



## Diversity and Equality Action Plan 2020-2021

AREA OF DEVELOPMENT	ACTIONS – WHAT ARE WE GOING TO DO?	HOW AND WHO	BY WHEN	PROGRESS / REVIEW
Communicate Diversity and Equality to all staff at site level	All staff to have read and understood the company policies and procedures.	For New Staff, Volunteers, Contractors and Work Placemetees To be inducted by HR  Refresher Trainings for Old staff once a year at the end of the year by HR	Within 1 <sup>st</sup> week of Joining  November – December 2020	HMG Baseline Weekly Check completed  All Staff Completed
Promoting Diversity, Equality, and Inclusion for all customers	Ensure information is available in sites to promote Diversity, Equality and Inclusion for all customers	Display policy in Policy folder at each site and the intranet website. Ensure that the centre displays updated E&D poster and have information available to customers. By HR/IT	ASAP	Completed
Disability promotion	Promote the value and importance of customers disclosing disability to future employers	Ensure that the site displays updated E&D poster and have information available to customers By HR/IT	ASAP	Completed
Embed Diversity and Equality in day to day work	All staff( tutors and advisors )need to embed equality diversity in their work	Demonstrated at the time of on the job training- By HR/Process owners/IQA	Within 2nd week of Joining	All tutor/advisor observation - Appraisals
Diversity and Equality Communication	Cascade information to staff	via emails and intranet - HR	Ongoing	Ongoing
Reasonable adjustments	Review the delivery in site to ensure that <ul style="list-style-type: none"> <li>• Customers can access learning opportunities</li> <li>• Customers have additional support where required to take</li> </ul>	SAR, Audits – IQA	At least once a year	Ongoing



	up opportunities for employment			
Religion, Belief and non-Belief	Promote multi-faith within the site	Prayer Rooms	In place	completed
Sexual Orientation	Make information available about bullying and harassment policy to customer	Ensure that the site displays updated E&D poster and have information available to customers By HR/IT	ASAP	ongoing
Transgender	Make information available about bullying and harassment policy to customer	Ensure that the site displays updated E&D poster and have information available to customers By HR/IT	ASAP	ongoing
Monitor gender profiles	Continue to monitor gender profiles at qualification level and promote provision through imagery and course literature that challenges gender stereotypes e.g. Male IT and female technicians,	Higher number of females taking part and successfully completing courses that are currently male dominated and vice-versa. Vocational courses will benefit from all sexes taking part and progressing into various industries.	Ongoing	ongoing
Analyse ethnic minority group learner success rate trends ethnic	Continue to undertake a qualification level analysis to evaluate success rate trends for ethnic group learners to identify curriculum team plan actions required to ensure any discernible gap analysis is addressed. b)Continue to consider the ethnic minority of staff compared to learners and any impact on learner performance outcomes	Learners will achieve in relation to their peers regardless of background of learners and staff. Managers will, through the analysis of data be able to better target any underperforming areas and in turn they will even out as an ongoing impact.	Reports/Quarterly Performance Plans	Ongoing
Produce a mid-year report of outcomes for learners in receipt of additional support.	Establish a midyear report for the outcomes of learners in receipt of any additional support that integrates with qualification progress tracking to enable targeted interventions of for at risk learners	Learners will have a clear indication of where they are and what they need to do in order to successfully complete qualification. More learners that receive additional support will successful complete their programme and in	Managers	July 2020 - Completed



		turn raise completion rates and hitting KPI.		
Complete annual Equality and Diversity audit/report in the autumn term	Continue to ensure annual Equality and Diversity audit/report is completed and presented to SMT/centre managers to integrate into SAR/QIP. b) Continue to generate database reporting for the success of c) Continue to promote diversity in learner cohort and new enrolments from black and minority ethnic learners d) Continue to promote recruitment of gender stereotypes e) Review Employment progression by gender when destinations data is evaluated	Better E&D awareness across Nova impacting on every learners understanding. More learners understanding different awareness events around the world. More learners accepting and embracing differences between themselves and others No significant differences in achievements of learners from different ethnicity backgrounds and learners that are disadvantaged No significant differences in Programme starts of learners from different ethnicity backgrounds and learners that are disadvantaged compared to national/regional data.	Policy, procedures and implementation manager, managers and Equality & Diversity champions Data managers and recruiters Managers and recruiters	Monthly Management Data Reports Weekly Case Conference/Monthly Managers Reports
Ensure 5E Ltd as an employer is disabled friendly.	Ensure that 5E Ltd supports staff to access work related opportunities (within reasonable adjustment) b) Ensure 5E Ltd has buildings that are accessible (within reasonable adjustment)	Ensures that the best candidates are employed regardless of disability Promotes disability awareness amongst staff and learners that breaks down stereotypes. Anyone with a disability will be able to access Nova premises (within reasonable adjustment)	H&S Manager Health and Safety Manager	31 December 2020
Ensure that all learners and staff promote British values 1.democracy. 2.the rule of law. 3.individual liberty. 4.mutual respect for and tolerance of those with different faiths and beliefs and	a) Embed into induction for all new learners and staff b) Staff to embed where appropriate into the strands of the learner journey c) Centres to display British Values d) Observations to focus on British Values for all graded aspects of the learner journey e) Embedding – part of wider Prevent Agenda – will be included in SOWs & Lesson Plans – monitored by QAA – fully embedded by	All staff and learners will have an understanding of British values, how they relate to the programme and how they are used in the workplace and in the UK. Learners will know where the relevant information is and how it impacts on them as learners. Better teaching and learning OTLA grades Less behaviour within centres.	HR, Recruiters and managers Staff Managers Quality team	Ongoing 31 July 2021



for those without faith.	f) Delivered as part of syllabus, monitored by Learner Voice Committee and also by Operational Programme Managers			
--------------------------	---	--	--	--