

***Equality and Diversity  
Annual Report***

***2008/09***

## **1 *Introduction and background information***

The Equality and Diversity Annual Report will report against the College's Equality and Diversity Policy commitments and the progress made on the College's Single Equality Scheme and Action plan, the Colleges Self Assessment Report 2008/09 and the Equality and Diversity Annual Operational Plan.

## **2 *Leadership and Management***

The Governors, Senior Management Team and the College Management Team are committed to the College's Equality and Diversity Policy and to the implementation of actions to support the Policy. The Executive Director – Support Services, Deputy Principal and Faculty Directors are members of the College's Equality and Diversity Committee. The Committee continues to be involved in planning, developing, and monitoring the implementation of the Equality and Diversity Policy, Single Equality Scheme and its associated action plans, the College's Self Assessment Report and the Equality and Diversity Annual Operational Plan.

The Principal has overall responsibility for equality and diversity with the management of this area of the College's work delegated to the Executive Director - Support Services. However, it is recognized that responsibility for equality and diversity lies with everyone in the College. A full time Equality and Diversity Officer takes a proactive and leading role in the implementation of the Policy and Procedures throughout the College and attends the LSC Yorkshire and Humber Strategic E&D network forum which assists in maintain the best practice in equality and diversity matters.

The College successfully achieved the Investors in Diversity (IiD) Quality Standard in June 2009 which helps to demonstrate that the College is responsive to the needs of staff, learners and stakeholders.

## **3 *Equality and Diversity Policy and SES***

The College has successfully implemented its Single Equality Scheme (SES) 2006/07 – 2008/09 and has scheduled a review and publish its Equality and Diversity Policy and Single Equality Scheme 2010/11 – 2012/13 in January 2010 to take account of the Equality Bill due to be introduced in April 2010.

## **4 *Marketing***

There is a clear commitment from the marketing department to ensure a positive image of disadvantaged and under represented groups is projected. The images that are used in the prospectus and on the College website are inclusive of gender and ethnicity, as are those displayed around the College. The prospectus and the College website also contain a section that promotes the College's commitment to equality and diversity and provides information about additional support arrangements for learners with learning difficulties and disabilities.

## **5 Curriculum and Teaching**

- All full-time and block release learners attend a mandatory Equality and Diversity Tutorial. This has been a good tool to promote the employment rights of students with respect to Equality and Diversity and unlawful discrimination and harassment.
- Disability Awareness in Construction and the Built Environment workshops were also delivered to students on BTEC National Diploma courses as part of Diversity Week.
- Equal Opportunities issues relating to employment law are taught and promoted as part of the ERR module on full time courses, level 1, 2, 3 and HE programmes of study.
- Equality and Diversity Module in BTEC level 4/5 teacher training course was completed by learners.
- The College won the LSC CoLaS Award for embedding Equality and Diversity in the curriculum.
- Positive action and promotional work has been undertaken with the Leeds ALMOS, Leeds RE'Build, to attract young people from economically disadvantaged areas in Leeds, to courses at the College.
- Two OLASS (Offender Learning and Skills Service) projects have been delivered in 2008/09 academic year. 194 learners engaged in provision which has included vocational training at Level 1 and Level 2
- The College continues to run a plumbing course for unemployed adult learners to help them participate in vocational training and to support them in to employment.
- The College is also involved with the Princes Trust to help disaffected young people gain vocational training in construction. The College delivered training to 4 groups of approximately 30 learners.
- A successful Summer School ran with adults, female and BME learners participating in construction training with 27.4 % (31) progressing on to full courses.
- Free taster courses in Carpentry and Joinery, Plastering, Wall and Floor Tiling, Bricklaying and Sign making were delivered as part of International Women's day.
- The College effectively monitors the recruitment, retention, achievement and progression of learners by ethnicity, gender, disability and learning difficulty
- The College held a 'Bring your Child to Work Day' where the children of staff were able to take part in a number of construction crafts related workshops and anti discrimination group-work.
- The College worked with the DCFS to formulate a Gender Equality Action Plan for the Team Education Department to ensure that females were participating in the 14-16 yr old Diploma Programmes. The College achieved its target of 10 % Females on the programmes in 2008/09.

