

MITSkills EQUALITY AND DIVERISTY ACTION PLAN 2019-20

This Action Plan covers all equality strands as defined in the Equality Act 2010: age, disability, race, religion or belief, gender re-assignment, marriage and civil partnership, pregnancy and maternity leave, sex.

No	Protected Character	Action	Required Outcome	Lead	Deadline	Progress
1	All	Review student starts, participation and achievement data against the protected characteristics to ensure that MITSkills practices promoting equality.	<p>Analyse, report and action student data against the protected characteristics.</p> <p>Report Starts by characteristics for 2019-20. Review Starts for August 19 to Dec 20 against nationally published stats.</p> <p>ESF projects Study Programme Apprenticeships</p> <p>Take action if the success rates/ achievements, for cohorts with a protected characteristic, are below MITSkills average (based on statistical significance). Review with Partners.</p> <p>Specifically Apprenticeships and Main Aims SAR</p>	Director SMT John Osborne 12 Monthly review	<p>Nov 2020 for 2019/20 (R14 for the previous year).</p> <p>Published SAR for 18/19 and specific stats published in SAR Completed and input to SAR</p>	<p>Commentary in published SAR for Jan learning point identified to be put into QIP.</p> <p>New Data format agreed and action plan for each partner to be developed and presented to SMT meetings</p> <p>Action Plan for Partners</p>

			<p>Specific aim supports</p> <ul style="list-style-type: none"> Ensuring that racial equality is an integral part of all planning and decision making throughout our organisation 			
2	All	SMT maintain commitment to equality and diversity	<p>Ensure that the SMT for E&D has at least two focused E&D Committees a year and also attends one E&D event a year. Source and provide E&D training for all SMT</p>	HR Manager	Next meeting due Sept 2020.	
3	All	Ensure that the staffing profile matches the local and or national population in terms of protected characteristics for partners	<p>Review staffing profile for protected characteristics against the profile of the local demographics and set targets for recruitment. Ask Partners for similar information and compare to national protected characteristics</p> <p>Consider anonymous staff survey covering all protected characteristics, to be carried out annually</p>	<p>HR Manager Partnership Manager</p> <p>HR Manager</p>	Sept 2020.	Review of staffing profile and partners profile undertaken Quarterly as part of the HR Report. Or Partner Review as appropriate
4	All	Ensure that student surveys examine E&D themes.	Review student surveys to ensure that E&D themes are incorporated. Consider focus group survey and methods of support	Quality Auditor	Nov 2020	E&D themes are explored when appropriate.

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Approved J Osborne

5	All	Ensure that SARs have assessments against equality and diversity criteria and those ED Improvement plans are set for all curriculum areas.	Review SAR and ensure that SMART ED Improvement plans are included for all curriculum areas.	SMT	Nov 2020. and annually thereafter	Summary of any identified issues is included within the SAR with any appropriate actions. Published SAR discusses possible issues
6	All	Ensure that all policies support the MITSkills commitment to equality and diversity.	Ensure that all policies are subject to equality impact assessment.	SMT	Before approval of each policy	The process for EIA is currently under review.
7	All	Ensure that all staff recruitment is conducted in accordance with Safer Recruitment guidelines.	Train all managers in Safer Recruitment. HR Manager to take lead.	HR Manager	Ongoing	HR team Training to be revisited All managers to be trained or retrained if appropriate in module of Safeguarding and Safer Recruitment 2019-20.
8	All	Ensure that all staff are trained in equality and diversity and that three yearly updating training takes place.	Identify appropriate training for staff groups and then plan for all staff to be trained with refresher training every year.	HR Manager	2018/19 used learning Curve And annually thereafter / Or Learning Foundation online	Progress monitored monthly
9	All	Establish and maintain support groups for protected strands. Consider how this relates to partners and develop support mechanisms	Promote support groups for staff and students and identify support for them via SMT E&D Committee	HR Manager	Re Baseline as of July 2020 to reflect changing student body	Exam demand for Thematic groups.

10	All	Set up 'Positive About Disabled People' award for all MIT staff and partners.	Ensure that MITSkills develops the award	HR Manager	Aim to introduce Sept 2020	Award to be introduced 2020
11	All	Ensure that a process exists for dealing with complaints and that discrimination in the process is avoided.	Review current policy and procedure to ensure that it is not discriminatory in any way.	Quality & Partnership Manager	In place - review every 12 months Next Review February 2021	Complaints procedure reviewed and analysed by protected characteristics Ongoing
12	All	Ensure that all employees are appropriately rewarded and that there are no equal pay issues in the company.	Conduct a gender pay analysis every 12 months and identify corrective action, if needed.	HR Manager Report to SMT	Due Mar 2021.	
13	All	Make all marketing and public materials available in a range of formats.	Respond to requests for materials to be made available in alternative formats. Ensure the publication of equality and diversity issues and developments in newsletters and SMT reports.	Quality & Partnership Manager	Ongoing	
14	All	During any procurement process the MITSkills will seek the endorser's commitment to equality and diversity and this will become selection criteria for contracts where appropriate.	Review and (if necessary) update Procurement and Subcontracting Guidelines. Review data and recruitment materials	Quality & Partnership Manager	Current requirement of all subcontractors.	Responsibility with J Osborne
15	All	Ensure support materials are made available on the internet that support material from reputable E&D training.	Uploaded Equality and Diversity calendar included on Partners sites communicates to partners main religious festivals.	HR and QA	Available on SharePoint and Website	Materials are being supplied via SharePoint

