

Race Equality Policy



ABERDEEN COLLEGE®



HR46

Race Equality Policy

Review Date: November 2009

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Introduction

Aberdeen College is committed to providing a learning environment free from racial discrimination and recognises the important role education has to play in preparing people for life and employment in an increasingly multi-ethnic society.

The College recognises the importance of the duties laid upon it by the Race Relations (Amendment) Act 2000.

The College's Race Equality Policy and Action Plan were first published in November, 2002 and have been reviewed annually. Over the last 3 years the College has made significant progress with a wide range of activities designed to promote diversity and racial equality.

General Duty

The implementation of the Race Equality Policy will ensure that the College meets its obligations under the Race Relations (Amendment) Act 2000. The general duty requires public bodies to ensure, in carrying out their functions they give appropriate weight to:

- eliminating unlawful discrimination;
- promoting equality of opportunity;
- promoting good race relations.

Specific Duties

- To prepare and publish a Race Equality Policy
- Assess the impact of the College's policies, including its Race Equality Policy, on students and staff from different racial groups
- Monitor, by reference to those racial groups, the admission and progress of students and the recruitment and career progress of staff
- Publish the Race Equality Policy and publish annually the results of monitoring, impact assessment and review.

In relation to employment the College will monitor by race/ethnicity:

- Staff in post
- Job applicants
- Promotion
- Training

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and will monitor by race/ethnicity and analyse:

- Grievances
- Disciplinary action
- Dismissals

The College will also publish annually the results of this ethnic monitoring by way of an annual Equal Opportunities Report and the categories determined by the Scottish Funding Council.

Impact Assessments

One of the specific duties under the Race Relations (Amendment) Act 2000 is to assess the impact of policies, practices and procedures in our core functions on students and staff from different racial groups.

The purpose of the assessment is to see whether policies help to achieve race equality for students and staff from different racial groups or whether they have, or could have, an adverse impact on them.

The College will carry out an impact assessment of all policies to establish if they help to achieve equality or if they have or could have an adverse impact on race equality.

Issues identified through impact assessment will be addressed by way of an annual action plan with responsibility allocated to appropriate senior managers.

Functions Relevant to Race Equality

The College considers that the following functions are relevant to race equality:

- The Curriculum – Learning and Teaching
- Access and Facilities
- Working with Partners
- Student Recruitment, Admissions and Outcomes
- Student Guidance and Support
- Staff Recruitment, Selection and Promotion
- Staff Development and Induction
- Procurement and Contracted-Out Services
- Quality Assurance and Improvement
- Security

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The College will assess the impact of its policies and functions in a number of ways. These will include:

- Publishing an annual racial equality action plan with objectives and targets which will be reviewed as part of the planning review process;
- Monitoring a range of indicators by racial group including: student recruitment, retention and achievement and staff recruitment, development and career progression
- Conducting a Race Impact Assessment of all policies involving trained staff volunteers

Responsibilities for Race Equality

The College's Board of Management has the overall responsibility for ensuring that the College complies with the general and specific duties imposed by the Race Relations (Amendment) Act 2000.

The Board of Management is responsible for approving the Race Equality Policy. Responsibility for implementing the Policy is delegated by the Board of Management to the Principal who will ensure that the College:

- Implements the Policy and annual Race Equality Action Plans
- Provides training for all staff on Race Equality and ensures that they are aware of their responsibilities
- Implements arrangements for monitoring, evaluating and reviewing the Policy
- Implements arrangements to ensure that action is taken in relation to students or staff who act in a racially discriminatory manner.

The College's Vice Principal and Director of Human Resource Management and Development will be responsible for developing, co-ordinating, disseminating, monitoring and reviewing the Policy. He/she will also chair the College's Equal Opportunities Committee and will provide professional advice and guidance to the management and staff of the College on equality and diversity issues.

Senior managers, heads of department and other managers are all responsible for ensuring that the Policy is implemented within their areas in relation both to staff and students.

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All staff have a responsibility to:

- Attend training provided by the College on race equality issues
- Familiarise themselves with the requirements of this Policy
- Challenge racial bias and stereotyping using established College procedures and channels of communication

All students have a responsibility to respect the rights of others to be treated with dignity and respect and study in an environment free from the threat of racial harassment, bullying or intimidation.

The Students' Association has a responsibility to promote this Policy and appropriate standards of behaviour within the student body.

The College expects its students and staff to observe appropriate standards of behaviour and will use established disciplinary policies to take action against individuals who breach the Race Equality Policy.

Equal Opportunities Committee

The College's Equal Opportunities Committee will comprise managers, staff and student representatives and will:

- Review the College's Equal Opportunities policies and procedures
- Review impact assessments
- Identify best practice
- Promote equality throughout the College

Procurement and Contractors

The College contracts out a number of functions. All contractors are advised of the College's duty to promote race equality and their requirement to comply with the Policy. All are given a copy of the Policy as part of the contracting process. Contractors' staff are invited to attend training provided by the College on race equality issues.

