



## ESF Equality and Equal Opportunities Implementation Plan

### Industry Educator Programme/ Specialist Skills Advisor Programme

Item	Description	Responsible	Status	Action	Timing
1	Staff training and review in equality and diversity	Director of People and organisational Development	Implemented/on-going	All staff undertake compulsory on-line Equality and Diversity Training as part of their induction programme. Staff are required to achieve a set pass mark.	Review progress February 2019
2	Staff training via the CELT Staff Development Series	Head of CELT	Implemented/on-going	A range of staff development sessions delivered/planned which includes those which enhance good practice around equality and diversity	Review May 2019
3	Annual monitoring of staff by characteristics	Director of People and organisational Development	Implemented/on-going review	Annual report produced reviewing make up of staff and learners by protected characteristics. Actions put in place via People and Inclusion Committee to review where under-representation evident	Review May 2019



4	Personal development and appraisal processes	Head of Programmes and Head of Careers, Employability and Enterprise	Implemented/on-going	Both line managers for the project will include diversity and equality within supervision sessions, with regard to working with participants and for staff.	Review March 2019
5	Participant information in relation to anti-harassment policy/anti bullying policy etc.	Senior Lecturer Specialist Industry Educator Programme	Implemented/ On-going	Participants receive a full induction to the programme at the beginning of Day 1. This includes information regarding: BGU policies and procedures; Equality and Diversity; Disability Discrimination; Safeguarding; Prevent; the maintenance of a safe and supportive learning environment. This is further supported by information contained within the Programme Handbook. Information provided to businesses at registration.	Review March 2019
6	Participant information in about the importance of good relations	Senior Lecturer Specialist Industry Educator Programme	Implemented/ On-going	The programme includes the promotion of appropriate behaviour and respect; participants create a set of ground rules during the first session that each of them has a copy of. A session that focuses on the support for Functional	Review March 2019



				Skills and Wider Skills includes 'Working with Others'. Information provided to businesses at registration.	
7	Advance equality of opportunity between people who share a protected characteristic and those who do not	Senior Lecturer Specialist Industry Educator Programme	Implemented/ On-going	The theme of Equality and Diversity is constant throughout the programme. Initial assessment conducted prior to starting the programme, identifies any additional needs. Information provided to businesses at registration.	Review March 2019
8	Foster good relations between people who share a protected characteristic and those who do not	Senior Lecturer Specialist Industry Educator Programme	Implemented/On-going	The 'Inclusive Learning and Teaching' agenda is covered throughout the programme to support learner's individual needs, which are generic and specialist; providing equality of opportunity to learn; and ensuring nobody is excluded. Information provided to businesses at registration.	Review March 2019
9	People and Inclusion Committee meets regularly and oversees the University meets its legal obligations. It reviews and develops Implementation Plan. ESF projects represented through Head of Careers, Employability and Enterprise	Director of People and Organisational Development/Head of Careers, Employability and Enterprise	Implemented/On-going	Ensures Bishop Grosseteste University compliant. Providers forum for issues to be raised from ESF projects	Review March 2019



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10	Roll out of new People and Organisational Development Strategy- Future Roadmap	Director of People and Organisational Development	In development	University working towards adoption of new strategy	Implementation 2018 2022 full adoption
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