



## **Review of Equality Outcomes: March 2015**

## Strategic Theme 1: Learning and Teaching

Priority outcome: The learning and support experience is fair and equitable for all students and reflects cultural diversity

Equality outcome	General duty addressed	Activities/actions /outputs	Indicators/ measures	Timescale	Responsibility	Review
Under represented target groups are provided with opportunities for courses	Advancing equality of opportunity for adults with all protected characteristics	1. Arts and Humanities Access to HE Course offers residential second chance for adults with few or no qualifications	<b>Increase in numbers to 45 students</b> <b>Progression arrangements with SWAP partners in place</b> <b>Careers and employability programme agreed</b>	By June 2014 and annually	Senior Management Team	1.Target of 45 students achieved  2. This is part of the SWAP programme.  3. In order to enhance their employability skills, learners are encouraged and supported in voluntary activities, inside and outwith the college. All learners undertake activities to support the life and work of the college through participation in college events such as Christmas at Newbattle.
	Advancing equality of	1. Pre- Access Preparation for FE	<b>10 student enrolments</b>	By June 2014	Senior Management	This was a pilot programme,

	opportunity for adults with all protected characteristics and eliminating discrimination	Course in partnership with Midlothian Adult Learning Partnership offering progression from community based programmes			Team and external partners	recruiting 13 learners, of whom 7 completed successfully. The Programme has been reviewed following 2012-13 pilot course, in response to needs of students. It now offers a reduced curriculum with more scaffolding, including learning support, study skills and enterprise. Learners on this programme are also supported by CLD staff. 12 students currently enrolled.
	Advancing equality of opportunity for 16-19 year olds and 16-24 year olds (this is a key target area for the Scottish Government) and includes those in	2. Delivery of short courses to Transform Project supported by Volunteer Centre Midlothian.	<b>7% increase in number of young people participating in the Rural Skills Programme</b>	By June 2014	Senior Management Team	12 students enrolled on the 1 year full-time NC Rural Skills Course, supported by Forestry Commission Scotland

	these age groups covering all protected characteristics					
	Eliminating discrimination, advancing equality of opportunity and fostering good relations	3. Delivery of short taster courses to offenders in partnership with Midlothian Social Work Department	<b>3 short courses delivered</b>	By June 2013	Senior Management Team	3 one week course delivered for community payback order students. 18 students enrolled. Dependent on external funding being secured from The Robertson Trust.
	Eliminating discrimination and advancing equality of opportunity for S4/5 pupils, young people aged 16-24 outwith mainstream education, training and employment and adults with few or no qualifications.	4. Increase number of part-time Rural Skills courses delivered to target group and deliver target for full-time Rural Skills course.	<b>Sustain enrolment of 20 students on p/t NC Rural Skills. Achieve over 75% retention and over 50% attainment on courses. Sustain enrolment of 10 students on full time course Work experience and employment support established with</b>	By June 2014	Senior management Team and Midlothian Council	7 students enrolled on S4/5 part-time NC Rural Skills course supported by Midlothian Council. 15 students enrolled on short full-time 20 week NC Rural Skills Course for young unemployed adults supported by SDS, Employability Fund, SRUC and Midlothian Council 69% successful achievement

			<b>partners. Achieve 62% retention and 52% attainment on full-time course.</b>			
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**In addition:**

- We have shared the college's outcome agreement with East/Midlothian Community Planning Partnerships in order to devise programmes for their priority groups
- We have developed our programme for Rural Skills in partnership with SRUC
- We hosted National Adult Learning Conferences in April 2013 and 2014 and influenced the establishment of the National Strategic Forum for Adult Learning, playing a lead role in the launch of the Adult Learning in Scotland: Statement of Ambition in May 2014.
- We have extended our partnership with the City of Edinburgh Council's Gaelic Implementation Group and attend the National Gaelic Education Strategy Group. As part of our Gaelic Plan, we are developing a full-time NC Celtic Studies course in partnership with Sabhal Mòr Ostaig.
- We are participating in course development with Queen Margaret University for a 1 year full-time HNC Social Science, offering 10 places from October 2014.
- Please refer to our Equality Mainstreaming Report for information on our retention and achievement figures.

