

CITY COLLEGE PLYMOUTH

**SINGLE EQUALITY
SCHEME
2008-2011**

We will produce this booklet

- **in Braille**
- **in large print**
- **on coloured paper**
- **translated**

when asked.

Please call (01752) 305800 if you would like us to do so.

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Equality and Diversity Scheme 2008-2011

This is the College's equality and diversity scheme. It covers ethnicity, age, disability, gender, sexual orientation, religion and belief. It is based on the legal requirements of a disability equality and race equality scheme. A combined scheme allows the College to involve and support students, staff and others better. Everyone is different, with individual needs, facing individual barriers and seeking individual solutions.

The College is committed to remaining an exemplar of good equality and diversity practice. Everyone in the College community has responsibilities for achieving it. This scheme will ensure we keep track of what we are planning to do and how well we do it. We will continue to make changes needed to ensure that we offer the best opportunities possible to students, staff and others.

Mapping

The College knows that if it is to improve outcomes for students, follow the best employment practice and meet its legal duties it must monitor and assess what it does. It will do so as part of its continuing commitment to raising equality and diversity standards.

The College will track equality and diversity through:

- student records
- MIS data
- monthly key performance indicators
- staff data
- lesson plans
- schemes of delivery and learning
- lesson observations
- termly cross College improvement reports to the senior management team
- tracking progress on the annual Equality and Diversity Impact Measures (EDIMs) at all levels
- self-assessment reports at all levels
- the improvement and support systems
- internal and external audits

We will make any adjustments required by the Equalities Bill as it comes into law. When improvements are needed we will take action and also update this scheme for monitoring and review purposes. We respond rapidly to individual concerns whilst making longer term progress towards wider goals.

Involvement of those affected by the scheme

The College will involve people likely to be affected by equality and diversity factors by:

- working with local expert organisations
- working with specialist national and regional further and higher education organisations and working through:
 - its managers and staff
 - the Student Council
 - the Student Union
 - the Staff Forum
 - the trade unions
 - focus groups, including those for Equality Impact Assessment
 - other types of consultation including in-house marketing, on-course and progression questionnaires, research projects and external audits

We will ensure people understand how to get involved. Our consultation will always be “focused, efficient, influential and transparent.” (Disability Rights Commission, DRC)

Impact Assessments

Groups of students and staff within the College, who represent the diversity of our community, will look at our policies, procedures and other documentation when they are drafted or come up for review. They will see whether there might be:

- adverse effects on one or more groups
- shortfalls in provision
- more effective ways of doing things to help those from disadvantaged groups.

They will consider all types of disadvantage and combinations of disadvantage. Their discussions and findings will be recorded in an equality impact assessment, together with any actions that need to be taken. This will be published on the College website. The actions will be added to the improvement plan of the team responsible for the document for completion.

Action Plans

This scheme, like all College action plans, runs for three years with a review at the end of each year. The review may result in changes to the plan in the subsequent years. Actions that need to be taken to support people with protected characteristics and overcome disadvantages associated with age, disability, gender, ethnicity and sexual orientation are all in the scheme. The actions to be taken in any one year will also appear in the annual equality and diversity improvement plan which is part of the self-assessment process. They will be reviewed as part of the improvement and self assessment processes. The scheme will be drafted by the Equality Assurance Officer from discussions with colleagues, students and external organisations, then amended and edited by the Equality and Diversity Assurance Steering Group before being submitted to the Corporation, the Senior and Cross College Management Teams.

Changes will be made based on:

- internal, local and national research and guidance
- internal quantitative or qualitative information
- monitoring of performance to targets and EDIMS
- changes to national and local policy for the sector
- new legislation

The Disability Equality and Diversity Scheme

The College is required by law to have a disability scheme. This is included in this larger Single Equality Scheme. People with disabilities and learning difficulties will be included in the student and staff groups that assess policies, procedures and practices. They will also contribute to and comment on this action plan and the outcomes.

Scheme impact

The effect of the scheme on the opportunities and barriers for people with disabilities will be evaluated through:

- recruitment, retention, achievement and success and achievement records
- feedback through surveys, questionnaires, complaints and focus groups
- self assessment

Changes will be made as necessary.

Gender Equality and Diversity Scheme

The Equality Act of 2006 amends the *Sex Discrimination Act 1975*. Public bodies, like the College, must by law work to:

- stop unfair discrimination and harassment
- promote equality and diversity of opportunity between men and women

By law, the College also has to have a three year action plan setting out its gender equality goals and how it is going to meet them. These are included in this scheme.

