



CABWI CENTRE RECOGNITION – QCF QUALIFICATIONS

To offer CABWI QCF qualifications to its staff or other learners, an organisation must become a recognised CABWI QCF Centre, or must link with an existing CABWI QCF Centre.

If you would like more information about existing QCF assessment centres, which can provide CABWI qualifications for your staff, please contact enquiries@cabwi.co.uk, or visit the [CABWI website](#) for the current centre list and contact details.

If your organisation would like to become a recognised CABWI QCF assessment centre, this document is intended to introduce you to CABWI's QCF centre recognition process.

1. What is a CABWI QCF Centre?

It is an organisation, or part of an organisation that is approved and licensed by CABWI to deliver particular qualifications in the Qualifications and Credit Framework (QCF) or specific units from them. A list of CABWI's current QCF qualifications can be found on the [CABWI website](#).

2. How does my organisation become a CABWI QCF centre?

CABWI provides licences to all recognised QCF centres, which show the qualifications for which the centre is recognised. The first step towards gaining a centre licence is to identify the QCF qualifications that the organisation wishes to deliver. Information sheets are available for CABWI's QCF qualifications. These include a broad outline of each qualification and the learners for whom it is designed, and provide details of the units and qualification structure.

Copies of centre guidance information and material relating to each QCF qualification may be obtained from CABWI, by contacting enquiries@cabwi.co.uk. The information will provide more detail of the units included in each qualification, and any assessment requirements that a centre must meet in order to deliver the qualification. A centre may be recognised to deliver a full qualification, or specific units from one or more qualifications.

If the organisation decides to seek CABWI QCF centre recognition, copies of the current centre, assessor and internal verifier application forms can be obtained from CABWI.

3. Who delivers QCF qualifications within my organisation?

Assessors and internal verifiers (internal quality assurers)

QCF qualifications are delivered in recognised centres by assessors and internal verifiers (IVs). Internal verifiers may also be called 'Internal quality assurers' (IQAs). Assessors and IVs may be direct employees of the assessment centre, or they may be employed specifically (e.g. as consultants or contractors) to deliver the qualifications required.

A centre must have at least one fully-qualified and occupationally competent assessor and one fully-qualified and occupationally competent IV to deliver any CABWI qualification. The assessor and IV cannot be the same person, and each team member must have the resources and authority that they need to carry out their assessor or verifier role.



Each assessor or IV must have the technical or occupational knowledge and expertise to assess or verify the qualification(s) for which they are approved. CABWI provides details of the occupational expertise requirements for each qualification in its centre guidance, and all assessors and IVs must submit a CV and/or other supporting information to confirm that they have the appropriate occupational expertise required.

A fully-qualified assessor or IV is one who, in addition to showing occupational competence, also holds the required assessor or IV qualification that they need to deliver the qualification.

The qualifications required to assess or verify individual qualifications can vary, and CABWI's qualification-specific information provides detail of the requirements for each qualification. For competence-based qualifications, assessors are, typically, expected to hold either a current TAQA vocational assessor qualification, or an A1 qualification from the A&V suite of awards, or a D32 and D33 qualification from the TDLB suite of awards. Internal verifiers are, typically, expected to hold either a TAQA internal quality assurance qualification, or a V1 qualification from the A&V suite of awards, or and D34 qualification from the TDLB suite of awards.

The assessor and verifier qualifications required to work on other types of CABWI qualifications will vary, and the centre should confirm the requirements in relation to each qualification before submitting centre, assessor or verifier applications to CABWI.

If there are also people in the organisation who have the appropriate technical or occupational expertise to assess or verify qualification, but who do not yet hold the relevant qualifications, they may be approved as assessor-candidates or IV-candidates while they work towards their assessor or verifier qualification(s). New assessors and IVs who wish to undertake assessor or verifier qualifications will need to register for the relevant TAQA qualification.

Please note: The decisions of all assessor-candidates must be countersigned by a fully-qualified assessor with appropriate occupational expertise, and the decisions of all IV-candidates must be countersigned by a fully-qualified IV with appropriate occupational expertise.

