

# Single Equality Scheme Action Plan 2012-13

Objective 1: Actively promote equality & diversity and receive feedback from staff, learners, employers and other partners of the College					
Key actions	How will this be done and or evidence sources	Lead department/person	By when	Achieved /progress to date	Status
1.1 Ensure all staff, students and key stakeholders understand their obligations under the Single Equality Scheme Action Plan (SES)	<ul style="list-style-type: none"> <li>All staff, students and key stakeholders receive E&amp;D training</li> <li>E&amp;D is an integral part of staff and student induction programmes and is monitored by EDSG.</li> </ul>	Head of HR&OD Director of Student Services	From Sept 12	E & D included in Student Induction Programme 7 sessions held this academic year all new starters have attended. College to consider on line E&D package Training for Governors	
1.2 Update and monitor the effectiveness of the College's Single Equality Scheme Action Plan in light of legislation and other changes	<ul style="list-style-type: none"> <li>Minutes of EDSG</li> <li>Updating SES action plan</li> </ul>	Head of HR&OD Director of Student Services	From Sept 12	Updated and now an integral aspect of E&D training	
1.3 Consult staff and students on E&D issues and receive feedback on how it is being implemented	<ul style="list-style-type: none"> <li>Student induction programme</li> <li>Learner Involvement programme and minutes</li> <li>Student survey results</li> <li>Analyse staff survey results by ethnicity, gender and age</li> </ul>	Head of HR&OD Director of Student Services	From Dec 12	E & D is part of every faculty student focus group and will be a standalone focus group for staff	
1.4 Ensure marketing activities and the promotion of the College positively reflect the College's ethos and commitment to E&D	<ul style="list-style-type: none"> <li>Marketing materials</li> <li>Learner success stories</li> <li>Prospectus</li> <li>College website</li> <li>Recruitment adverts</li> </ul>	Head of Marketing  Head of HR&OD	From Sept 12	On-going. Promotion of disability awareness day, Black history month, mental Health awareness day, international women's day College website Prospectus	
1.5 Ensure students are safe, free from discrimination, harassment and bullying on our premises	<ul style="list-style-type: none"> <li>Tutorial Programme</li> <li>Monitor student complaints procedure</li> <li>Work with external agencies and partners on employer agreement (requires employers to have an Equality Policy in place or abide by the College's policy)</li> <li>Student surveys</li> <li>Analyse student complaints</li> </ul>	Director of Student Services Director of Curriculum Training & Skills Manager	From Oct 12	E & D integral aspect of tutorial programme. Student complaints and disciplinary reviewed at E & D Steering group. No adverse impact on student groups	
1.6 Ensure E&D is a requisite part of contract tendering processes	<ul style="list-style-type: none"> <li>E&amp;D policies required at the due diligence stage for potential partners</li> <li>Check contracts for E&amp;D criteria</li> <li>Contract monitoring meeting minutes</li> </ul>	Head of Estates	From Oct 12	E&D not part of tendering process for ad hoc contracts. For main contracts yes as part of the	

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	<ul style="list-style-type: none"> <li>• Ensure sufficient number of female security staff</li> </ul>			OJEU process.	
1.7 Produce and disseminate an annual report for E&D for 2011/12	<ul style="list-style-type: none"> <li>• Annual report produced</li> <li>• Action Plan produced and acted upon</li> </ul>	Head HR&OD	Dec 12	Annual report on website	