<b>Equality outcome</b>	<b>General duty addressed</b>	<b>Activities/actions/ outputs</b>	<b>Indicators/ measures</b>	<b>Timescale</b>	<b>Responsibility</b>	<b>Review</b>
Students increase their understanding and	Eliminate discrimination, advance equality of opportunity	1. Teaching staff take opportunities to explore issues relating to	<b>Evaluation activities, student focus groups and self-evaluation</b>	By June 2014	SMT, Learning and Teaching Team	Education Scotland has reported in its Annual Engagement Visits in December 2013 and 2014 that the college

awareness of equality and diversity through appropriate learning and teaching activities.	and foster good relations for all protected characteristics	equality and diversity in all courses, using appropriate materials and resources.	<b>processes , completed impact assessments</b>			has made considerable progress in mainstreaming equality and diversity in learning and teaching. The college curriculum is also mapped well to Curriculum for Excellence and teaching staff promote different cultures in the classroom and ensure that learners develop a culture of respect and valuing individuals. This includes challenging remarks made by learners in class.
	Eliminate discrimination, advance equality of opportunity and foster good relations for all protected characteristics	2. Equality and diversity is integrated into audits of teaching and learning and into peer review processes	<b>Teaching audit materials and peer review pro-formas, positive Education Scotland reviews, Quality Week reports</b>	By June 2015	SMT, Learning and Teaching Team	As above
	Eliminate discrimination,	3. Specific equality and	<b>Induction activities,</b>			As above

	advance equality of opportunity and foster good relations for all protected characteristics	diversity awareness content is part of the learner experience	<b>Learner activity planning, Quality Week, learner engagement sessions</b>			
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## Strategic Theme 2: Quality Enhancement

Priority outcome: Students across all protected groups progress and achieve high quality learning outcomes

Equality outcome	General duty addressed	Activities/actions/ outputs	Indicators/ measures	Timescale	Responsibility	Review
All students increase their participation , retention, attainment and progression	Eliminate discrimination, advance equality of opportunity and foster good relations for all protected characteristics	1. Develop procedures which help learners reflect on their experiences, set personal learning goals and regularly monitor progress.	Personal Learning and Support Plans are in place and implemented for all students	By June 2014	SMT, academic and support staff	Learners with additional support needs have PLSPs with agreed review points. Teaching staff have access to these plans and this ensures that learners' needs are met effectively both in the class and in assessment. All learners have weekly guidance times to meet with tutors to ensure that nay emerging needs are identified and that they

			The induction programme is improved for all learners and Student Handbook contains clear communication around equality and diversity	By June 2014	Learning and Teaching Team and Learning Support	receive appropriate support.  The Academic Handbook makes clear reference to equalities.
	Eliminate discrimination and advance equality of opportunity for all protected characteristics	2. Monitor targets for recruitment, attainment and progression and analyse performance indicator data in respect of equalities characteristics	Student returns to SFC are in line with new data requirements covering protected characteristics. 3% improvement in student retention and attainment for Arts and Humanities Access to HE Course.	By August 2014	SMT and Administration Team	65% of students completed successfully, 68% retention. Support mechanisms have been put in place to support students and these measures seem to have been effective in reducing early withdrawal rates



	Eliminate discrimination and advance equality of opportunity for all protected characteristics	3. Develop a student destination survey for Arts and Humanities students.	3% improvement in number of learners progressing to HE from the programme	By August 2014	SMT and Administration Team	Almost all students progressed to university. We are now able to track our students well and make good use of our alumni who are invited back to college to speak to new students. This has proved very motivational and is popular with students.
	Eliminate discrimination, advance equality of opportunity and foster good relations for all protected characteristics with an emphasis on disability (the college has 17% of students with additional support needs)	4. Arrangements for improving the quality of learning and teaching are enhanced.	Additional student support is extended to disabled students and those with additional support needs via a student mentoring programme and the involvement of external agencies to support learning.	By August 2014	Learning and Teaching Team and Learning Support	The college has access to a Mental Health Mentor, Dyslexia Support Tutor, Electronic Note taker and Support for Learning Tutor. The college offer learners access to counselling services and also has a tutor who offers 'Mindfulness' classes.

### Strategic Theme 3: College Facilities and Estate

**Priority outcome: students, staff and visitors find that the College environment, estate and resources are aligned to remove barriers, provide equality of opportunity and reflect cultural diversity**

Equality outcome	General duty addressed	Activities/actions/ outputs	Indicators/ measures	Timescale	Responsibility	Review
Staff, students and the wider community have access to facilities and an estate which are attractive, accessible and meets their needs	Eliminate discrimination, advance equality of opportunity and foster good relations for all protected characteristics , with particular emphasis on the protected characteristics of disability and race	Ensure that equality and diversity issues are embedded within college facilities and estates plans, procedures and processes, particularly in relation to disability and cultural diversity	Minutes of Planning and Resources Committee, Health and Safety Committee, Catering and Events Team and Estate Facilities Co-ordination Group	June 2014	SMT	Regular meetings are held throughout the year with key staff being involved in all committees to ensure a consistent approach.  The Rural Skills programmes make good use of the college's estates and facilities and learners have access to as broad range of real-life working environments and practical activities to support their learning.
	Advance equality of opportunity and foster good relations	Events such as the Celtic Festival, International Summer School, Christmas at Newbattle and the National Adult Education Conferences	Satisfaction surveys, event evaluations	Annual evaluations	SMT	The College is a heritage venue for conferences, meetings and weddings as well as the site of the College Business Park which is home to 32 SMEs.