This is known as 'the general duty' and came into effect on 6 April 2007. The Gender Equality Duty 2008 came into effect in April 2008. This requires all public bodies to protect their staff and students from harassment by other people while they are working or pursuing their studies.

Scheme impact

The effect of the scheme on the opportunities and barriers for people of different genders will be evaluated through:

- recruitment, retention, achievement and success and achievement records.
- feedback through surveys, questionnaires, complaints and focus groups
- self assessment

Changes will be made as necessary.

Race equality scheme

The scheme is required under the Race Relations (Amendment) Act of 2001 and supplementary legislation. The College is required to:

- promote equality of opportunity for all races
- promote good relations between people of different racial groups
- seek to avoid unlawful discrimination before it occurs
- address the lack of knowledge and raise awareness of different cultures
- have a three year action plan and assess its success

Scheme impact

The effect of the scheme on the opportunities and barriers for people of different ethnicities will be evaluated through:

- recruitment, retention, achievement and success and achievement records.
- feedback through surveys, questionnaires, complaints and focus groups

The College has decided that the other strands of disadvantage should be treated in a similar way until such time as the Equalities Bill becomes law and rationalises and systematises the present 116 pieces of legislation.

**EQUALITY AND DIVERSITY IMPACT MEASURES
(EDIMs)**

2008-2009

2009-2010

2010-2011

EDIMS 2008-2009

<i>Field</i>	<i>Equality and Diversity Impact Measure</i>	<i>Lead Responsibility</i>	<i>Contributors</i>	<i>Outcomes reported in</i>
Participation	Increase number of females into automotive, engineering and construction apprenticeships by 1% Gender	Head of Work Based Learning	Head of Faculty of Technology	E & D self assessment report autumn 2009
Participation	Increase number of males into hairdressing and administration apprenticeships by 3% Gender	Head of Work Based Learning	Faculties of Health and Business and Leisure Industries	
Success	Increase the number of LDD learners progressing to Level 3 qualifications by 3%, paying particular attention to supporting learners with mental health difficulties Disability	Head of Skills for Life faculty	All faculties and teams	
Success	Increase the number of males succeeding in health and social care courses by 5% Gender	Head of the Faculty of Health	Staff of the faculty	
Success	To raise the	Student	All faculties	

	<p>performance of BME students by 2% through individual support, promotion of positive role models in marketing and on course, by celebrating different cultures and by engaging them in College activities</p> <p>Race</p>	<p>Services Manager</p>	<p>and teams</p>	
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COLLEGE OVERALL

Objective: To achieve an “outstanding” grade for equality of opportunity at the next inspection in 2012

Action

- Remain an exemplar of good practice in equality and diversity by completing the actions set out in this plan
- Win a Beacon Award for its equality and diversity in 2010
- Earn the Investor in Diversity Award in 2010
- Achieve its EDIMs each year
- Maintain a bank of wide-ranging supporting evidence
- Equality impact assess all strategic and policy documentation and publish the results on College website
- Embed equality and diversity into all its revised quality assurance practices
- All managers to ensure that staff attend mandatory training in equality and diversity and at least one equality and diversity training event each year
- Have a wide-ranging, flexible training programme for staff
- Implement initiatives valuing community spirit and contributions to College life
- Promote its good practices and successes more extensively internally and externally
- Extend its partnerships with local and national equality and diversity organisations, e.g Race Equality Council, Intercom Trust, Plymouth Religious and Cultural Resource Centre, Equality South-West
- Senior management will lead on, and vigorously support, equality and diversity in the College
- Senior management will demonstrate a high profile commitment to equality and diversity

AGE

Objective: To ensure that age is no barrier to recruitment and success

- Monitor recruitment and ensure we continue to attract students ranging in age from early teens to those in their late eighties and nineties

- Continue to operate an open college policy for enrolments except where constrained by funding conditions
- Engage with primary education and institutions

DISABILITY

Objective: The student and staff profile mirrors that of the working age population with 18% having declared disabilities

- Achieve at least one Equality and Diversity Impact Measure (EDIM) each year improving participation or success for people with disabilities
- Identify staff with declared disabilities

GENDER

Objective: To challenge stereotypes so effectively it is apparent in recruitment and achievement rates

- Show year on year improvement in the achievement and progression rates of young white males
- In each year of the plan have an Equality and Diversity Impact Measure (EDIM) related to challenging gender stereotypes in vocational and academic programmes
- Increase the numbers of men into care programmes and women into engineering and construction