Centre co-ordinator

A centre co-ordinator must also be appointed for the centre. This person will be the main point of contact with the awarding body for CABWI qualification programmes, and awarding body correspondence will normally be sent to them. The centre co-ordinator may be one of the assessors or IVs, or they may be a dedicated administrator. They are responsible for ensuring that the centre has effective administrative systems and will often be the first point of contact for CABWI external verifier, when arranging verification activity and visits.

Centre address

The centre must provide details of a postal address (usually the address where the centre co-ordinator is based) for CABWI recognition and correspondence purposes. CABWI can update its systems to ensure that different types of correspondence (e.g. certificates, invoices etc.) are sent to different points of contact. The centre co-ordinator will need to be aware of the centre's requirements and advise CABWI accordingly at the point of recognition.



4. How do I apply for QCF centre recognition?

The organisation must complete a QCF centre recognition form (CABWI 012), which can be obtained from enquiries@cabwi.co.uk. All sections of this form must be completed and submitted to CABWI by post, as a signature of a manager at the centre is required.

The centre application form requires administrative information and contact details for the centre, details of the qualification(s) or units that the centre wishes to deliver, and information about how the centre will operate.

All centres must meet CABWI's **QCF Centre Recognition Criteria**, a copy of which is included here. The centre application form requests details of how the centre will meet the QCF centre recognition criteria.

The centre must also submit an assessor application (form CABWI 014) for each proposed assessor or assessor-candidate at the centre, and an IV application (form CABWI 015) for each proposed IV or IV-candidate. **Assessors and IVs must also supply a current CV or other information showing their occupational expertise to deliver the qualification(s) that they require and a copy of their current signature. Fully-qualified assessors and IVs must supply copy TDLB or A&V certificates to support their application.¹** The assessor and IV application forms, and supporting information, may be submitted electronically (to approvals@cabwi.co.uk), or by post, according to the centre's preference.

5. What happens when the application is submitted?

CABWI acknowledges receipt of the application when it arrives at the office, and the details are checked by CABWI staff. An external verifier (EV) is allocated to the organisation, and copies of all application paperwork are sent to him or her. (Please note that, in some instances, where a centre wishes to offer several different qualifications or is active across a wide geographical area, more than one EV may be allocated. In this instance, a lead EV for the centre will be appointed. CABWI makes every effort to assign EVs to centres who can work with their full portfolio of CABWI awards, and external verifiers will normally verify a number of different CABWI qualifications.)

If either CABWI or the EV has queries or requires further information before proceeding, CABWI will contact the centre co-ordinator as soon as possible. If no further details are required, the EV will contact the centre co-ordinator and will arrange to make a centre approval visit to the centre.

6. What will the external verifier want to see?

The EV will want to meet the centre co-ordinator and some or all of the assessment and verification team members. They will go through the centre application form to ensure that the centre meets or has plans in place to meet all of the QCF centre recognition criteria. They will also want to inspect the physical resources at the centre, to ensure that they are suitable for delivering the qualifications listed in the application, both for secure administrative systems and for any resources required to deliver specific qualifications.

If the centre intends to use specific materials that it has developed for delivering any CABWI qualifications, the EV may need to see these before assessments can begin. This kind of information can be completed either before or after the centre approval visit, although CABWI recommends that any materials are submitted at the earliest opportunity, to streamline the approval process and to ensure that assessments can begin at the earliest opportunity after the centre is recognised.

¹ **Please note:** Centres should be aware that CABWI External Verifiers may ask to see original TDLB, A&V or TAQA certificates during approval or verification visits, for quality assurance purposes.



At the centre visit, the EV will normally feed back to the centre regarding its recognition status, and will confirm, any agreed actions and related timescales for implementation.

7. What happens after the centre approval visit?

The EV completes a visit report, and sends it to CABWI Awarding Body. This includes approval recommendations for the centre, assessors and IVs, and confirms the details of any actions that have been agreed with the centre. Some actions may be ongoing and will not affect the issue of a centre licence, while other actions may need to be completed before the centre can be recognised and licences are issued.

CABWI sends a .pdf copy of the EV report to the centre co-ordinator and the EV by e-mail, and the original hard copy is issued by post. If the centre has been recognised, the centre and personnel licences will also be enclosed with the hard copy of the report, together with a list of licensed personnel which confirms the qualification(s) or units for which the centre and individual assessors and IVs have been recognised. Each centre, assessor and IV has a unique licence number.