## **6 College Environment**

The College strives to ensure that its buildings are welcoming and as safe as possible for all. Regular checks are made around the College sites as management are keen to ensure that no offensive and/or discriminatory material is displayed in any part of the College.

Access for disabled persons continues to be a high priority with resources deployed so as to ensure that individual needs are met as far as reasonably practical, enabling students to fully participate in activities wherever possible.

There is currently full access to all floors and facilities at the North Street site including Reception, Admissions, Library and Student Services and full access to all levels at Millwright Street, Stourton, Parkside Lane and Lockwood Way buildings. Hearing loop systems are fitted in the Lecture Theatre, Reception, Student Services, Library, Finance and Admin Offices and also the main Committee room. A portable loop system is available for use by students.

Posters promoting equality of opportunity and anti-bullying are displayed on all sites in the College.

## **7 Staff**

The Human Resources Unit provide regular reports to the Equality and Diversity Committee, Senior Management Team and the Employment Committee, relating to the ethnic, disability, age and gender profiles of staff at the College. This also extends to reports on recruitment (conversion rates from application to appointment).

- The College carried out extensive consultation with staff at the College as part of the Investors in Diversity Quality Standard. The College received a high response rate at 40.29%. 96.2 % of staff said that there was an inclusive workplace culture within the organisation and that people are supported and the same percentage of staff also said that they were valued and respected.
- The College achieved the Investors in Diversity Quality Standard which helps to demonstrate that the College is responsive to the individual needs of staff.
- The College continues to deliver mandatory equality and diversity induction training to all new staff. 43 staff attended the training programme in 2008/09.
- Equality and Diversity Module in BTEC level 4/5 teacher training course was completed by learners.
- All staff at the College received a briefing on equality and diversity at the staff training day in June 2009.
- SFL staff received training in Mental Ill Health awareness from Working Minds Leeds. 20 staff took part.
- SFL staff also took part in conflict resolution (for students with ADHD), Deaf awareness course and readability training. 20 staff took part.
- 12 members of staff attended the 2 day Mental Health First Aid Course in November 2009.
- All Line Managers have received a HR Briefing updating them on changes to equality legislation.

- Team Education staffs have also received training relating to the student disability policy and procedures at the College.
- The HR department has continued to work in partnership with Access to Work to provide the appropriate support to disabled staff to help them to carry out their work at the College.

### **Summary of Equality & Diversity Staff Statistical Report 2008/09 (Appendix 2)**

## **8 Impact Assessment**

- The College has impact assessed 5 policies between April 2008 and July 2009 (Recruitment and Selection Policy, Health and Safety Policy, Dignity at Work Policy, the Disciplinary Policy and Grievance Policy)
- Although there has been a delay in progressing with impact assessing policies in 2008/09, the College has committed to increasing the number of impact assessments being completed in 2009/10 to a minimum of 15.

## **9 Other Equality and Diversity Projects and Achievements**

- Focus groups are carried out with females and BME learners by Students Services to discuss any issues that may affect those students. This supports the College work under ECM and learner voice.
- The refectory hold themed days where foods from different countries are on the menu.
- The College subscribes to the FBFE (national council on Faiths and Beliefs in Further Education) and has successfully implemented theirs and LSC guidance in to in to the Colleges policy and facilities for staff and students
- The College has adopted the 'Twelve Steps' in the 'Guidance on Trans Equality and Sexual Orientation in Post School Education' and has embedded this in to its policies, staff training and student tutorial programmes
- Participation in WYLLN programme to help support and progress females in to HE

## **10 Priorities and Actions for 2009/10**

- To increase the number of Equality and Diversity Impact Assessments carried out on policies.
- To continue to engage in positive action projects to increase the number of females and BME learners participating on courses at the College.
- To formulate an action plan to respond to issues identified in the Equality and Diversity Student Statistical Report 2009/10
- To continue to promote safeguarding at the College and provide training for staff to enable them to respond effectively to any of these issues.