RACE

Objective: BME staff to exceed 5% and BME students to remain above 8%

- Have at least one Equality and Diversity Impact Measure (EDIM) each year to improve participation or success for black and ethnic minority people
- Celebrate cultural awareness through the Respect festival, Black History Month, the Chinese New Year and World Refugee day
- Human Resources records show a 1% increase in BME staff

RELIGIOUS BELIEF

Objective: To raise knowledge and understanding of different belief systems

- Provide an operating budget for a diverse chaplaincy team
- Celebrate a range of religious festivals annually
- Participate in regional and national initiatives to further awareness of spirituality in further education

SEXUAL ORIENTATION

Objective: To promote the positive contribution of LGBT people and eliminate homophobia at College

- Offer the Visible, Valued and Vocal training programme to staff and key students from March 2009
- Vigorously encourage reporting of harassment and victimisation from September 2008
- Annually celebrate Lesbian, Gay, Bi-sexual and Transgendered history month from February and Gay Pride from June 2009

CHAPLAINCY TEAM

Objective: To demonstrate that the College is religiously and philosophically inclusive

Action

- Widen team membership to include two further religions/belief systems in each year of the plan
- Publicise the prayer and meditation rooms to applicants, students and staff
- Ensure prayer and meditation rooms are centrally located and signposted in the rebuilt college
- Institute a rolling programme to raise awareness of the main tenets of the major religions/belief systems for staff and students
- Engage in local and national religious initiatives for further education
- With the Plymouth Religious and Cultural Resource Centre celebrate two religious festivals each term
- Establish an operating budget for the chaplaincy team

CORPORATION

Objective: To engage Corporation commitment to furthering equality and diversity in the College and its communities

Action

- To review and discuss the termly equality and diversity reports to the Corporation and action as required
- Each governor to attend at least one equality and diversity training event a year
- A trained Corporation member who acts as equality and diversity champion encouraging governors to consider equality and diversity in all aspects of their work
- All strategic or policy documents submitted to the Corporation to have an equality impact assessment attached
- Governors to promote the College's equality and diversity commitment to the wider community

DISABILITY CO-ORDINATOR

This post is crucial to the effective support of people with disabilities. In addition to these objectives there will be additional annual ones as part of the post-holder's quality improvement plan

Objective: To enhance provision and support for students with disabilities in the mainstream curriculum

Action

- From 2008-09 hold a termly forum for students with declared disabilities, led by the Disability Co-ordinator, to review provision and identify barriers and possible improvements. Minutes to inform College decision-making
- Feedback from past and present students with disabilities to be reported to EASG termly from January 2009
- Report monthly to EASG the number of declarations recorded
- Report to EASG the number of guidance sessions given to tutors on specific learning difficulties and disabilities and the type of support likely to be needed on course
- Increase numbers of applicants with declared disabilities by 5% year on year
- Fully revise Accessibility Commitment each year and provide an annual learning support handbook from September 2009

ENTERPRISE DEVELOPMENT

These specific objectives are to be implemented in conjunction with those for all teaching teams ([see page ??](#))

Objective: To increase equality and diversity awareness in the wider business population

Action

- Challenge stereotypes in the marketing and promotion of every event
- Provide training to the business community on equality and diversity
- Provide targeted courses for disadvantaged groups in the population

EQUALITY ASSURANCE STEERING GROUP

Objective: To oversee College progress on equality and diversity and the attainment of an “outstanding” grade at inspection in 2012

Action

- Monitor, track and oversee the implementation of this action plan and the achievement of annual objectives
- Make any alterations to the policy and the scheme required by legislation or the Commission for Equality and Human Rights during the scheme’s duration
- Monitor the Key Performance Indicators for Equality and Diversity monthly by faculty
- Agree the annual Equality and Diversity Impact Measures and subsequently monitor their progress.
- Monitor, track and oversee performance by disadvantaged groups
- In 2008-09 carry out a cross-college equality and diversity audit to inform decisions on the new build
- In 2008-09 carry out a cross-college equality and diversity audit of curriculum areas
- In 2009-10 carry out a cross-college equality and diversity audit of service teams
- Explore and subsequently implement a mentoring scheme for students and staff with protected characteristics

EQUALITY ASSURANCE POSTS

Objective: To train, guide and support colleagues to implement equality and diversity effectively