Once the centre is recognised, learners may be registered to undertake qualifications with CABWI, and the assessment and verification team can plan and conduct QCF assessments.

8. What if the centre is not approved?

If the centre is not recognised following the first visit, CABWI will write to the centre co-ordinator explaining the reasons for this, and enclosing a copy of the EV visit report. Specific actions will be identified that must be completed before the centre is recognised, and both CABWI and the EV will need to confirm that the actions are complete before licences are issued.

When the centre considers that the required actions have been implemented to meet the QCF recognition criteria, CABWI will consult the EV to confirm whether any additional details provided are satisfactory, and if any further action or verification activity is needed to complete the approval.

9. The centre has been approved and licensed. What happens now?

The EV will normally seek to visit a recognised centre twice per year to monitor the delivery of the qualifications, audit the centre's records and provide support and advice to centre personnel. The frequency of verification visits and/or other EV activity may vary, according to the centre's activity levels and in response to any risks identified to provision. The centre may also request additional visits or meetings with the EV or CABWI over the course of the year.

An EV report is generated following each verification visit or related activity, and this is sent to the centre co-ordinator. Centres may have more or fewer than two visits per year either at their own request or at the recommendation of the EV.

Typically, the external verifier will recommend additional visits if the centre delivers a number of CABWI awards, if they have a high volume of learners and assessments taking place, or if there are unresolved action points that require monitoring. In most cases, the visit date is arranged well in advance, between the EV and the centre co-ordinator, but CABWI reserves the right for external verifiers to make visits at short notice for quality assurance purposes.

Over time, the EV will review the centre's progress and will sample the assessment decisions of all assessors,



all assessment methods, all regular assessment locations or satellite sites, learners at different stages of their awards, IV decisions, and assessment and verification records.

10. How do I add more qualifications or units to the centre licence?

Existing centres can add further qualifications to the centre licence by submitting a CABWI 013 form, listing any additional qualifications required. They must confirm the delivery arrangements for the new qualification(s) and identify if the systems and processes used for the centre's existing provision will differ for the new qualification(s). Updated assessor and IV applications will be required for each team member who wishes to add qualifications to their licence.

The forms may be submitted electronically to approvals@cabwi.co.uk, or may be supplied in hard copy. They will be sent to the external verifier for their recommendation. Centre recognition for additional qualification(s) may be granted without the need for an EV visit, if the centre has a good track record in delivering its current CABWI provision, although CABWI reserves the right to make an EV visit for the purposes of extending an existing licence.

11. What if learners need to be assessed at a location other than the centre?

As many of CABWI's qualifications relate to water or utilities industry activities, assessments may be carried out 'in the field' on the utilities network. The centre should advise the external verifier of the location of forthcoming assessments, so that they are aware of the centre's activities.

If an additional administrative centre is required, though, or if there is a concentration of assessments in one particular location, the centre must decide whether a satellite site approval is needed. This will depend on the particular circumstances at the centre, and the centre should contact CABWI to discuss its requirements.

Where a centre is delivering written assessments in a classroom situation, CABWI has produced a specific guidance document that sets out the requirements for examinations provision. This can be downloaded from the CABWI website, and provides details of the facilities and physical requirements associated with this activity. Centres wishing to provide written examinations in more than one location will need to provide details of each location to the awarding organisation, including dimensions, seating plans and photographs, and CABWI reserves the right to require an EV to visit the specified locations to confirm approval or as part of the ongoing verification of assessment activity.

12. What happens when the centre licence expires?

CABWI centre and personnel licences are renewed annually, on 1 April. Before the centre licence expires, CABWI will normally contact the centre co-ordinator to confirm that the licence is still required, and, if so, will contact the EV for confirmation that the licence can be renewed. EVs who make verification visits between 1 January and 31 March will often make renewal recommendations as part of their reporting process, to streamline the licence renewal process.

