

OPENING DOORS

A Disability policy and Equal Opportunities Statement for students studying with CIPFA

DISABILITY AND EQUAL OPPORTUNITIES

The Chartered Institute of Public Finance and Accountancy (CIPFA) is an equal opportunities organisation, and encourages the participation of students from a variety of backgrounds. The aim of this statement is to ensure that any student who registers with CIPFA, to undertake any CIPFA qualification, is not discriminated against on grounds of sex, age, race, colour, nationality, ethnic or national origins, marital status, sexual orientation, family responsibility, trade union activity, disability, political or religious beliefs.

DISABILITY

The Disability Discrimination Act 2005 states that to be protected under the Act, an individual must have, or have had, a disability. The definition of a disability within the Act is:

- A physical or mental impairment
- That the impairment has an adverse affect on their ability to carry out normal day-to-day activities
- The effect is substantial
- The effect is long term

CIPFA is committed to ensure that all students with a disability are given the same opportunity to complete a qualification as non-disabled students. The five forms of discrimination which are unlawful are:

- direct discrimination;
- failure to comply with a duty to make reasonable adjustments;
- disability-related discrimination,
- harassment and
- victimisation of a person (whether or not he is disabled) for making a complaint or giving evidence about alleged discrimination

PREFERRED SUPPLIER PROVISION

CIPFA operates a system of preferred supplier provision. CIPFA's preferred suppliers are required to ensure students are not discriminated against in line with the Disability Discrimination Act 2005 (see above) and consider the needs of students in relation to:

- Access to all lectures and learning activities e.g. tutorials
- Access to online/printed learning materials in a suitable format
- Access to library facilities
- Access to a sign language interpreter where appropriate
- Adequate notification of additional meetings/lectures/courses/discussions
- Access to sanitary conveniences, as stipulated in the *Chronically Sick and Disabled Persons Act of 1970*.

EXAMINATIONS

CIPFA will consider any special arrangements requested by students with a disability when sitting an examination e.g.

- extra time for examinations
- a separate examination room with 1:1 Invigilation arrangements
- consumption of food , for example, to help diabetic students
- use of tapes, Braille facilities, a word processor or other appropriate aid
- provision of question papers in non standard format e.g. large print, Braille, or recorded media,
- use of amanuensis or examination scribe

sitting of supervised examinations at a location other than the exam centre

CIPFA's Preferred Suppliers are responsible for convening examinations in their teaching centres and are required to facilitate any special arrangements agreed and put in place by CIPFA. So as to be fully prepared, CIPFA requires that any prospective/current student, employer, or Preferred Supplier notifies the Student Support Team at CIPFA of any special arrangements that will be needed to facilitate a student with a disability, at least **3 months** prior to the examination date. In the first instance, it is the responsibility of the student to request any special arrangements. CIPFA cannot be held responsible for lack of notification.

EQUAL OPPORTUNITIES

CIPFA recognises the importance of equal opportunities within its registration and assessment processes. It recognises that all prospective and current students should be treated equally and without bias, and that no form of discrimination, whether direct or indirect, should influence (or hinder) a student's application.

All prospective students **must** meet the educational criteria as set out within the CIPFA Student Regulations, and all decisions made regarding acceptance of a student will be based purely on the student's academic abilities. CIPFA's decision will not be influenced by the following:

sex	marital status
age	sexual orientation
race	family responsibility
colour	trade union activity
nationality	political beliefs
disability	religious beliefs.
ethnic or national origins	

All such details collected at registration are voluntarily submitted and are not used in the registration approval process. CIPFA promotes equality amongst its students, preferred tuition suppliers and staff. If you feel that you have been discriminated against in any form, either directly or indirectly, CIPFA will undertake to investigate your complaint thoroughly and without bias. This investigation will take the form of an independent internal member of staff (at managerial level) reviewing the complaint, and reporting the findings to both the student and CIPFA.

If you feel that CIPFA itself has discriminated against you, we will commission an independent internal investigation, to be conducted by someone of at least managerial level and not involved with the Education and Training Directorate. If you are not happy with the results (or any aspects) of any internal investigation conducted CIPFA will provide you with a list of independent external organisations and bodies, who will conduct a further investigation on your behalf.

DATA PROTECTION

All students registering to undertake a CIPFA qualification are asked to give a number of personal details, including age, sex and ethnic origin. These details will be used by CIPFA for monitoring purposes only. If you do not wish to receive information or offers from us; or be included in third party mailings; or have your qualification progression information (including exam results) passed on to your employer or course provider, please write to CIPFA, Student Support, 3 Robert Street, London, WC2N 6RL.