



POLICIES AND PROCEDURES

Race Equality Scheme & Action Plan

Originator:	Principal
Approved By:	Equality & Diversity Committee, Management Team, Corporation
Date Approved:	July 2006
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Audience:	



Race Equality Scheme and Action Plan 2006-08

Mission

To raise aspirations and achievement through excellence in teaching, training and learning.

Race Equality Commitment

Tamworth and Lichfield College celebrates and values the diversity brought by students and employees from a variety of racial, ethnic and national backgrounds. The College will treat all students and employees with respect and dignity, and seek to provide a positive working and learning environment free from racial discrimination, harassment or victimisation.

The College undertakes to provide training and support for staff and students, to consult about their experiences in the working and learning environment, and to provide diverse images in any material which it produces for learners and staff. By respecting difference and diversity, we will develop a shared commitment to foster positive relationships and to challenge and prevent discrimination.

This document should be read in conjunction with the College's

- Self Assessment Report
- 3 Year Development Plan
- Other Equality Schemes and action plans

Race Equality Duty

Under the Race Relations Act 1976 (as amended by the Race Relations Amendment Act 2000), the College has a general duty to:

Eliminate unlawful race discrimination
Promote equality of opportunity
Promote good relations between people from different racial groups

It also has specific duties to:

- Prepare and maintain a written race equality policy
- Assess the impact of its policies on students and staff from different racial groups

- Monitor the admission and progress of students and the recruitment and career progress of staff by racial groups
- Set out the College's arrangements for publishing the results of assessments and monitoring
- Where reasonably practicable publish annually the results of assessments and monitoring.

Meeting Our Duties

We will seek to ensure that:

- Governors, staff, learners and their sponsors (including work placement providers) are aware of our racial equality policy and the action needed for its implementation.
- Staff learners and their sponsors (including work placement providers) are aware of the value placed upon equal opportunity and that action will be taken in the event of any breach of the policy.
- Governors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.
- The College's publicity materials present appropriate and positive messages about minority racial groups.

Monitoring our Progress

We will consider the following information by racial group origin:

For Learners:

- Racial group profiles of learners
- Applications, success and failure rates for admission to programmes
- Retention rates
- Achievement rates
- Disciplinary action
- Complaints by learners or their sponsors
- Student surveys

For Employees:

- Racial group profiles of employees by grade/salary scales and type of work
- Job application rates
- Selection success rates
- Type of contract (permanent, temporary)
- Training/Staff Development
- Promotion application and success rates
- Disciplinary/capability proceedings
- Grievances

Through the monitoring process the College will introduce targets to reduce any identified disadvantage.

Understanding Our Responsibilities:

The Governing Body is responsible for ensuring that:

- The membership of the Corporation reflects the diversity of the communities served by the College
- The College's strategic plan includes a commitment to race equality
- Equalities training features as part of the College's strategic plan
- They are aware of the Corporation's statutory responsibilities in relation to race legislation as an employer and service provider
- They receive and respond to the racial group monitoring information on learners and staff.

The Principal and Executive team are responsible for ensuring that:

- Taking the lead in creating a positive, inclusive ethos that challenges racist or inappropriate behaviour on the part of the managers, staff or learners.

College Managers are responsible for ensuring that:

- They are aware of the College's statutory duties in relation to race legislation.
- All aspects of College policy and activity are sensitive to racial issues
- When racial group monitoring information has been collected and analysed and indicates that action is required, setting appropriate targets for the recruitment, retention and achievement of learners based upon that analysis
- The procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities
- When racial group monitoring information has been collected and analysed and indicates that action is required, appropriate targets will be set for the recruitment and promotion of staff based upon that analysis.
- The College's publicity materials present appropriate and positive messages about minority racial groups.
- Learner induction programmes and tutorial programmes reflect the College's commitment to promote equality of opportunity
- Appropriate training and development is provided to support the appreciation and understanding of diversity.

Staff are responsible for ensuring that:

- They are aware of the College's statutory duties in relation to race legislation
- Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity
- They challenge inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff.

Publicising our Policy

To Learners:

- The induction programme for learners will highlight the College's commitment to racial equality, the action to be taken by learners who suffer discrimination.

- Student tutors will reinforce this information during tutorials or work-based mentoring visits.

To Work Placement Providers:

- All work placement providers will receive a summary of the policy and will signify their understanding of, and agreement to, their responsibilities under it
- The College will publish the requirement to offer appropriate training covering diversity issues to their staff
- The College will promote the requirements of students from under-represented groups to providers.

To staff:

- All staff will be able to access a full copy of the policy via the College intranet.
- The staff induction programme will highlight the College's commitment to racial equality and explain how staff who suffer discrimination may take action through the College grievance procedure.

Handling Complaints

- Tamworth & Lichfield College will seek to provide a supportive environment for those who make claims of discrimination or harassment.
- Acts of racial discrimination (direct or indirect), harassment, victimisation or abuse will be treated as a serious disciplinary offence.
- Staff who feel they are being discriminated against on racial grounds by other members of staff should raise the matter under the Grievance Procedure.
- If, in the course of their work, College staff suffer racial discrimination from members of the public, the College will take appropriate action and provide appropriate support.
- Any student racist behaviour will be dealt with under the student disciplinary procedure.

Race Equality Action Plan

Objective	Key Action	Responsibility	Impact Assessment Autumn 2006
<p>1. To promote equality and diversity in all our activities</p>	<ul style="list-style-type: none"> • Review College policies for impact • Raise staff and student awareness: Implement poster campaign in 2006-07. • Embed actions in self assessment development plans • Consult students • Embed EDIMS in 3-year development plan 	<p>PD - Human Resources</p> <p>AP - Quality & Curriculum</p> <p>AP - Student Services</p> <p>Executive</p>	<p>Policies prioritised - work in progress. Embracing Race Equality conference attended by PD-HR</p> <p>Staff training event planned 2006-07 PD-HR contributed to "Community Race Harmony" project 2005-06</p> <p>AP-Q&C monitoring self assessments</p> <p>Student Forum arranged 1.12.06</p>
<p>2. To work towards ensuring that the staff profile of the college reflects the profile of students and the local community</p>	<ul style="list-style-type: none"> • To monitor the staffing profile for ethnicity • To promote diversity in staffing recruitment practices 	<p>PD - Human Resources</p> <p>PD - Human Resources</p>	<p>Staffing profile 2005-06 reflects the community</p> <p>Staffing procedure adhered to. Job adverts placed in areas of higher ethnic density.</p>

Objective	Key Action	Responsibility	Impact Assessment Autumn 2006
<p>3. To ensure that all students are enabled to succeed on their courses</p>	<ul style="list-style-type: none"> • To promote diversity in student recruitment practices • To take action to reduce gaps in success rates related to ethnicity • To reduce gaps in student satisfaction reported by ethnic minority students 	<p>AP - Marketing/Student Services</p> <p>AP - Quality & Curriculum</p> <p>AP - Marketing/Student Services</p>	<p>Prospectus uses appropriate images</p> <p>No significant success rate differences identified (statistics amended). Specific small scale anomalies under investigation.</p> <p>Enrichment activities promoting diversity increased. No significant gaps identified (analysis attached). Small differences under investigation</p>