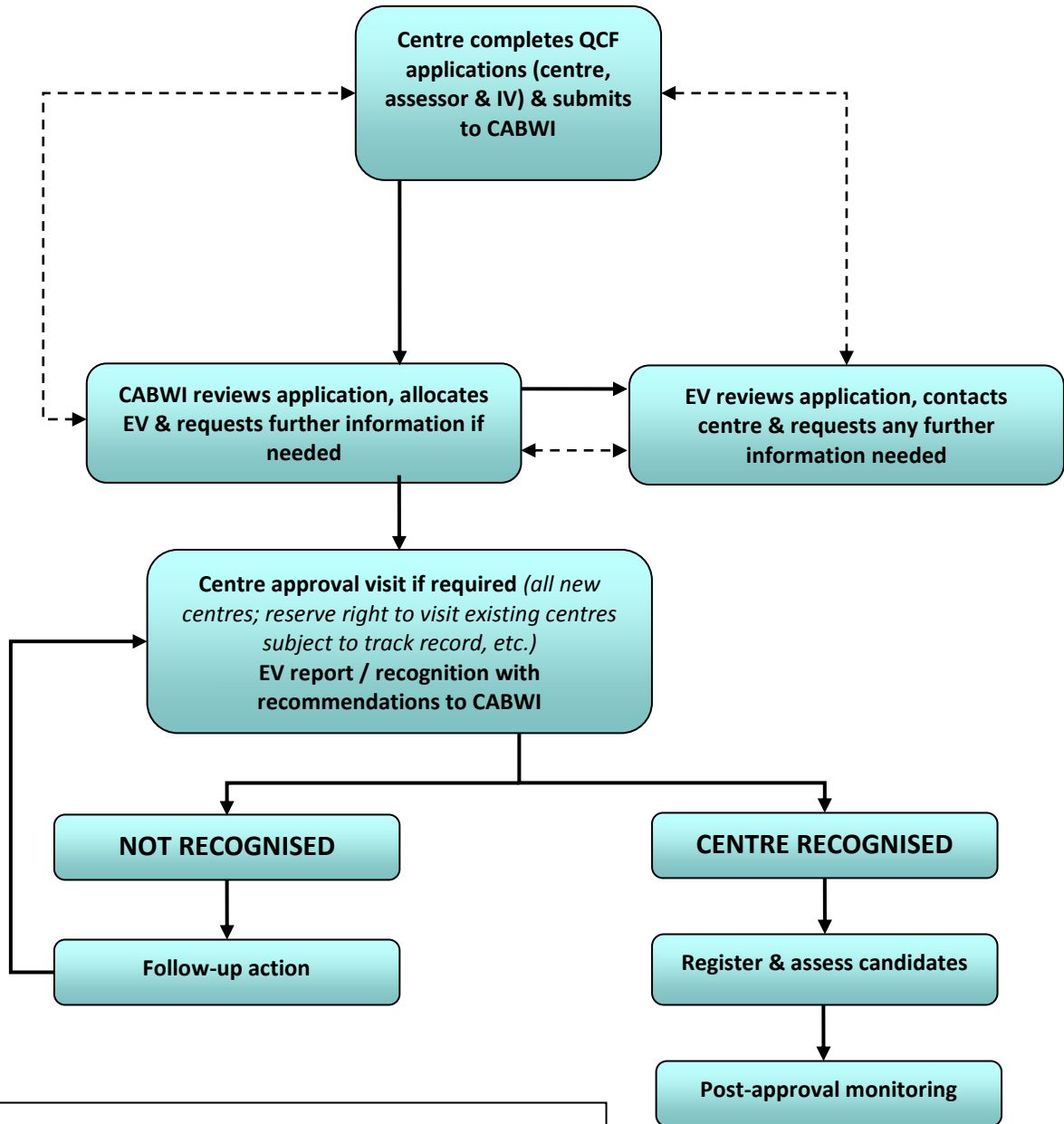


For further assistance, please contact CABWI Awarding Body on 0207 469 2642, contact us by e-mail to enquiries@cabwi.co.uk, or send queries to the following address:

**CABWI Awarding Body
Holland House
1-4 Bury Street
London
EC3A 5AW.**

The following pages include a flowchart showing CABWI's QCF recognition process, and set out CABWI's QCF Centre Recognition Criteria, which the centre must meet in order to be recognised. The criteria are presented in table format, together with lists of possible sources of evidence to meet each. Please note that these are suggestions of evidence that can be used to demonstrate compliance with the criteria: the centre can demonstrate compliance using alternative evidence if the team considers that this is appropriate. If the organisation has QCF centre recognition already via another awarding organisation, it is likely that some or all of the evidence used to meet that awarding organisation's recognition requirements may be suitable to demonstrate how the centre meets CABWI's QCF recognition criteria.

