is not possible, a full rationale is provided as to the reason for that barrier remaining in place.
- Its Centres ensure they also comply with all Regulatory requirements and the requirements of The Act, including the requirement to have an effective Appeals procedure that includes the right to appeal on the grounds of discrimination.

### **4. Access to Assessment**

NALP maintains a published Reasonable Adjustments and Special Considerations Policy which describes the procedures for dealing with Learners with particular assessment requirements.

### **5. Approved Centre Responsibility**

Approved Centres must ensure that Learners are informed of the existence of this policy and are required to advise NALP of any issues, or potential issues which may arise, at the earliest opportunity. Any failure to fulfil the commitments contained in the Policy could result in sanctions being taken against the Centre, as per the Malpractice and Maladministration Policy.

### **6. Learner Responsibility**

In the first instance, Learners should inform their Approved Centre of any matter of concern in relation to this policy. If the issue is not resolved satisfactorily by the actions of the centre through the application of its internal policies and procedures, Learners may approach NALP directly. Any such contact will be dealt with via NALP's Complaints Policy.