						<p>Newbattle has a partnership with OSCARS International for Summer School programmes and Off Season Group programmes which offer high quality English teaching and rich cultural activity programmes to students from Russia, Latvia, Lithuania, Italy, Spain, Hong-Kong China and Greece.</p> <p>Evaluations for the Christmas at Newbattle event were very positive, with a big increase in the number of wheelchair users.</p>
	Eliminate discrimination, advance equality of opportunity	ICT shared service arrangement in partnership with Edinburgh College	ICT integration work stream, student and staff feedback mechanisms	<p>By March 2013 for infrastructure completion</p> <p>By June 2014 for a shared services</p>	Board of Directors and SMT	<p>ICT infrastructure completed. Systems related training for staff and students has taken place.</p> <p>More time is needed for this in the light of merger and</p>

				strategy with Edinburgh College		regionalisation within Edinburgh College. There are still issues with bandwidth and access making the use of ICT unreliable. We have appointed an onsite IT technician to support staff and students.
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#### Strategic Theme 4: Governance, Leadership and Sustainability

**Priority outcome: Staff and students with protected characteristics find that inequalities are reduced and eliminated through strong leadership and accountability of equality and diversity being embedded in college governance and management structure**

Equality outcome	General duty addressed	Activities/actions/ outputs	Indicators/ measures	Timescale	Responsibility	Review
The Board of Directors and other college committees with external representation have a diverse representation , particularly from under-	Eliminate discrimination, advance equality of opportunity and foster good relations for all protected groups, and in particular	Target under-represented groups as vacancies arise	Increase in diversity of BOD and Equalities Committee	June 2014	BOD, SMT, Equalities Committee	The current board of seventeen members is comprised of ten men and seven women

represented groups	for race, disability and gender					
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Equality outcome	General duty addressed	Activities/actions/ outputs	Indicators/ measures	Timescale	Responsibility	Review
All staff increase their knowledge and understanding of equality and diversity and how it affects them in the workplace	Eliminate discrimination, advance equality of opportunity and foster good relations for all protected characteristics	CPD activities, use of online resources, Staff Handbook , equality impact assessments, staff review process to include E& D	Staff participation in training, evaluation. Increased confidence and capacity in relation to equality and diversity	On an annual basis, during Quality Days	SMT	The programmes for Quality Days in October and February each year reflect issues in relation to equality, diversity, access and inclusion.  Equality and Diversity is included in staff induction as part of fair treatment at work.

Equality outcome	General duty addressed	Activities/actions/ outputs	Indicators/ measures	Timescale	Responsibility	Review
All staff are comfortable with monitoring and data collection processes	Eliminate discrimination and advance equality of opportunity for all protected groups	Staff data collection is extended to include all protected characteristics and a communication	Improved data collection across all the protected characteristics	June 2015	SMT, Head of Administration	Data collection is an ongoing issue in partnership with SFC and other colleges.

and understand the benefits		strategy is undertaken to improve understanding of the benefits of disclosing information in relation to all protected characteristics				
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<b>Equality outcome</b>	<b>General duty addressed</b>	<b>Activities/actions/ outputs</b>	<b>Indicators/ measures</b>	<b>Timescale</b>	<b>Responsibility</b>	<b>Review</b>
Our workforce better reflects the local population across the protected characteristics and barriers to employment for those within those groups are removed	Eliminating discrimination, advancing equality of opportunity and fostering good relations for all protected groups	Review job adverts, job descriptions and interview and application information to eliminate any barriers and unconscious bias.  Provide training for all staff involved in recruitment and selection activities.	Increase in staff employment from under-represented groups	June 2015	SMT	Equality impact assessments undertaken of relevant recruitment policies  The Administration Manger ensures that all staff are aware of their responsibilities in relation to recruitment and selection.

<b>Equality outcome</b>	<b>General duty addressed</b>	<b>Activities/actions /outputs</b>	<b>Indicators/ measures</b>	<b>Timescale</b>	<b>Responsibility</b>	<b>Review</b>
External contractors are compliant with the College's values and support our vision, mission and values in relation to equality and diversity	Eliminate discrimination, advance equality of opportunity and foster good relations for all protected groups	Ensure compliance with appropriate equality legislation in terms and conditions for the supply of goods and services and service level agreements	Documentation signed by contractors, feedback from staff and students	June 2014	BOD and SMT	Ongoing