QCF Centre Recognition Process



KEY

—————> indicates moving to the next step of the process

- - - - -> indicates dialogue to obtain information prior to approval visit or recommendations

QCF Centre Recognition Criteria

Criteria	Possible sources of evidence
1 Management Systems	
1.1. The centre's aims and policies in relation to QCF qualifications are supported by senior management and understood by the assessment team.	<ul style="list-style-type: none"> • Documented quality procedures • Organisational chart showing roles and accountabilities for QCF qualifications (including delivery – e.g. assessors, verifiers – and administration – e.g. centre co-ordinator). • Progress reports and staff updates.
1.2. The centre's equality and diversity policy and practice is understood and complied with by learners and assessors.	<ul style="list-style-type: none"> • Documented policies and procedures • Equality and diversity information provided to learners (e.g. at induction) • Equality and diversity information provided to assessors and verifiers • Records of reviewing equality and diversity procedures within the centre, and updates made.
1.3. The roles, responsibilities, authorities and accountabilities of the assessment and verification team across all assessment sites are clearly defined, allocated and understood.	<ul style="list-style-type: none"> • Documented quality assurance procedures • Organisational chart showing roles and responsibilities (e.g. assessment and verification teams for specific qualifications or suites of qualifications) • Job or role descriptions used in recruiting assessors and verifiers • Copies of agreements signed by assessors and verifiers for their roles • Notes of team meetings, standardisation activities, etc.
1.4. The centre has arrangements in place to identify a single named point of accountability for the quality assurance and management of the assessment of units and qualifications.	<ul style="list-style-type: none"> • Organisational chart showing roles and responsibilities • Confirmation of named point of accountability for overall quality assurance, particular schemes or qualifications, etc. (management arrangements may differ between centres).
1.5. There is effective communication within the assessment team and with the awarding organisation.	<ul style="list-style-type: none"> • Staff handbooks and updates • Organisation charts showing roles and accountabilities • Notes of team meetings, standardisation activities, etc. • Evidence of dissemination of action points from internal and external verification activity • Records of communication with CABWI • Evidence that the centre and relevant team members have current copies of CABWI documents and guidance.
1.6. The awarding organisation is notified of any changes that may affect the centre's ability to meet the centre approval requirements.	<ul style="list-style-type: none"> • Records of notification of updates to CABWI • Annual approval/licence review correspondence with CABWI • EV visit reports and correspondence referring to changes.
1.7. Assessors and verifiers have sufficient time, resources and authority to perform their roles and responsibilities effectively.	<ul style="list-style-type: none"> • Organisational chart showing roles and responsibilities (e.g. assessment and verification teams for specific qualifications or suites of qualifications) • Assessor and verifier role descriptions • Records of assessor: learner ratios

Criteria	Possible sources of evidence
	<ul style="list-style-type: none"> • Assessor plans and records showing time spent with learner • Records of IV: assessor ratios and allocations • IV plans and records showing activities undertaken • Notes from assessment team meetings and standardisation activity etc.
1.8. Information supplied to the awarding organisation for the purpose of registration and certification is complete and accurate.	<ul style="list-style-type: none"> • Use of current CABWI registration and certification forms • Records of completed registration requests and certification claims
1.9. Queries about the qualification specification, assessment guidance or related awarding organisation material are resolved and recorded.	<ul style="list-style-type: none"> • Notes of assessment team meetings, standardisation activity, etc. • Records of correspondence between assessors and verifiers • Details of queries sent to CABWI and related correspondence
1.10. Learner records, including ULN, and details of achievement are accurate, kept up to date, securely stored in line with awarding organisation requirements, and available for external verification and auditing.	<ul style="list-style-type: none"> • Learner registrations • Learner assessment records • Learners' qualifications evidence and records (e.g. portfolios, evidence files, electronic records, records of written or other knowledge tests) • Certification claims • Confirmation of arrangements for credit transfer according to qualifications specification • Records of individual credit transfer requests to CABWI • Learners' unique learner number (ULN) information • Process used to obtain ULN and check learners' records for details of previous achievements • Secure storage arrangements for learners' details
1.11. Where learner consent is given, the centre uses access to the learner's records of previous achievement to identify and maximise opportunities for credit transfer and exemption.	<ul style="list-style-type: none"> • Records of learners' consent for the centre to access their personal learning record • Confirmation of arrangements for credit transfer or exemption, according to qualifications specification • Records of individual credit transfer and exemption requests to CABWI and their outcome.
1.12. Requests are complied with for access to premises, records, information, learners and staff for the purposes of external verification.	<ul style="list-style-type: none"> • Correspondence with external verifiers • External verifier reports or other verification records • Details of information provided to external verifiers prior to visits or other verification activity.
2 Resources	
2.1. There are sufficient competent and qualified assessors and internal verifiers to meet the demand for assessment and verification activity.	<ul style="list-style-type: none"> • Assessor approval applications to CABWI • Internal verifier approval applications to CABWI • Records of assessor and IV qualifications and certificates • Current assessor and IV CVs and/or competency statements showing their occupational experience for specific qualifications • Assessor: learner ratios and allocations • IV: assessor ratios and allocations • Assessor and IV plans for specific qualifications