			Review materials on the VLE and adapt where necessary.			Investigate Aptem
16	All	Ensure that E&D is embedded into all lessons	<p>Audit lesson observations to ensure that equality and diversity issues are taken account of.</p> <p>Learning Curve is promoted and used.</p> <p>Audit schemes of work and lesson plans to ensure that equality and diversity issues are taken into account and share good practice.</p> <p>Develop a bank of equality and diversity learning materials for teachers to use.</p> <p>Train staff as appropriate</p>	Director of Teaching & Learning	<p>Ongoing review July 2020</p> <p>Ongoing</p> <p>Ongoing Learning Curve on Commitment Statement</p> <p>Learning Curve E&D review potential improvement</p>	<p>Lesson Plan form and guidance review</p> <p>Observation Team looking for Equality and Diversity in Delivery across observation</p>
17	Disability, race, sexual	Ensure that awareness of these protected characteristics are promoted	Provide specific training and lessons to promote awareness of	HR/Head of Teaching	February 2020 Progress	

	orientation and gender discrimination	in both the staff and student communities.	disability, race, sexual orientation and gender discrimination issues. Promote awareness through use of posters and displays.		Ongoing – learning curve reviewed annually	
18	Age	Review the attendance patterns and success rates of young learners. Certain parts of this cohort are statistically likely to perform less well than older equivalent.	Review past retention and success rates and develop an appropriate action plan, internally and with partners where appropriate. See Reporting	Partnership Director & SMT	Sept 2020	Analysis available monthly and previous years results analysed, undertaken and any associated actions to be included within individual SAR
19	Sexual orientation	Provide and inform support network information for LGBT Thematic Group for students and/or staff.	Provide support and resources for the LGBT Thematic group	HR Manager	On-going	Thematic Group support networks to be established and reviewed with any actions. Issues or outcomes reported at the E&D Committee
20	Disability	Ensure that MITSkills facilities and access meets the needs of students, staff and visitors with mobility and other disabilities.	Review and audit existing facilities and plan for improvements to access where they are necessary.	Quality Auditor	On-going	Unit 8 disabled access provision and parking improvement underway. Unit 12 disabled lift checked and working.

21	Faith and belief	Multi-faith room at West Byfleet site is available to staff and students.	Maintain, support and promote multi-faith room . Discuss with partners as good practice Promote the access to ensure widest possible use.	Quality & Partnership Managers	On-going	Multi faith room established.
22	Gender re-assignment	Ensure that staff or students undergoing gender re-assignment are provided with appropriate support.	Establish individual action plan for staff or students undergoing gender re-assignment.	HR	Ongoing	
23	Pregnancy and maternity	Ensure the students and staff who are pregnant, or nursing receive appropriate support in their studies or employment.	Ensure that Risk Assessments are completed by Tutors/managers for all pregnant and nursing students and staff. Take appropriate action based on individual needs where appropriate.	Tutors and Managers	On going	Risk assessments undertaken for pregnant and nursing staff
24	All	Schedule of MITSkills wide events to promote E&D in general and issues connected with protected characteristics	Published programme/CPD of events	HR Manager	Annual	
25	All	Achieve Investors in Diversity Award(level 2)	Consider whether it would be appropriate for the MIT to seek to achieve the Investors in Diversity Award	HR Manager	July 2020	https://nationalcentrefordiversity.com/diversity-accreditations/investors-in-diversity/investors-in-diversity-small-business/

26	All	Benchmark Best Practice as per examples from AELPS and best Practice Site	<p>Agree focus</p> <p>Examine Ofsted.</p> <p>Examine STEM</p>	SMT	<p>August 2020</p> <p>September 2020</p>	<p>Allocated QA to benchmark best practice sites.</p> <p>Confirm target benchmarks and agree possible plans</p>
27	All	Examine resources required to achieve “outstanding” Equality and Diversity, and maintain momentum of Equality and Diversity Action Plan	Examine agree Equality and Diversity themes in QIP	<p>HR Manager</p> <p>SMT</p>		
28	All	KPI measurable performance indicator	<p>Agree and roll out performance indicators</p> <p>Student indicators</p> <p>Staff indicators see QIP those being implemented</p>	<p>HR Manager</p> <p>SMT</p>		
29	Disability and learning difficulty	Ensure focus on support plan is introduced , and ongoing, in support of success rates	<p>Implement list of all learners declaring disability in MITSkills and Partners.</p> <p>Produce focused list, ensure that these are discussed with tutors or partners and the integrated date leads to confirming positive plans are in place to support learners.</p> <p>Audit plans/ awareness of Tutors of Disabled/ Learners with learning difficulty</p>	Quality & Partnership Managers	Ongoing	<p>Lists available for review.</p> <p>Assess impact on focus</p>

