

Race Equality Action Plan and Update

2008-11

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Race Equality Action Plan 2008-11

Perth College UHI is committed to providing education and employment which promotes equality, respects diversity and is free from unlawful discrimination and harassment. Our Equal Opportunities Strategy sets out our guiding principles for working to achieve this aim. Our Race Equality Policy and the associated Race Equality Action Plan reflect our commitment to equality and diversity and, in this particular context, the promotion of race equality.

We have identified 5 key objectives in relation to our aim to promote race equality and eliminate unlawful discrimination in our employment and in the services we provide to our students and other customers.

Objective 1

We will **promote race equality** and **promote good relations between people from different racial groups** by:

- Ensuring that our staff have appropriate training and information on race equality.
- Working with staff and students from different ethnic and cultural backgrounds to remove any barriers to accessibility of opportunity.
- Work with staff, students and community groups to ensure an understanding of diverse cultural and ethnic group needs.

Objective 2

We will **tackle discrimination** on the grounds of race by:

- Taking a zero tolerance approach to the discrimination and harassment of staff, students and service users.
- Challenging negative attitudes, stereotyping and inappropriate language.
- Providing information, guidance and support to management on their responsibilities under the equalities legislation.
- Promoting positive images of people from different racial groups in our literature and information.

Objective 3

We will **support staff and students** to achieve their full potential by:

- Affording equality of opportunity to courses, employment and training activities.
- Providing appropriate support and facilities to meet individual/group needs.

Objective 4

We will **work in partnership** with staff, students and representative community groups by:

- Making equality impact assessments of our policies and practices to identify where action needs to be taken to make improvements or changes and to promote equality of opportunity.
- Involving relevant people and groups in the changes and improvements we make to our practices and procedures.

Objective 5

We will **monitor and report** on our progress annually by:

- Involving relevant people and groups in the production, recording, collation, analysis and follow-up of monitoring data for staff and students.
- Publishing the results of our progress reviews in terms which will protect sensitive personal data (Data Protection Act 1998).

Objective 1 - We will promote race equality and promote good relations between people from different racial groups.					
Reference	Action: What we Will Do	Ownership: Who Will Lead this Activity	Priority and Timescales: When we Will Do It	Intended Outcome: What we Hope to Achieve	Evaluation/Update: What we have Done so Far
1.1	Provide equality and diversity training and awareness material to new and existing staff.	HR Manager	High priority. By end of July 2009, and then on an annual basis.	All staff to have an understanding of equality and diversity, including race equality.	Completed and on-going for new staff.
1.2	Provide information on our Race Equality Scheme and action plan activities at student events and in the student induction material.	HR Manager/ Marketing Manager/ Customer and Student Services Manager	High priority Ongoing.	All students to have an awareness of race equality, their responsibilities in relation to respecting diversity and College activities.	Information on Race Equality now included in student induction material.
1.3	Involve staff and students from different racial backgrounds in the work of EDIT to ensure an understanding of diverse needs and the barriers and opportunities faced by different groups in accessing employment and the services of the College.	HR Manager	High priority. On-going.	Identification of barriers and opportunities and submission of recommendations/ progress reports for action to EDIT on a quarterly basis.	<ul style="list-style-type: none"> ▪ QELTA materials continue to be rolled out for equality review of course content. ▪ Equality and Diversity Week March 2011 with student poster competition and other awareness raising activities. ▪ Student and staff Equality survey. ▪ Community Consultation exercise.

					<ul style="list-style-type: none"> ▪ Successful 'Show Racism the Red Card' inclusive football tournament.
1.4	Work with staff, students and community groups to ensure and promote an understanding of diverse cultural and ethnic group needs.	HR Manager	<p>High priority.</p> <p>By end May 2009.</p> <p>Medium priority.</p> <p>During 2009/10.</p>	<p>Establishment of communication and engagement networks with community groups to foster effective partnership working.</p> <p>Development and publication of information on the cultures of different racial groups.</p>	<ul style="list-style-type: none"> ▪ Established links with MEAD and Perth Chinese Community Association. ▪ Promotion of cultural and religious festivals in student diary. ▪ Annual celebration of Diwali. ▪ Diversity Week March 2011 – Islam awareness.
1.5	Produce a College calendar of key cultural and religious festivals and work with staff and students to provide activities which celebrate different cultural occasions.	HR Manager/ Marketing Manager	<p>Medium priority.</p> <p>During 2009/10.</p>	Student and staff participation in activities which recognise, promote and celebrate aspects of different cultures.	<ul style="list-style-type: none"> ▪ Annual Calendar of Cultural and religious events in student diary. ▪ Themed refectory/ restaurant menus from different nations.
1.6	Ensure that a process is in place to systematically review learning and teaching materials to promote equality.	Learning and Teaching Director/ Quality Manager/ Learning Resources Manager	<p>Medium priority.</p> <p>To be included in Quality Manual and DTP processes by August 2009.</p>	Ongoing systematic review and updating of materials and approaches.	<ul style="list-style-type: none"> ▪ Staff training and guidance on QELTA tool and course materials assessed for diversity – on-going.

