



SINGLE EQUALITY ACTION PLAN 2011/12

Single Equality Action Plan 2011/12

Aberdeen College is committed to promoting and embedding equality and diversity and preventing discrimination in all areas of its work. Through its Single Equality Scheme and Annual Action Plan the College aims to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Protected Characteristics under the Act are: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation. The functions through which the College will ensure the integration and mainstreaming of equality are:

- Learning and Teaching (the Curriculum)
- Access and Facilities
- Student Recruitment, Admissions and Outcomes
- Student Guidance and Support
- Working with Others
- Staff Recruitment, Selection and Promotion
- Staff retention and Flexibility
- Staff Induction and Development
- Procurement and Contracted-Out Services
- Quality Assurance and Quality Improvement
- Security.

The Vice Principal (HR) will have overall responsibility for the implementation of the Annual Single Equality Action Plan and all managers and staff will have specific responsibilities.

Priorities for 2011/12 in each of the functions are as follows:

FUNCTION	ACTION	OUTCOME	RESPONSIBILITY	INDICATORS OF SUCCESS
Learning and Teaching	Ensure the College's Equality Policy Statement is available on Student Net	Students will be aware of the College's commitment to equality of opportunity in relation to the protected characteristics	Curriculum Managers, Lecturers, Instructors, Guidance Staff	Positive student feedback through discussion groups and focus groups

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	Conduct student focus groups with students across the range of protected characteristics to assess the quality of their learning experience at the College	The College will identify strengths and areas for improvement	Quality Manager	Strengths and areas for improvement will be identified
	Continue to review the content of teaching materials to ensure that they do not include stereotypes and reflect the diversity of current society	Teaching materials will reflect a modern society and reflect equality and diversity	Quality Manager	Positive audit results
	Continue to ensure that students participate in discussions or are provided with information relating to anti – discrimination legislation as appropriate.	Students will gain a greater awareness of issues relating to Protected Characteristics under the Equality Act 2010 as they apply to specific vocational areas	Curriculum Leaders/Guidance Tutors	Personal learning support plans, Individual Learning Plans, Positive comments on lesson observation reports or student surveys
	As part of the overall approach to developing citizenship skills, take opportunities within the curriculum to address issues of discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010	Focus on issues of equality across the range of Protected Characteristics within the general curriculum	Curriculum Leaders/Guidance Tutors	Positive comments on lesson observation reports
	Implement a system for reporting, recording and monitoring incidents of prejudice involving staff and students.	Incidents of prejudice will be identified and acted on quickly and effectively; providing the necessary support to staff and students involved.	Curriculum Managers, Lecturers, Instructors, Guidance Staff, Support Managers	Staff and students will feel confident about reporting incidents of prejudice
	Continue to review assessment criteria and instruments of assessment to ensure that they are not discriminatory and that, where possible, reasonable adjustments have been made to take account of the needs of students with a protected characteristic	Assessment criteria will not discriminate against students with a protected characteristic	Associate Principal (SSS)	Internal and external assessment and verification reports coupled with questionnaires from the Learning Development Centre
	Continue to impact assess College policies to ascertain the impact on	Any issues regarding equality in relation to a Protected Characteristic will be	Vice Principal (HR)	Information on impact of College policies

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	equality and the student learning experience in relation to a Protected Characteristic	identified and actions put in place to address these		
Access and Facilities	Ensure that the Catering Manager runs regular student user group meetings to take the views of students on the range and quality of food available	Appropriate choice of menus available	Catering Manager	Student satisfaction results
	Ensure that reception staff have an up to date list of all staff who speak languages other than English and who are willing to communicate as the first point of contact if necessary	Enhance customer relations with students whose first language is not English	HR Manager	Student satisfaction results
	Continue to assess the needs of students with a disability and implement appropriate personal learning and support plans	Students with a disability will receive additional support as required	Associate Principal (SSS)	Positive student comments and results
	Continue to publicise the facilities available throughout the College to further develop communication with students with disabilities.	Greater awareness of the facilities available at the College	Associate Principal (SSS)	Increased use of facilities by students with disabilities
	Continue to meet and invite representatives from outside agencies to attend as guests speakers to assist in the ongoing consultation to improve equality and eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act	Ongoing communication and consultation with outside agencies to offer opportunities and suggestions for improvement in relation to Protected Characteristics	Associate Principal (SSS)/Head of Learner Services/HR Manager	Stronger links with outside agencies and improved awareness of College facilities
	Continue to target marketing at areas under represented under the Protected Characteristics covered by the Act	Advance equality of opportunity and challenge stereotyping	Design, Publicity and Marketing Manager/Sector Managers	Applications for course under represented by those who have a relevant Protected Characteristic
	Organise an annual International Day to	A successful event with broad based	Design, Publicity and	Level of interest and