The table below identifies the relevant functions and lists the actions the College will take – or is taking – to ensure that it meets its duties.

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Function	Actions	Priority
Curriculum – Learning and Teaching	The content of the curriculum will be monitored to ensure there is no racial bias or stereotyping	Annually by way of audit
	Where appropriate, specific material on race equality will be incorporated in programmes of learning	Ongoing throughout academic year
	The approaches of teaching staff will be free from bias and prejudice	Observed through annual lesson observation and annual student satisfaction surveys
	All assessment criteria and instruments of assessment will be designed and reviewed to ensure that they are not directly or indirectly discriminatory	As part of internal and external moderation and verification process
	Allowance will be made in appropriate cases where English is not central to the assessment or where English is not the first language of the student	Ongoing throughout academic year
	All teaching staff will receive training in equal opportunities and racial equality	Targets specified in annual operational plan
	All curriculum teams will monitor enrolment, retention and achievement by racial group as part of the annual review process and will identify and implement actions to address any issues arising	Annually
	Course committees will provide for representation of students from different racial groups and will consult students from different racial groups to ensure the curriculum meets the needs of all students	Ongoing throughout the academic year

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Function	Actions	Priority
	Diversity focus groups will be conducted to assess the impact of College policies on students from different racial/ethnic groups	
Access and Facilities	Students with specific cultural or religious needs in relation to diet or religious observance will be given the opportunity to discuss these with guidance counsellors prior to joining the College	Pre-entry guidance
	An appropriate range of choice to meet the dietary requirement of students and staff will be available where possible	Regular consultative meetings between catering manager and students
	Facilities will be made available in College centres for religious observance and allowance will be made for absences to fulfil religious or other cultural requirements	Class tutors to notify lecturers as and when this is required
	College staff will ensure that advice and support provided to students on finding accommodation will take account of possible cultural requirements	Accommodation Officer will ensure that this is covered in any information provided to students and in procedures followed
Student Recruitment, Admissions and Outcomes	In all recruitment and publicity material it will be stated that Aberdeen College is an equal opportunities college, courses will be described in such a way that no suitably qualified person will be excluded from applying and any photographs or graphics will be designed and used in a way which does not reinforce stereotyping	Head of Publicity and Marketing will ensure that this is regularly reviewed
	Application forms will only include those questions which are necessary for selection for a course place and College approved monitoring forms will be included	Associate Principal (Data Management and Student Administration) will review content of forms annually

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Function	Actions	Priority
	Questions on race or ethnic/national origin will only be asked on a separate monitoring form	Monitoring information will be processed and produced annually for each department
	All admissions and receptions staff will receive training in equal opportunities and racial equality	Targets specified in annual operational plan
	Entry qualifications will be consistent and essential to the requirements of courses and qualifications obtained in other countries will properly assessed and equivalences with entry requirements established	Director of Learning and Teaching will review annually
	All staff involved in selection interviews will receive training in interview techniques, equal opportunities and racial equality and will provide feedback if requested	Targets specified in annual operational plan
Student Guidance and Support	All guidance staff will be required to hold a recognised qualification in guidance	Targets specified in annual operational plan
	Guidance staff will be regularly briefed on the range of courses available and alternatives available from other providers	Head of Student Support Services will arrange annually as minimum
Working with Others	The College will ensure that external agencies with an interest in curriculum matters e.g. local authorities and local universities are advised of the provisions of the Race Equality Policy	Policy will be given to all partners
Staff Recruitment, Selection and Promotion	Details of all promotions will be published and reported to the Board of Management	Vice Principal will ensure that information is published
	The College will apply for the IIP Recruitment and Selection national standard to be renewed in 2009	This standard shows that the College is meeting best practice in recruitment and selection

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Function	Actions	Priority
Staff Induction and Development	All new staff will undertake mandatory training including equality and diversity training as part of their induction	This will take place within the first 3 months of employment
	All diversity training including information on the Race Equality Duty will be available on the VLE	This will be updated and available to all staff and contractors
Procurement and Contracted-Out Services	The College's procurement arrangements will reflect the College's responsibility for its public functions including race equality	Vice Principal (Finance) will ensure that reference to this is also made in all contract specifications and contracts
Quality Assurance and Improvement	Quality staff will conduct student focus groups in relation to diversity issues including race equality	This will be done every year and the results monitored centrally and reported to the Board.

Status: approved by:

HR Committee (2002)

Reviewed by

Senior Management Team November 2008

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Responsibility for Policy:

Vice Principal (HR)

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