

# Fair Access Policy

## Version number 1.0

### 1. Introduction

- 1.1** Law Training Centre is a diverse and inclusive organisation, welcoming applicants from all backgrounds and specialising in working with employers and learners, to provide alternative, flexible and affordable pathways to a career. Operating nationally and internationally, Law Training Centre is a specialist provider of recognised solicitor, lawyer, paralegal, and post-qualification training for legal professionals, offering qualifications from Level 2 through to Level 7.
- 1.2** Law training Centre is committed to providing an inclusive and accessible learning environment where individuals, regardless of their background or circumstances, can participate fully in the courses provided.
- 1.3** All courses are designed for part-time learning and are offered online, enabling learners to study flexibly anywhere, at any time.
- 1.4** All of Law Training Centre's courses are accessible for national and international learners, providing the opportunity to acquire a qualification that is globally recognised.
- 1.5** Law Training Centre provides responsive tutor support for all learners, extensive e-learning resources, affordable high return qualifications, and fast track routes delivered by experts in the legal profession.
- 1.6** This Fair Access Policy outlines Law Training Centre's approach to ensuring equal access and addressing barriers to participation.

### 2. Scope

- 2.1** This policy applies to all prospective and enrolled learners and staff involved in delivering or supporting Law Training Centre's courses.

### 3. Principles

- 3.1** Law Training Centre's strength lies in providing alternative, engaging, flexible, and affordable online pathways to law - with a range of appropriate entry points to allow all learners, no matter their educational background, the opportunity to work and study to achieve their qualification at the same time.
- 3.2** The suite of courses on offer have been carefully chosen and are complemented by an inclusive and personalised approach to support and guidance, provided by an experienced Student Support Team as well as tutors who provide a wealth of both practical and academic legal experience.
- 3.3** Law Training Centre's tutors provide a wealth of both practical and academic legal experience. Law Training Centre's ambition is to make sure that all learners have the opportunity to succeed to the best of their ability, and unlock their full potential.
- 3.4** Law Training Centre will continue to promote diversity and equality throughout the marketing strategy and equity of student attainment through the range of courses and extensive support available.
- 3.5** Law Training Centre upholds the following principles:
  - **Equality and Inclusion** – All learners have the right to access our courses without discrimination.
  - **Support and Adjustments** – Reasonable adjustments are provided to ensure learners facing challenges can fully engage from the start of the course through to assessment.
  - **Transparency** – Our application and enrolment processes are clear and fair.
  - **Continuous Improvement** – We regularly review this policy to align with best practices and regulatory requirements.

## 4. Accessibility measures

- 4.1 To ensure fair access, Law Training Centre provides flexible learning formats including:
- **On demand content:** Content is available at any time.
  - **Flexible start dates:** Course dates to fit around their work and life commitments.
  - **E-learning:** 'Read aloud' function within the e-learning content enables the text to be converted to audio. The e-learning is split into topics to allow a bitesize approach to study where required with the resource tracking progress to allow a continuation.
  - **Lectures:** Lectures are available with sub-titles and can be reviewed again at any time
  - **Downloadable content:** The course notes which make up the e-learning content and lecture slides used are downloadable.
  - **Course progress tracking:** The ability to track progress throughout the course by marking areas that have been completed so show your percentage completion.
  - **Course design:** Courses split into subjects and topics divided in line with the course specification allowing for ease of navigation and preparation for assessments.
- 4.2 Law Training Centre provides real-time help for learners who need guidance navigating the platform through the technical support team.

## 5. Admission and enrolment

- 5.1 Law Training Centre's admissions process is designed to avoid bias and allow for accessibility. Applicants are assessed based on objective criteria relevant to the course requirements. No applicant will be denied access due to age (subject to the requirements of the course or qualification body), or other protected characteristics. Please see the Admissions Policy for further information.
- 5.2 Reasonable adjustments are identified as part of the enrolment process to ensure that adjustments may be put in place prior to commencement of the course and for the assessment (as applicable). See the Reasonable Adjustments and Special Consideration Policy for further information.

## 6. Extensions, deferrals and transfers

### 6.1 Course extensions

As a provider who caters for those who work and study at the same time, Law Training Centre will consider online course access extensions for those who can demonstrate extenuating circumstances. Extenuating circumstances includes personal or medical circumstances which genuinely impact on the ability of a learner to complete the course within the course access period. The scope and procedure is set out in the Course Extension and Deferral Policy.

### 6.2 Payment deferrals

Law Training Centre permits the deferral of instalment payments for up to two months if extenuating circumstances apply. In this context extenuating circumstances refers to personal or medical circumstances which genuinely impact on the ability of a learner to complete make the instalment payments as scheduled. The scope and procedure is set out in the Course Extension and Deferral Policy.

### 6.3 Course deferral

Law Training Centre courses permit flexibility in the pace of study. Law Training Centre understands that there may be situations where a break in learning is required. A break in learning (course deferral) enables a learner to suspend their studies for a specified period of time to avoid withdrawal due to challenging personal reasons which have a substantial impact on their ability to study. The scope and procedure is set out in the Break in Learning Policy.

### 6.4 Transfers

Law Training Centre recognises the desire for flexibility and mobility of its Learner body and the value this adds to recruitment strategies. In keeping with this desire, Law Training Centre enables Learners to move between specified courses on attainment of transfer criteria. The scope and procedure is set out in the Course Transfer Policy.

## **7. Data analysis**

**7.1** Law Training Centre already collects data from learners on the below Equal Opportunity data on a voluntary basis via the enrolment form:

- Gender identity
- Sexual orientation
- Ethnicity
- Religion
- Disability

**7.2** Law Training Centre's data analysis, combined with high levels of direct engagement enables Law Training Centre to identify certain similarities between learners who may fail to achieve the grades necessary to secure a pass in their chosen course of study enabling the offer of additional support at an earlier stage if a learner is identified as at risk of encountering difficulty.

## **8. Complaints and appeals**

**8.1** Learners who experience difficulties accessing courses or feel they have been unfairly treated may submit a formal complaint. A clear appeals process is in place to resolve disputes fairly and transparently. Complaints will be reviewed in a timely manner, with resolutions communicated clearly. See the Complaints Policy for further information.

## **9. Reviews and updates**

**9.1** This policy will be reviewed annually by the Academic Board to ensure alignment with accessibility standards and regulatory changes.

**9.2** Stakeholder feedback will be incorporated into improvements.