Action

- Draft the revision of the Single Equality Scheme incorporating age, sexual orientation and religion/belief by December 2008 and update it each autumn in subsequent years
- Draft revisions to the Equality and Diversity Policy after consulting staff and students, especially those with disadvantages
- Ensure all College policies and procedures are equality impact assessed as they are introduced or revised, and by 2011 they are all complete and published on the College website and intranet
- Prepare monthly figures for EASG of:
 - Attendance rates by faculty.
 - Progress on EDIMs
 - Guidance given
- Liaise with at least 2 colleges annually who have won awards for equality and diversity good practice and disseminate findings within City College Plymouth
- Brief governors and managers as necessary on legislative changes and their impact on the College
- Provide training and guidance to staff on how to integrate equality and diversity into their working practices
- With the Student Services Manager organise and run monthly student equality impact sessions
- With the Staff forum chair organise and run termly staff equality impact assessment sessions
- With the Deputy Principal, prepare an Annual Report on equality and diversity work in the College, the progress of the action plan, EDIMs and KPIs for consideration by SMT, the Corporation and publication
- Prepare and submit two external funding bids for equality and diversity projects annually
- Submit a Beacon Award application for an aspect of the College's equality and diversity work in July 2010
- Prepare submission for the Investors in Diversity Award
- Represent the College at meetings of local special interest groups in equality and diversity

EQUALITY ASSURANCE SECRETARIAL SUPPORT

Objective: To ensure the group works smoothly and is transparent to the rest of the College community

Action

- From the draft, prepare and distribute the agendas for the monthly EASG meetings
- Collate KPIs, HR statistics, minutes of meetings of the Staff Forum, Chaplaincy, Disability Focus Group, and faculty E & D groups for consideration by the EASG
- Type up and circulate the minutes of the EASG and upload them on the intranet
- Remind policy leads of policy revision dates and need for equality impact assessments
- Ensure policies, etc and their assessments are uploaded to the intranet and website
- Upload the minutes of EASG to the intranet within 5 working days of the meeting

ESTATES

Objective: To ensure the estate and accommodation is welcoming and inclusive

Action

- Maintain commitment to accessibility auditing of the College's estate during the redevelopment
- Maintain rolling programme to improve the accessibility of College property – *on-going*
- Continue to ensure accessibility is integral to the College property strategy – *on-going*
- Maintain and develop current practice of buying adjustable furniture
- Publish accessibility of venues to staff in the staff handbook and students in the Accessibility Commitment and Student Guide from September 2009 onwards
- With Finance ensure that procurement meets the duties immediately
- Work with site catering/cleaning contractor and bus provider to ensure they comply with the law and College policy on equality and diversity

Objective: To foster good relations between ethnic groups

- Train all Estates staff in cultural awareness with particular reference to the cultures and nationalities already present in the College by July 2009
- Maintain procedures to undertake reasonable property improvements identified by liaison with ethnic minority groups
- Consult ethnic minorities of features they would like in the New Build

Objective: To welcome and include all members of the college community irrespective of gender, sexual orientation or belief

- Train all Estates staff in gender equality by July 2009
- Maintain procedures to undertake reasonable gender-related property improvements identified by feedback from students and staff during the period of the scheme
- Train all Estates staff in challenging homophobia by July 2010
- Ensure Estates staff are aware of the promotional materials on religion and belief

FACULTIES AND TEACHING TEAMS

Objective: To clearly identify the team's contribution to improving equality and diversity at the college

Action

- Monitor recruitment, retention achievement and success by disability, race, gender and age at each team meeting
- Each faculty to set up a committee or working group, with representation from each academy, to review equality and diversity performance, disseminate good practice, monitor attendance at training and progress and report the findings to the Board of Study
- Tutors to ensure that each course has a representative on the Student Council

Objective: To contribute to the achievement of EDIMs

- Contribute to the achievement of annual Equality and Diversity Impact Measures by including at least one action in the quality improvement
- At Boards of Study review the findings of the specialist committee and take action to address inequalities

DISABILITY:

Objective: To identify and effectively support students with declared disabilities

- Reduce the percentage of non-declarations to less than 8% of all enrolments
- From October 2008 offer alternative media on initial correspondence then follow through and provide when it is requested
- Ensure, from academic year 2008-2009, that both paper and electronic documentation is compliant with DDA best practice
- Develop electronic storage and early preparation of course materials, to facilitate transcription, pre-reading etc. All long courses are to have a robust Moodle site by July 2009
- While Moodle sites are under construction ensure all photocopied materials are available in alternative formats for those with dyslexia or sight impairment
- From December 2008 ensure that staff who are likely to be teaching students with disabilities attend training on supporting the particular disability(ies) prior to the start of the course