Objective 2 - We will tackle discrimination on the grounds of race.					
Reference	Action: What we Will Do	Ownership: Who Will Lead this Activity	Priority and Timescales: When we Will Do It	Intended Outcome: What we Hope to Achieve	Evaluation/Update: What we have Done so Far
2.1	Provide training and information to our managers to confirm their responsibilities in dealing with inappropriate language and behaviour from staff, students and service users, including contractors.	HR Manager	High priority. By end February 2009.	Our senior, college and academic managers have an understanding of their responsibilities and can enforce our commitment to tackle unlawful discrimination.	All managers trained in Equality and Diversity.
2.2	Refresh and re-launch our Dignity in the College Community Policy and Procedure.	HR Manager/ Customer and Student Services Manager	Medium priority. By end July 2010.	A refreshed Dignity in the College Community Policy and Procedure which is available to all staff and students via the intranet and promoted at induction. A pool of trained advisers to support staff and students who raise concerns under the policy terms.	The Policy will be revised and re-launched to take account of all protected characteristics in the Equality Act 2010.
2.3	Take a zero tolerance approach to unlawful race discrimination and harassment.	HR Manager/ Customer and Student Services Manager	High priority. Ongoing.	Allegations of race discrimination and harassment are investigated fully and promptly and appropriate actions are taken. Staff, students and customers have confidence in raising concerns.	There have been no formal allegations of race discrimination from students or staff.

2.4	Utilise positive images of people from different racial groups in our literature, information, posters and other materials.	Marketing Manager	Medium priority. Ongoing.	College materials in which images which represent our diverse community.	College prospectus, website and promotional materials checked for compliance before publication.
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Objective 3 - We will support staff and students to achieve their full potential.					
Reference	Action: What we Will Do	Ownership: Who Will Lead this Activity	Priority and Timescales: When we Will Do It	Intended Outcome: What we Hope to Achieve	Evaluation/Update: What we have Done so Far
3.1	Provide support to individuals to ensure differing needs can be considered.	HR Manager/All Managers	High priority. Ongoing.	Discussion on individual needs and application of reasonable practices to ensure individuals can achieve their full potential.	<ul style="list-style-type: none"> ▪ Student Advisers ensure individual student needs are considered and this is formalised through FE Students' Personal Development Plans. ▪ Staff needs are met through our annual professional review process.

Objective 4 - We will work in partnership with staff, students and representative community groups.					
Reference	Action: What we Will Do	Ownership: Who Will Lead this Activity	Priority and Timescales: When we Will Do It	Intended Outcome: What we Hope to Achieve	Evaluation/Update: What we have Done so Far
4.1	Making equality impact assessments of our policies and practices to identify where action needs to be taken to make improvements or changes and to promote equality of opportunity.	HR Manager	High priority. Ongoing.	Establishment of a working group of EDIT and engagement with relevant community groups to undertake equality impact assessments of our policies, procedures, practices and activities on a planned and prioritised basis.	Over 70 Equality Impact Assessments undertaken and work is on-going.
4.2	Involving relevant people and groups, including partnership groups, in the changes and improvements we make to our practices and procedures.	HR Manager	High priority. Ongoing.	To ensure an understanding of the barriers and opportunities for the promotion of race equality, promotion of good relations and the elimination of unlawful discrimination. Application of policies, procedures and practices which reflect our commitment to equality.	<ul style="list-style-type: none"> ▪ Established MEAD and Chinese Community links. ▪ Community engagement/consultation exercise carried out.

4.3	Seek to engage with representatives of the Travelling Community to gather their views on their education and employment needs and to explore how Perth College UHI can meet their needs.	HR Manager	By end of July 2009.	To ensure a better understanding of the education and employment needs of Travelling people. To identify opportunities for Perth College UHI to meet these needs.	Links with Travelling Community were not established.
4.4	Continue to engage with representatives of the Chinese Community to encourage a stronger interest in Perth College UHI as an education provider and as an employer.	HR Manager	By end of July 2009.	To ensure a better understanding of the needs of the Chinese Community and to ensure Perth College UHI markets itself appropriately as an attractive education provider and employer amongst this under-represented community group.	Links established and work on-going.

Objective 5 - We will monitor and report on our progress annually.					
Reference	Action: What we Will Do	Ownership: Who Will Lead this Activity	Priority and Timescales: When we Will Do It	Intended Outcome: What we Hope to Achieve	Evaluation/Update: What we have Done so Far
5.1	Involve relevant people and groups in the production, recording, collation, analysis and follow-up of monitoring data for staff and students.	HR Manager/ Customer and Student Services Manager/MIS Manager	Medium priority. By end July 2009.	Robust mechanisms for the production, recording, collation and analysis of data on applicants (staff and students), retention and achievement (students), access to training (staff), performance (staff), discipline and grievance (staff), complaints (students). Monitoring of outcomes and follow-up action plans through EDIT.	<ul style="list-style-type: none"> ▪ Annual course reviews and self evaluation consider Equality and Diversity. ▪ Annual progress reports undertaken and published. On-going.
5.2	Review our action plan on an annual basis and publish this and the results of our progress reviews in terms which will protect sensitive personal data (Data Protection Act 1998).	HR Manager	High. Annually, in November.	Promotion of our success stories and future plans on the intranet and website.	Annual Progress Reports undertaken and published.