Criteria	Possible sources of evidence
	<ul style="list-style-type: none"> Records of tracking learners' progress through qualifications.
<p>2.2. A staff development programme is established for the assessment and verification team in line with identified needs.</p>	<ul style="list-style-type: none"> Centre CPD arrangements or processes for assessors and IVs Records of assessor and IV CPD activity Notes of assessment team meetings, standardisation activities, etc. Assessor and IV induction or guidance information Individual development plans for assessors and verifiers Action plans for assessor- and IV-candidates to gain appropriate qualifications and experience.
<p>2.3. Resource needs are accurately identified in relation to the specific award and resources are made available.</p>	<ul style="list-style-type: none"> Centre or qualification approval information provided to CABWI showing specific resource details Records of resources required for specific awards (e.g. facilities and equipment for assessment, etc.) Evidence of how additional resources required will be (or have been) obtained Assessor and IV plans for delivery of specific qualifications
<p>2.4. Equipment and accommodation used for the purposes of assessment comply with the requirements of relevant health and safety acts.</p>	<ul style="list-style-type: none"> Records of equipment required for particular qualifications (where applicable) Equipment and maintenance schedules Details of accommodation used for qualifications delivery Confirmation of public liability insurance details.
<p>3 Learner support</p>	
<p>3.1. Information, advice and guidance about qualification procedures and practices are provided to learners and potential learners.</p>	<ul style="list-style-type: none"> Learner briefing and induction materials (including appeals procedures and customer service information) Learner materials relating to specific qualifications Example information provided to learners and end users about specific qualifications or courses (e.g. leaflets, information available on centre websites etc.).
<p>3.2. Learners' development needs are matched against the requirements of the award and an agreed individual assessment plan is established.</p>	<ul style="list-style-type: none"> Learner skills scans and initial assessment details Individual learners' assessment plans Processes for use of prior learning and credit Records of assessors' meetings with learners Centre records used to track learners' progress Records of RPL arrangements for learners.
<p>3.3. Learners have regular opportunities to review their progress and goals and to revise their assessment plan accordingly.</p>	<ul style="list-style-type: none"> Individual learners' assessment plans Centre records used to track learners' progress Records of correspondence between learners and their assessors Assessment records for individual learners (e.g. evidence files or portfolios, assessor reports).