GENDER:

Objective: To support students at risk

- Identify and implement procedures to address young male underachievement
- In tutorials pay particular attention to the minority gender students where the ratio on a course is less than 75:25
- From September 2008 ask students from the minority gender during the course and on completion if they can suggest improvements and incorporate reasonable adjustments into improvement plans from December 2008
- From September 2008 ensure that role models from the minority gender are offered to students who have made a non-stereotypical course choice, through guest speakers, publicity, case studies etc
- Continue to investigate the financial viability of offering gender specific vocational courses in areas where there is a significant imbalance
- Ensure impact assessments on work placements in vocational areas, where work is traditionally carried out by one gender or the other, are carried out prior to take-up of the place from Autumn 2008 for students from the minority gender

RACE:

Objective: To ensure BME students feel welcomed and valued at the College

- Incorporate examples from different cultures and modifications in practice made to accommodate differences in capabilities, gender, age, etc. Raise cultural awareness and challenge racism specific to the vocational area
- Illustrate teaching points with examples from other cultures
- Offer ethnic minority students mentoring
- From 2008 record impact assessments on work placements for students from ethnic minorities and ensure these are completed before take-up of the place
- Increase faculty involvement with the Respect festival and develop the month of cultural events so that participation increases to 2000 students p/a by the end of the plan

RELIGION AND PHILOSOPHICAL BELIEF

Objective: To raise the awareness of the College's spirituality offer

- Raise awareness of, and offer the opportunity to participate in, College religious activities

SEXUAL ORIENTATION

Objective: To eliminate homophobia and related harassment at College

- Staff are trained to challenge homophobia and do so

FINANCE

Objective: To ensure there are sufficient resources to achieve this plan

Action

- From August 2009 provide a budget for equality and diversity activities
- Support submissions for external funding of individual equality and diversity projects each year
- Ensure that contracted out provision and procurement meets the equality legal duties
- Introduce a mechanism for identifying spend on equality and diversity improvements in all areas
- Monitor the progress of individual teams within the Directorate charged with making improvements under this scheme

DISABILITY

Objective: To meet the requirements of the legislation and provide prompt, tailored support

- Effective disability disclosure is a key requirement of the DDA pt 4. To ensure disabilities are fully disseminated within teams, especially where part-time lecturers are employed and new modules start, MIS will incorporate this into the registers from Spring 2009. This will also allow triangulation between the context statement, EBS and the registers and enhance staff awareness of disabled students.
- Improve access to timely, accurate, and comprehensive disability data
- Expand MIS capabilities so that it is possible to report on combinations of disability and of disadvantage by September 2009

GENDER

Objective: To enable College staff to identify and monitor gender differences

- Maintain access to gender data on application, recruitment, retention, attendance achievement and success

RACE

Objective: To enable College staff to identify and monitor BME take-up and success

- Improve access to timely, accurate, comprehensive race equality data and expand to include combinations with other forms of disadvantage
- Instigate and maintain a database of staff who speak foreign languages and make this available College-wide

RELIGION AND PHILOSOPHICAL BELIEF

Objective: To raise awareness of the College's spirituality offer

- As line management for the Chaplaincy team raise awareness of and offer opportunities to participate in College religious activities

SEXUAL ORIENTATION

Objective: To challenge homophobia and related harassment

- Staff are trained to challenge homophobia and do so

HUMAN RESOURCES

Human Resources has a major role to play in the successful furtherance of equality and diversity in the College. Some key elements of their action plan are included here but further detail may be found in the team quality improvement plan.

Objective: Equality and diversity is embedded into all Human Resources policies, practices and processes

Action

- Track application, recruitment and progression by age, disability, gender and race and report termly to EASG
- Embed equality and diversity into probation in 2008-09 and performance review from 2009-10
- Audit staff for disabilities via their payslip bi-annually from 2009 with an explanation of the purpose to encourage completion
- Provide a brief annual report to EASG of the support provided to disabled staff from July 2009
- Continue to share sound policies and good practice via College HR networks
- Audit the existing skills of staff in supporting disability in July 2010

Objective: To enable staff to train in aspects of equality and diversity and monitor the take-up

