

EQUALITY AND DIVERSITY ANNUAL REPORT 2007 – 2008

Halesowen College is committed to the promotion of equality and diversity, and the pursuance of non-discriminatory policies and practices, for students, staff, job applicants and visitors. Targets were set in 2007/08 and the following table provides a brief summary of the progress made.

Target	Staff/ student	Action 2007-2008	By whom	By when	Outcome	Related groups
To raise a positive profile of culture, ethnicity, disability and age amongst College users	Staff	To pursue liaison with the NBP on support for Black staff at the College	Pers Adv/ Pers CCD	Jan 2008	The College is a member of the Network for Black Professionals. Two staff have received training.	Race
		To publicise and promote the Black Staff Focus Group	UCU Rep	March 2008	Black Staff Forum meets informally	Race
	Students	To introduce Personal Skills Forums To hold an Equality and Diversity Week event	PSD Org Pers CCD/ DirStu Serv	March 2008 Feb 2008	To be followed up in 2008/09 E&D Theme Week held w/c 4 February. Equality paper chain produced and displayed in Refectory. Childcare students provided resources and raised funds for the charity Hands & Work. SU raised funds for Children in Need.	Disability All
	Staff and Students	To develop a Moodle forum in liaison with Learning Advocates to promote discussion feedback and involvement from different college users	Pers CCD/ LDevMgr	March 2008	Theme Week Forum in place for E&D Theme Week with focus on disability, age, race, sexuality and gender. Extensive materials available to promote E&D – easily accessible by staff and students.	All

Target	Staff/ student	Action 2007-2008	By whom	By when	Outcome	Related groups
To meet, as a minimum, statutory requirements and develop strategies to enhance inclusion beyond statutory requirements	Staff	To seek to survey staff on disability (or barriers experiences at work) to verify or increase declaration of disability	Pers CCD	June 2008	To go out with SIR survey in 2008/09	Disability
		To revise the staff application form	Pers CCD	June 2008	Application form revised.	All
		Introduce a request procedure for those wishing to work beyond 65	Pers CCD	Sept 2007	Procedure in place.	Age
	Students	To maintain as a minimum the retention rates and success rates of students at the top level of analysis based on race, disability and gender	DirStuServ	July 2008	Disability, ethnicity and age profiles included in Retention, Attendance and Destination Reports.	Race, Gender, Disability
	Staff and Students	To publish the Action Plan outcomes from 2007-8 To publish the Single Equality Scheme incorporating Race, Disability, Gender, Age and Religion/Belief	College Executive	July 2008	Action Plan outcomes 2007-08 and Single Equality Scheme available on the College website.	Disability All

Target	Staff/ student	Action 2007-2008	By whom	By when	Outcome	Related groups
To ensure that no-one is disadvantaged in making application to the College or in subsequent selection processes and that positive action is taken towards those who declare a specific disability	Staff	To include application data relating to race, disability, gender in the annual Personnel review	Pers CCD	Sept 2008	Recruitment included.	Race, disability and gender
		To revise the staff application form	Pers CCD	June 2008	Under consideration - in the process of being revised.	All
		To introduce a 2 phase short listing of applicants for posts	Pers CCD	Jan 2008	Two-phase short-listing procedure now in place.	All
	Students	To review disclosure systems used in the application process	AdmMgr/ DirStuServ	Jan 2008	Application and enrolment procedures reviewed annually and regularly updated.	All
		Introduce funding advice systems for 19+ students	DirStuServ/ DirFinAdm	June 2008	One-to-one interviews in place for students over 19. Standard practice established for LSF applications.	Age
	Staff and Students	To analyse feedback from staff and student surveys by those who declare a disability	Pers QD	Sept 2008	Student QDP survey analysed re students with a learning disability/difficulty. Survey of existing staff identifying needs to be included in staff survey in 2008/09. (Impact assessment now carried out at annual review of all policies.)	Disability

Target	Staff/ student	Action 2007-2008	By whom	By when	Outcome	Related groups
To provide appropriate support services to all those with a declared need within a reasonable time frame	Staff	To review requests for support requested by staff To review Employee Assistance Scheme	Pers CCD Pers CCD	July 2008 Dec 2008	System in place for support interview to take place. Employee Assistance Scheme offers counselling support. New provider now in place.	Disability All
	Students	To create link between Personal Skills Development and IT to provide financial planning base for anticipatory budgeting of support To make available reference guides on the Intranet on symptoms and teaching styles for common learning difficulties and disabilities	SkillsDDir/ Pers QD PSD Org/ LSuppCo	June 2008 Oct 2008	System improved in order to anticipate funding of IT support. Guides available for teaching/support staff to access via College intranet.	Disability Disability
	Staff and Students	To review the College web site to enhance advice regarding support and financial assistance in College to applicants.	DirStuServ/ CWLMgr	March 2008	New web site launched and continually being updated and improved. Web site accommodates users with visual impairment.	Disability Age