Criteria	Possible sources of evidence
3.4. Access to assessment is encouraged through the use of a range of valid assessment methods.	<ul style="list-style-type: none"> • Centre records for particular qualifications – e.g. team meeting notes. • Assessment records showing different assessment methods used • Records of RPL arrangements for learners • Assessment plans • Details of provision for learners with particular assessment requirements.
3.5. Particular assessment requirements of learners are identified and met where possible.	<ul style="list-style-type: none"> • Details of centre arrangements for identifying and supporting learners with particular assessment requirements • Records of correspondence with CABWI regarding the use of reasonable adjustments/special consideration for individual learners • Records of particular assessment requirements of individual learners and how they have been met • Notes of team meetings and correspondence referring to support of learners with particular assessment requirements • Details of materials, facilities and equipment used to support learners with particular assessment requirements.
3.6. There is an established appeals procedure that is documented and made available to all learners.	<ul style="list-style-type: none"> • Centre appeals procedure, including timescales relating to appeals • Confirmation of inclusion of appeals procedure in learner briefing or induction information • Records of appeals made and their outcomes.
3.7. Unit certification is made available to learners.	<ul style="list-style-type: none"> • Records of units claimed and certificates awarded • Information provided to learners regarding availability of unit certification and the process of credit transfer.
4 Assessment and verification	
4.1. Internal verification procedures and activities are clearly documented, consistent with national requirements and ensure the quality and consistency of assessment.	<ul style="list-style-type: none"> • Details of centre’s internal verification procedures and processes • Sample internal verification documentation • IV sampling strategy • IV sampling plans and records of interim and summative verification • Notes of team meetings and standardisation activity • Records of correspondence between IVs and assessors • Records of review of and updates to centre IV processes • EV reports or other records showing monitoring of internal verification.
4.2. Assessment decisions and practices are regularly sampled and findings are acted upon to ensure consistency and fairness.	<ul style="list-style-type: none"> • Details of centre’s internal verification procedures and processes • IV sampling strategy • IV sampling plans and records • Notes of team meetings and standardisation activity • Records of correspondence between IVs and assessors.

Criteria	Possible sources of evidence
4.3. Records of internal verification activity are maintained in line with awarding organisation requirements and made available for the purposes of auditing.	<ul style="list-style-type: none"> • IV sampling plans and records • Notes of team meetings and standardisation activity • Records of correspondence between IVs and assessors • Records of correspondence between IVs and EVs • EV reports or other records showing monitoring of internal verification • Centre process for maintaining and storing records of internal verification.
4.4. The effectiveness of the internal verification strategy is reviewed against national requirements and corrective measures are implemented.	<ul style="list-style-type: none"> • Details of centre's internal verification procedures and processes • Sample internal verification documentation • IV sampling strategy • IV sampling plans and records • Records of reviewing IV strategy and updates made to procedures, processes and documentation • EV reports or other records showing monitoring of internal verification • Records of corrective action taken / completion of agreed actions from external verification.
4.5. Assessment is conducted by qualified and occupationally expert staff.	<ul style="list-style-type: none"> • Assessor approval applications to CABWI • Records of assessor qualifications and certificates • Current assessor CVs and/or competency statements showing their occupational experience for specific qualifications • Assessor CPD information • Action plans for assessor-candidates to achieve their assessor qualifications • Countersigning arrangements for assessor-candidates' decisions.
4.6. Internal verification is conducted by appropriately qualified and experienced staff.	<ul style="list-style-type: none"> • IV approval applications to CABWI • Records of IV qualifications and certificates • Current IV CVs and/or competency statements showing their occupational experience for specific qualifications • IV CPD information • Action plans for IV-candidates to achieve their internal verifier qualifications • Countersigning arrangements for IV-candidates' decisions.
5 Records	
5.1. The centre's achievements are monitored and reviewed and used to inform future centre qualification developmental activity.	<ul style="list-style-type: none"> • Records of internal programme or qualifications reviews • EV reports and action plans arising from them • Internal audit processes and self-assessment arrangements • Evidence of implementation of action plans and completion of agreed actions • Details of changes and updates made to processes, procedures or documentation following internal review.

Criteria	Possible sources of evidence
5.2. Learner, employer and other feedback is used to evaluate the quality and effectiveness of qualification provision against the centre's stated aims and policies, leading to continuous improvement.	<ul style="list-style-type: none"> • Customer feedback or evaluation forms • Records of review of customer feedback and implementation of updates • Details of feedback provided to CABWI following customer evaluation • Records of internal qualifications review activity
5.3. Actions identified by external verification visits are disseminated to appropriate staff and corrective measures are implemented.	<ul style="list-style-type: none"> • EV visit reports and details of agreed actions • Confirmation of completion of agreed actions • Action plans • Notes of assessment team meetings or correspondence showing dissemination of EV reports and actions.
5.4. Information and recording systems enable learners' achievements to be monitored and reviewed in relation to the centre's equality and diversity policy.	<ul style="list-style-type: none"> • Details of centre's process for evaluating information relating to equality and diversity (e.g. statistical data re: ethnic origin, gender, disability etc.) • Records and results of analysis • Records of meeting particular assessment requirements • Records of reviewing implementation of reasonable adjustments/special considerations measures.