- Provide sufficient training events for every member of staff to attend at least one per year
- Throughout each year offer an on-line training programme on equality and diversity which incorporates tracking of take-up
- Ensure at least 33% of staff receive generic and College specific equality and diversity training each year
- Offer a qualification in equality and diversity
- Each month offer at least one training session on implementing equality and diversity in the College
- Implement a system that prompts reminders to attend mandatory and refresher training
- Track take-up of equality and diversity training and take action if any area is failing to meet a satisfactory level of training

DISABILITY

Objective: To enable the College to effectively support students and staff with disabilities

- At each training day offer at least two sessions on disability/difficulty or supporting individual disabilities
- Increase access to disability training for part-time staff by July 2009
- Provide training on individual disabilities and differentiation to staff identified as working with those disabilities on July training days
- Since students with sensory impairment and mental health achieve less well than other students, provide training in their support on July training days
- Provide detailed DDA training to Cert Ed/7307 staff by December 2009

GENDER

Objective: To raise awareness of gender differences and support those in a minority

- Through the mentoring system ensure staff from the minority gender in any team are supported
- Provide gender equality training at least 4 times a year. Monitor the take-up of this training and advise managers where insufficient numbers from their team have attended
- Train all Observers in gender awareness and support by July 2009
- Provide detailed gender equality training to Cert Ed/7307 staff by December 2009
- Train Advanced Teaching Practitioners in gender equality best practice by July 2009

RACE

Objective: To support staff from minority ethnicities

- Audit existing staff who have not declared their ethnicity to ensure central information is correct and up to date 2008-09
- Advertise all vacancies in Ethnic Media Group
- Send details of staff vacancies to the Race Equality Council and Fata Hé for display on their notice boards
- Train all Observers in race equality by December 2009

- Provide detailed race equality training to Cert Ed/7307 staff by December 2009
- Train Advanced Teaching Practitioners in race equality best practice by July 2009

RELIGION AND PHILOSOPHICAL BELIEF

Objective: To raise awareness of spirituality at City College Plymouth

- With the Chaplaincy team offer training on implementing the regulations to all managers
- With the Chaplaincy team offer training on implementing the regulations to all lecturers

SEXUAL ORIENTATION

Objective: To eliminate homophobia and related harassment at the College

- At each training day offer at least one session on sexual orientation or challenging homophobia in further education
- Seek one or more volunteer member(s) of staff who would be willing to hold informal workshops on sexual orientation and its impact in 2009
- Ensure all staff in the faculty of technology are trained in challenging homophobia by 2011 and do so
- Expand the team of mediators to include at least one with a particular interest in LGBT matters
- Run discrete sexual health clinics for LGBT students once a month

IMPROVEMENT AND SUPPORT

Objective: To ensure that the team is familiar with the legislation and its implementation at college

Action

- In revising the quality assurance procedures ensure through training and prompts that equality and diversity is well and fully reported 2008-09 onwards
- Act as a vehicle for sharing good practice in equality and diversity through the Advanced Teaching Practitioners
- Draw up a plan by March 2009 and implement it to ensure contracted out provision meets the equality legislation general and specific duties and that this is evidenced in their self assessment reports

AGE

Objective: To identify perceptions of the College by age group

- In 2009 carry out a survey which includes a question on the age band of the respondent
- Analyse by age band to see if there is a pattern to responses

DISABILITY

Objective: To identify perceptions of the college held by students and staff with disabilities

- From the next revision monitor the dissemination of declared disabilities through the context statement as part of observations
- Assess the effectiveness of support for disabled students as part of learning observations
- Student surveys to be completed on-line from Autumn 2008 increasing accessibility. Students with learning difficulties in Skills for Life faculty will continue to complete the surveys on paper
- In 2010 carry out a survey which includes a question about whether the respondent is receiving learning support and see if satisfaction is more or less than that for other respondents
- Collate and analyse data from students to identify differences between male and female responses

RACE

Objective: To know the perceptions of the College held by BME students and staff

- In 2011 carry out a survey which includes a question on the ethnicity of the respondents

- Analyse the data to see if there is an observable pattern to responses from these students

RELGION AND PHILOSOPHICAL BELIEF Nil

SEXUAL ORIENTATION Nil

INFORMATION TECHNOLOGY

Objective: Ensure that the team is familiar with the legislation and its implementation at college

Action

- All IT staff to be trained in equality and diversity by July 2009

DISABILITY

Objective: Ensure that the IT provision best meets the needs of disabled learners