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To ensure the College is accessible safely to all users and potential users	Staff and Students	To create an accessible toilet on each site for the disabled that are suitable for those with enhanced needs in the development of Block 0 or 4 and Shenstone House	Estates Director	July 2009	Included in Block 0 plans.	Disability
		Review car park surfaces in Car Park at Whittingham Road	Estates Director	July 2008	Review taken place and pathways being considered.	Disability
To develop suitable delivery of services and curriculum through the use of technology and teaching styles to encourage flexibility in delivery	Staff	To develop work from home scheme to facilitate the demands of disability and for religion requirements outside the normal college calendar	Pers QD Pers CCD	July 2009	Work from home scheme being reviewed as part of annual programme.	Disability Religion
	Students	To develop Moodle for use by students outside normal timetable hours and for use from home	DirT+L/ LDevMgr	July 2008	Moodle VLE developed to provide materials and out of class support.	Disability Religion Disability
		To develop further access to laptop computers for those with Personal Development Skills needs of requiring Learning Support	PSD Org/ Pers QD	Sept 2008	Additional laptops purchased.	
Staff and Students	To revise and re-launch the College web site	TechRDir/ CWLMgr	Dec 2008	New website in place which incorporates the requirements of those with disability, eg variable sizing of text available.	Disability	

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To make training and development available to staff and students to ensure appropriate behaviour and responsiveness to individual needs	Staff	To conduct a training session for staff in equality and diversity in the curriculum	Staff Development Manager	March 2008	Several sessions held on January 2008 staff development day.	All
		To introduce customer service qualifications including equality for support staff		March 2008	Sessions held for support staff on staff development days.	All
	Students	To hold an Equality and Diversity Week	DirStuServ/ Pers CCD	Feb 2008	E&D Week held w/c 4 February.	All
To investigate activities to promote Black History Month		Pers CCD	Oct 2008	E&D Theme Week moved to coincide with Black History Month (October 2008). Related activities available on Moodle for use in Tutorial sessions. Inclusion in A Level History curriculum of activities which relate to Black History.	Race	
	Staff and Students	To raise equality and diversity training within the Staff Development Consultative Forum	Pers QD	From Jan 2008	Training discussed at the Forum. Specific training in disability available.	All

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Feedback from staff and students is used to inform decision making and self assessment. Staff and students are actively encouraged to be involved in the decision making and monitoring processes	Staff	To survey staff alongside SIR information request to establish current feedback on disability To collect and analyse feedback from applicants by race, disability and age To establish an Equality and Diversity Consultation Forum with cross college representation	Pers CCD DirStuServ	April 2008 Oct 2007	Planned to take place with SIR survey. Forum meets each term to raise E&D issues and instigates appropriate actions.	Disability Race, Disability, Age All
	Students	To hold students forums where equality and diversity is an area for feedback To seek analysis of feedback from students with self declared learning difficulty or disability as well as gender, age and ethnic origin	DirStuServ Pers CCD	June 2008 April 2008	Student Focus Groups are encouraged to raise issues relating to equality and diversity. Survey feedback analysed by disability, learning difficulty, ethnic origin, age and gender.	All Disability, Age, Race, Gender
	Staff and Students	To develop a Moodle forum in liaison with Learning Advocates to promote discussion feedback and involvement from different college users	Pers CCD LDevMgr	March 2008	Moodle forum in place for Theme Weeks – Equality and Diversity and Health and Environment. Forum in place for Student Ambassadors.	All

**Abbreviation in
Equality and Diversity
Annual Report:**

Title:

AdmMgr	Admissions Manager
CWLMgr	Communication and Web Liaison Manager
DirFinAdm	Director of Finance and Administration
DirStuServ	Director of Student Services
DirT+L	Director of Teaching and Learning
LDevMgr	Learning Development Manager
LSuppCo	Learning Support Co-ordinator
Pers Adv	Personnel Adviser
Pers CCD	Personnel and Customer Care Director
Pers QD	Personnel and Quality Director
PSD Org	PSD Organiser
UCU rep	Representative of UCU
SkillsDDir	Skills Development Director
TechRDir	Technical Resources Director