Objective 2: Embed equality and diversity into the student experience by removing barriers and ensuring all students have access to College resources					
Key actions	How will this be done and or evidence sources	Lead Department / person	By when	Achieved /progress to date	Status
2.1 Ensure curriculum and support services deliver activities that support the promotion of E&D and tackle discrimination	<ul style="list-style-type: none"> <li>• Enrichment activities</li> <li>• Learner voice records</li> <li>• Tutorial programmes</li> <li>• Student Handbook</li> <li>• Diversity calendar</li> </ul>	Director of Curriculum Director of Student Services	From Sept 12	Enrichment activities linked to diversity calendar, e.g. Black History Month. Student handbook and tutorial activities support the promotion of E & D & contribute to tackling discrimination.	
2.2 Ensure E&D is embedded in the classroom	<ul style="list-style-type: none"> <li>• Managers check lesson plans for evidence of differentiation</li> <li>• Managers visit lessons as part of lesson observation scheme and informally</li> <li>• Student survey</li> <li>• Teaching materials used before, during and after lessons</li> <li>• Sharing of good practice through the use of Advanced Practitioners on CPD days and via Moodle</li> <li>• Debating society for Muslim Women students</li> </ul>	Director of Curriculum  Head of Quality	Termly from Sept 12	Looking at various strategies: Student progression Assessment for learning Student feedback Lesson Observations Internal Quality Review Differentiation Managers checking work Classrooms more accessible	
2.3 Identify and ensure learners have access to appropriate support Analyse take up of additional support activities through the learning zone	<ul style="list-style-type: none"> <li>• Learner Support Service's records</li> <li>• Review impact of support offered</li> <li>• Ensure service accessible to learners</li> </ul>	Head & SCM of Foundation Learning	Termly From Sept 12	Students who declared a need but were not accessing support were contacted. Action Plan implemented in term 2. SpirALS database now in use. Impact- enables ALS to better track, monitor learners and use resources more efficiently. Learning Zone (LZ) survey undertaken New database for LZ set up	

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				to better analyse attendance. Strategies put into place to improve service and to advertise to groups not attending. Now a LZ set up at Arbour Square. Support is now available for more students, especially ESOL learners. LZ coordinator visiting outreach centres to publicize LZ. Outreach learners can access facilities at both main sites.	
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Objective 3: Use data and information systems to monitor, analyse and raise the success rates for all students					
Key actions	How will this be done and or evidence sources	Lead department/person	By when	Achieved /progress to date	Status
3.1 Analyse profile of learner applications to identify conversion rates by equality strands and where appropriate develop processes to address any areas of concern	<ul style="list-style-type: none"> <li>Student Services records</li> <li>Managers take action on any areas of concern</li> </ul>	Head of IS Director of Student Services	Dec 12	Applications data reports are being revised for EBS to reflect equality strands. Work in progress for next year	
3.2 Analyse student success rates by equality strands and address any success rates that are below College and national averages and identify any targeted support needs	<ul style="list-style-type: none"> <li>Performance reports looking at retention, achievement and success rates for students by equality strands</li> <li>Implement specific actions</li> <li>Monitor impact of targeted support</li> </ul>	Head of IS Director of Curriculum	Nov 12  Jan 13 Termly from Dec 12	Notice to Improve Focusing on the learner students at risk supported	
3.3 Analyse student attendance by E&D strands	<ul style="list-style-type: none"> <li>Analysis EBS reports</li> <li>Meet with tutors and curriculum managers</li> </ul>	Director of Curriculum	Termly from Dec 12	EBS Student data report revealed no adverse impact on attendance	
3.5 Analyse student disciplinary action by equality strands and address any adverse impact	<ul style="list-style-type: none"> <li>Student complaints records</li> <li>Student disciplinary records</li> <li>Check to see if the above procedures are being implemented consistently</li> </ul>	Director of Student Services	Termly From Sept 12	Report indicated no adverse impact on different groups. Then number of exclusions has fallen slightly.	
3.6 Analyse take up of student support services and enrichment activities	<ul style="list-style-type: none"> <li>Analyse take up of student support activities and enrichment activities</li> <li>Ensure service accessible to learners</li> </ul>	Enrichment Manager	Termly from Dec 12	Discussed at EDSG report to follow.	

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Objective 4: Ensure building, facilities and services are accessible to learners, staff and other stakeholders					
Key actions	How will this be done and or evidence sources	Lead department/person	By when	Achieved /progress to date	Status
4.1 Ensure specialist equipment is available to students and staff	<ul style="list-style-type: none"> <li>• Produce a college inventory</li> <li>• Contact students and staff in receipt of specialist equipment and take action if the concern remains.</li> <li>• Timeliness of providing equipment</li> </ul>	Head of IT Head of Estates Head of HR&OD	Dec 12	Student and staff receive relevant specialist equipment to support them	
4.2 Ensure E&D issues are raised and appropriate action is taken during the implementation of the College's Property Strategy	<ul style="list-style-type: none"> <li>• Implementation plans for Property Strategy</li> <li>• Regularly communicate with staff and students and act on feedback received.</li> </ul>	Head of Estates	From Oct 12	The College will be moving its provision from Oxford House to Arbour Square affecting Foundation Learning Students and ESOL students	