- All staff are trained in IT accessibility by July 2009
- Working with Marketing, ensure that the web and intranet page design is accessible and navigable as well as conforming to the corporate identity and that this is identified on the pages
- Audit ICT provision for the disabled by July 2009
- With members of the LRS team visit City of Bristol College to see Computer View provision by July 2009
- Implement improvements in College as a result of this visit
- Conform to accessibility best practice in the provision of web and VLE pages with immediate effect and test web and intranet pages with disabled students for accessibility
- Extend the evaluation process of on-line and e-learning purchases to include accessibility from Autumn 2008. This section to be carried out by the requestor
- Maintain compliance with Display Screen Regulations

Objective: Ensure the team is aware of the different approaches to IT and its uses by different genders

- Ensure all team members are aware of the gender differences in computer use to enhance their customer services skills by July 2010
- Ensure all members of the team attend gender equality training by July 2010

Objective: Ensure the team is aware of the legislation and its implications

- Ensure all members of the team attend race and gender equality training by July 2009

SEXUAL ORIENTATION

Objective: Ensure the team is aware of the legislation and its implications

- Ensure all members of the team attend visible, valued and vocal training by July 2009

INTERNATIONAL OFFICE

RACE

Objective: To integrate the international students effectively into the College community

Action

- Set up and run a mentoring scheme for international students
- To establish an international students' group
- To raise awareness of the British cultural heritage and academic expectations through induction and tutorials
- Encourage and support international students to stand for positions on the Student Council and Student Union
- By a variety of social and sporting strategies integrate all international students with each other
- Raise awareness in the College of the Chinese cultural heritage
- Encourage other international students to promote their own cultural heritage with support from the International Office and the Student Union

LEARNING RESOURCES SERVICE

Objective: To support the effective implementation of the College's equality and diversity policy and action plan

Objective: To provide a range of materials in a variety of formats to support learning about equality and diversity

Action

- Develop a collection of resources on equality and diversity in the workplace in support of its effective implementation at City College Plymouth
- Re-introduce an on-line resource on equality and diversity legislation and implementation which is continually updated

DISABILITY

Objective: To continue to support students and staff with difficulties and disabilities that affects their learning

- Provide and promote accessible design of both paper and electronic materials for all College materials
- Provide individual inductions to students with disabilities when needed from September 2008
- Publicise more widely the programs, adjustments and support available in the Service for students with disabilities
- Continue to maintain a range of stock at different reading levels and presentations
- Expand the range of e-resources and on-line support
- Increase remote access by 20 e-books in 2008-09 and by taking part in the e-books project in 2009-2010
- Incorporate learning support accommodation adjacent to or as part of a centrally located learning resource centre in the new property strategy

RACE

Objective: To promote cultural awareness and good relations and understanding between ethnic groups

- Continue to provide foreign language and dual language resources
- Participate in Cultural Awareness week, Black History month, World Refugee Day, etc and through displays promote other aspects of the diverse global community
- Ensure access to different alphabets on computers is maintained in the reading rooms and study areas
- Ensure all staff have been trained in race equality by July 2009

GENDER

Objective: To develop understanding of the differing approaches and needs of the genders in order to best support them

- Train staff in gender differences in the use of technology by July 2010
- Ensure all staff have been trained in gender equality by July 2009

RELIGION

Objective: To provide sources of information on belief systems at a variety of levels

- Hold and promote a selection of materials on different religions and belief systems
- If possible tie these into the programme of guidance to staff being published in the Staff Bulletin

SEXUAL ORIENTATION

Objective: Provide materials to foster understanding of differences in sexual orientation

- Maintain a collection of materials on different types of sexual orientation
- Stock the Pink Paper
- Ensure all Service staff have attended training on sexual orientation and on challenging homophobia 2008-2011

LEARNING SUPPORT

Objective: To support students at College who have learning difficulties and disabilities

Action

- Summary reports showing those students, by type, that have declared are available on the College's management information system, via the staff intranet, and Spirals.
- Implement a means of gauging the severity of declared disabilities and incorporating that into disseminated information by September 2009
- Ensure declarations of all disabilities needing support are disseminated promptly – *on-going*
- Maintain the termly meetings of the Student Support Cross-College Management Group. Volunteers from this group or others from the subject area concerned to test possible on-line and e-learning programs for suitability prior to purchase
- Improve the consistency of provision of support and aids by July 2009
- Improve support for those with sensory impairment with guidance notes and training on each training day from September 2008
- Guidance staff to expand knowledge for vocational course and progression interviews for disabled students
- Publicise local disability organisations
- Improve accessible recreational facilities at GC by July 2009