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	celebrate cultural diversity in the College	participation	Marketing Manager	participation
	Organise an annual Equality Awareness Raising Day	A successful event with participation from outside agencies	Associate Principal (SSS)	Level of participation and interest
Student Recruitment, Admissions and Outcomes	Monitor and analyse student enrolment, retention, achievement and progression by students with relevant protected characteristics and identify any trends, actions to meet the specific needs of students with different disabilities. Targets set to improve retention and achievement where appropriate	Issues affecting specific students will be identified and actions or reasonable adjustments will be put in place to address these	Sector Managers/Quality Manager	Information in monitoring reports
	Provide additional support for students with a relevant protected characteristic at admissions stage through improved links with designated staff	To ease transition and provide a support mechanism to assist students with a protected characteristic as specified in the Act.	Associate Principal (SSS)	Student satisfaction results.
Working with Others	Ensure that Local Authority partners received a copy of the College's Equality and Diversity Policy as part of the schools/college links arrangement.	Greater understanding on the part of local authorities of the College's commitment to promote equality	Director of Curriculum and Learning	Increase the number of school pupils with a relevant protected attending the College
	Continue to work with local authority partners to improve information to school pupils and parents.	Greater understanding on the part of local authorities of the College's commitment to promoting equality	Director of Curriculum and Learning	Increase the number of school pupils in under represented areas attending the College
	Work with outside agencies such as charitable organisations and employers to increase numbers of work placement opportunities	Students will have a better understanding of work requirements and enhanced opportunities for progression into work	Associate Principal (SSS)	Positive feedback from students
Staff Recruitment, Selection	Monitor staff appointments, promotions, disciplinary and grievance cases and turnover by relevant protected	Identification of any trends or issues and areas for improvement	Vice Principal (HR)	Information in monitoring reports

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and Promotion	characteristics (age, disability, race and gender) and identify any trends and actions for improvement			
	Continue to promote job opportunities to outside agencies such as GREC, the Disability Adviser, Job Centre, The International Centre, Multi Ethnic Aberdeen to encourage increased numbers of applicants with relevant protected characteristic	Applicants will have a better understanding of College facilities and support provided prior to applying for a vacancy	HR Manager	Positive feedback from applicants
	Continue to investigate opportunities for work placements within the College for under represented groups	Improving the skills and personal qualities of people with a relevant protected characteristic.	HR Manager/HR Manager (People Development)	Work placements will be introduced where applicable.
	Continue to conduct job evaluations and equal pay audits on an ongoing basis	Ensure all posts within the College continue to be regularly evaluated using Equal Pay monitor as required	HR Manager	To ensure no inequality in pay between those with a protected characteristic
Staff Retention and Flexibility	Continue to publish staff appointments and promotions	Staff will feel valued and appreciate the potential for career development within the College	HR Manager	A balanced number of appointments in relation to the relevant protected characteristics
	Continue to promote and 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
Staff Induction and Development	Monitor staff induction and ensure that all new staff undertake Handling Equality and Diversity training within 6 months of taking up post	All new staff will attend equal opportunities training and will understand their responsibilities	HR Officer (Training)/ Staff Development Manager	Positive feedback from staff
	Monitor staff development applications by relevant protected characteristics and identify any trends and actions for improvement	Identification of actions for improvement	HR Officer (Training)/Staff Development Manager	Information in monitoring reports

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	Check that adjustments made for new staff with disabilities have been implemented through the induction and three month review process	Reasonable adjustments will be implemented	HR Manager and HR Officer (Training)/Staff Development Manager	Positive staff feedback about adjustments
	Increase awareness of enabling technologies for teaching	Better use will be made of the enabling technologies available within the College	HR Manager (People Development)/Associate Principal (SSS)	Positive feedback and good retention of staff
	Promote improved understanding of equalities issues for staff and heightened awareness of the College's Single Equalities Action Plan and Duty through training sessions, Equalities Update, VLE, AbNet and plasma information screens.	Staff will have an improved understanding of the College Single Equalities Action Plan and Single Equalities Duty	Vice Principal (HR)/HR Manager/ Associate Principal (SSS)/ Design, Publicity and Advertising Manager	Positive feedback from staff
	Continue to promote the use of mediation to encourage effective information dispute resolution	Improved skills of managers in dealing with difficult staffing issues without recourse to formal procedure	HR Manager	Effective resolution of disputes
	Continue to promote Mental Health and Wellbeing	The College will deal appropriately with staff who have mental health issues.	HR Manager	Positive feedback from staff
Procurement and Contracted-Out Services	Ensure that all contracts for services entered into by the College contain a clause regarding the promotion of Equality and Diversity across the relevant protected characteristics.	The College will only contract with organisations that demonstrate a commitment to Equality and Diversity	Vice Principals	Acceptance of contracts with this clause by contractors
Quality Assurance and Quality Improvement	Carry out consultative meetings with staff to assess the effectiveness of the College's approaches to the promotion of equality and diversity for staff	Views of staff will be obtained and actions for improvement will be identified	Vice Principal (HR)	Positive staff feedback
Security	Ensure that employees of College contractors continue to attend training on Handling Equality and Diversity to ensure that they understand the College's commitment to Equality and their responsibilities	Greater awareness by the employees of College contractors' regarding their role in relation to promotion of equality	HR Officer (Training) Staff Development Manager	Positive results arising from internal monitoring procedures