

## Gender Equality Action Plan 2009-10

Aberdeen College is committed to the meeting its obligations under the Gender Equality Duty 2007 specifically to eliminate unlawful discrimination and harassment and to promote equality of opportunity between men and women.

The functions through which the College will ensure the integration and mainstreaming of gender equality are:

- The Curriculum – Learning and Teaching
- Access and Facilities
- Admissions Procedures
- Student Guidance and Support
- Working with Others
- Staff Recruitment, Selection and Promotion
- Staff Induction and Development
- Staff Retention and Flexibility
- Procurement and Outsourcing

The Vice Principal (HR) will have overall responsibility for the implementation of the annual gender equality action plan and all managers and staff will have specific responsibilities.

<b>FUNCTION</b>	<b>ACTION</b>	<b>OUTCOME</b>	<b>RESPONSIBILITY</b>	<b>INDICATORS OF SUCCESS</b>
<b>The Curriculum – Teaching and Learning</b>	Ensure that students receive a copy of the College's Gender Equality Policy Statement	Students will be aware of the College's commitment to gender equality	Curriculum Managers, Lecturers, Instructors, Guidance Staff	Positive student feedback through discussion groups and focus groups
	Continue with student focus groups with women in male dominated areas and men in female dominated areas to assess the quality of their learning experience	The College will identify strengths and areas for improvement	Quality Manager	Strengths and areas for improvement will be identified

<b>FUNCTION</b>	<b>ACTION</b>	<b>OUTCOME</b>	<b>RESPONSIBILITY</b>	<b>INDICATORS OF SUCCESS</b>
<b>The Curriculum – Teaching and Learning cont.</b>	Review the content of teaching materials to ensure that they do not include gender stereotypes	Teaching materials will reflect a modern society and challenge issues of occupational segregation based on gender	Quality Manager	Positive audit results
<b>Access and Facilities</b>	Continue to target marketing at areas where women or men are particularly under-represented e.g. engineering, construction, care	Challenge to gender stereotypes and gender segregation	Design, Publicity and Advertising Manager/ Sector Managers	More women will apply to undertake courses traditionally dominated by men and more men will apply to undertake courses traditionally dominated by women
<b>Admissions Procedures</b>	Continue to monitor and analyse student enrolment, retention, achievement and progression by gender and identify any trends, actions to meet the specific needs of men and women and targets to improve retention and achievement where appropriate.	Issues affecting specific groups of students will be identified and actions put in place to address these.	Sector Managers	Information in monitoring reports
	Conduct a gender impact assessment to identify strengths and areas for improvement in gender equality policies and activities	Strengths and areas for improvement will be identified and will inform future action plans	Vice Principal (HR)	Information on impact of College policies

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<b>Student Guidance and Support</b>	Introduce a Buddy Scheme for all students requesting support throughout the college	Increased inclusion for students with individual needs.	Head of Learner Services/ Head of Access and Inclusion	Positive feedback from students coupled with improved retention.
<b>Working with Others</b>	Work with local authority partners to improve careers information to school pupils and parents	Greater understanding on the part of local authorities of the College's commitment to promote gender equality	Associate Principals	An increasing number of female school pupils opting to undertake traditionally male-dominated courses
<b>Staff Recruitment, Selection and Promotion</b>	Monitor staff appointments, promotions, disciplinary and grievance cases and turnover by gender and identify any trends and actions from improvement	Identification of any trends or issues and areas for improvement	Vice Principal (HR)	Information in monitoring reports
	Where any departments and roles are identified as under represented by gender, actively promote a balance of gender	Identification of any trends or issues and areas for improvement and increased publicity	HR Manager	Balanced allocation of staffing by gender across the college
	Investigate opportunities for work placements within the College for under represented groups.	Improving the skills and personal qualities of adult returners	HR Manager/ HR Manager People Development	Work placements will be introduced.
	Conduct job evaluations and equal pay audits on an ongoing basis.	All posts within the college will be evaluated using a new equal pay monitor.	HR Manager	No inequality in pay between men and women.
<b>Staff Induction and Development</b>	Ongoing monitoring of staff induction and ensure that all new staff are booked on equal opportunities training within 6 months of taking up post	All new staff will attend equal opportunities training	Staff Development Manager	Positive feedback from staff

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	Monitor staff development applications and attendance by gender and identify any trends and actions for improvement	Identification of actions for improvement	Staff Development Manager	Information in monitoring reports
	Promote the use of mediation to encourage effective informal dispute resolution e.g. bullying or harassment claims	Improved skills of managers in dealing with difficult staffing issues and resolution of disputes without recourse to formal procedure	HR Manager	Effective resolution of disputes
<b>Staff Retention and Flexibility</b>	Publish details of staff appointments and promotions	Staff will appreciate the potential for career development within the College	HR Manager	Positive feedback from staff
	Implement flexible working arrangements where possible	Staff will see that flexible working is available fairly across the college	HR Manager	Retention of staff and appointment to key posts
<b>Procurement and Outsourcing</b>	Ensure that all contracts for services entered into by the College contain a clause regarding the promotion of gender equality	The College will only contract with organisations that demonstrate a commitment to gender equality	Vice Principals	Acceptance of contracts with this clause by contractors
<b>Quality Assurance and Quality Improvement</b>	Carry out consultative meetings with staff to assess the effectiveness of the College's approaches to the promotion of equality for staff	Views of staff will be obtained and actions for improvement will be identified	Vice Principal (HR)	Positive staff feedback
<b>Security</b>	Ensure that contractors' staff attend training on discrimination so that they understand the College's and their responsibilities	Greater awareness of contractors' staff about their role in relation to gender equality	Staff Development Manager	Positive results arising from internal monitoring procedures