STAFF FORUM

Objective: To enable staff from disadvantaged groups to contribute to the evolution of equality and diversity

Action

- Staff Forum to arrange one meeting a year for each strand of equality - disability, race, gender, age, religion/belief and sexual orientation - to discuss what barriers exist and how improvements may be made. Membership to include both Forum members and other volunteers, preferably personally affected by the matter under consideration
- Meetings to be arranged ad hoc when required for equality impact assessments
- Additional meetings to be arranged as necessary during redevelopment

STUDENT COUNCIL

Objective: To foster and promote an inclusive College which welcomes all students

Action

- Provide at least two representatives for the Equality Assurance Steering Group
- Provide members for the Equality Impact Assessment student groups
- Encourage and support candidates from minority groups to stand for election to all of the Council and Union posts
- Participate in local and national research

Objective: To welcome applicants from all sections of the community and promote City College Plymouth as an inclusive college

Action

- Ensure accessibility of web and intranet pages
- Marketing will increase its promotion of equality and diversity through specific statements in its materials
- Marketing will continue to highlight the diversity of our students and staff through imagery and case studies
- Marketing will promote individual success stories and the support provided by the College to students and staff from disadvantaged groups
- Promotional campaigns will continue to be inclusive, targeting all sections of the local population regardless of their background, beliefs and learning difficulties and disabilities.
- Student ambassadors will be drawn from different backgrounds and beliefs to help promote the College to potential students
- Students representing all sections of the student body will be consulted on the design and content of College literature
- Student Services will work with faculties to ensure that students have comprehensive, individualised Learning Plans from September 2009
- Student Services will work with Faculties to develop an inclusive programme of activities that provide enrichment to all sections of the student population
- Promote equality and diversity with a screensaver campaign for a fortnight each term

AGE

Objective: To continue to attract students across the age spectrum (13-89 yrs in 2007-08)

- No age related barriers will be put on recruitment except where funding limitations require them
- Where there are funding restrictions alternative programmes will be signposted for the applicant

DISABILITY

Objective: To attract people with disabilities and support them through College

- Marketing will implement the recommendations of the RNIB report July 2008.
- Pre- and on-entry guidance material will alert students to further details of learning support services and facilities
- The College processes will encourage applicants to declare disabilities and any learning difficulties and disabilities including at the point of application, at interview, at enrolment and at induction – to ensure that non-responses are reduced to less than 8% of enrolments over the course of the plan
- Marketing will continue to offer course information and pre- and on-entry guidance materials in alternative formats on request

GENDER

Objective: To challenge gender stereotypes and encourage career choices on the basis of full awareness of the options and personal preference

- Continue to run events promoting the minority gender in vocational areas with at least 3 each year
- The Service will seek to challenge stereotypes in its front of house staffing

RACE

Objective: To energetically promote the College to home and international ethnic minorities

- Promotional material will be sent to the Race Equality Council, Fata Hé and the Plymouth Religious and Cultural Resource Centre to underline the College's commitment to attracting ethnic minority students
- The College admissions and induction process will continually encourage applicants to declare their ethnicity so that they can be most effectively supported
- Work with the Student Union to set up an BME support group from Spring 2009 that meets fortnightly and provides entertainment
- Expand the involvement with the Respect festival and develop the month of cultural events so that participation increases to 2000 students p/a by the end of the plan

BELIEF SYSTEM

Objective: To promote the spiritual dimension at the College

- Mention will be made in key promotional materials of the prayer and meditation rooms at the College, the Chaplaincy team and its activities

SEXUAL ORIENTATION

Objective: To ensure LGBT students feel welcomed and included at College

- Work with the Student Union to set up an LGBT support group in Spring 2009 that is straight-friendly
- Publicise the support group termly on the college network with a welcoming screen saver
- With the Student Union increase College involvement in the Gay Pride yearly event with activities on College premises

STUDENT UNION

Objective: To maintain an independent and high profile commitment to equality and diversity

Action

- The College will continue to work closely with and support the Union in its endeavours to accomplish its own equality and diversity action plans
- The College will seek to establish, in collaboration with the Student Union:
 - (i) a forum for black and ethnic minority students
 - (ii) a support group for LGBT students which is straight-friendly
- The College will support the Union to maintain officer posts for disability, sexual orientation, BME and international students plus an overarching Equal Opportunities post