

Glasgow Kelvin College

Equality Impact Assessment

Professional Learning and Development Policy - 2021



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Practitioners conducting assessment		
Name	Designation	Date
John Gallagher	Quality Enhancement Manager	17.11.21
Doreen Shiels	Director of HR	18.11.21

Step 1 – Identification and Scope

Brief description of the decision, policy or practice being assessed

Glasgow Kelvin College is committed to providing ongoing professional learning and development opportunities for all staff to develop their skills and knowledge, with the aim of enhancing the services provided by the College, provide job satisfaction and commitment and improving productivity. All professional learning and development activities are open equally to all staff.

Aims of the decision, policy or practice?

This policy sets out the College approach and organisational commitment to professional learning and development. It outlines the support available to staff and the procedures for requesting, approving and managing applications for internal and external training. Anticipated outcomes of the policy are to provide staff with access to learning and development activities to ensure that our workforce and competent and confident.

It aims to ensure that all employees are aware of the professional learning and development opportunities, understand how to access them. This will ensure we apply a fair and consistent approach when offering learning and development opportunities.

Who is affected by the decision, policy or practice?

- Students
- Staff
- Members of the public/Stakeholders

Step 2 – Research and Consultation

Outline evidence / research

Equality Act 2010 - legislation;
 Scottish Government – Professional Standards for Lecturers in Scotland’s Colleges;
 General Teaching Council (Scotland) – Professional Update materials; and
 Internal trends and operational requirements.
 Industry practice.
 Other colleges.

What consultation has been undertaken on this policy or practices, including consultation with those affected?

Unison – JN/CC
 EIS (FELA) – JN/CC - Written feedback was incorporated within this policy.
 College Managers - discussed with their teams and feedback has been received from both managers and individual members of staff which have been taken into account.
 Staff – focus group and MS Teams Form
 Senior Management Team

Research Key Findings

The feedback received and the implementation of GTCS registration led to the Policy being updated in several areas. The Professional Learning and Development Policy has been fully revised and developed further to reflect the requirements of the National Joint Negotiating Committee Circular 03/18, which requires teaching staff to register with the General Teaching Council (Scotland).

It aims to enhance and promote professional learning and development for all staff by setting out clearly how the College will manage professional learning and development in a consistent and fair manner to deliver its ethos, values and strategic aims.

The document now also references and links to the professional learning and development processes and procedures. It is anticipated that the processes and procedures associate with professional learning and development will be reviewed and developed further over academic years 2021/22 and 2022/23.

Public Sector Equality Duty (PSED) monitors the take up of professional learning and development by College staff, these statistics demonstrate that staff across the protected characteristics equally access professional learning and development activities.

Is there any evidence that different groups have, or may have, different needs, experiences and priorities in relation to this policy or practice?

Protected Characteristic	Yes (+ or -)	Potentiall y(+ or -)	Neutral (no impact)	Not known
Age		X		
Disability		X		
Gender		X		
Gender reassignment		X		

Marriage and Civil partnership		X		
Pregnancy and Maternity		X		
Racial group		X		
Religion or belief		X		
Sexual orientation		X		

Step 3 – Assessing the Impact

What impact could the proposal have on people who share protected characteristics (positive, negative and/or neutral?) Please provide details below.

Protected Characteristic	Likely Impact
Age	The policy applies to all regardless of age. There is a low risk that some staff may not access professional learning and development opportunities. Learning and development opportunities are available for all employees and should not discriminate against any group. Staff are responsible for ensuring they access professional learning and development opportunities. Managers will monitor and support staff as appropriate
Disability	The policy applies to all regardless of disability. All College buildings are accessible and venues for external events are considered by the individual employees. A range of activities are offered, and reasonable adjustment made if required. The College makes available online learning opportunities which are fully accessible. Additional support is available to staff on request and reasonable adjustments made where appropriate. The College holds the Disability Confident accreditation.
Gender	The policy applies to all regardless of gender. Part-time staff are invited to attend professional learning and development activities and receive payment or time back if the event does not fall on their working day.
Gender reassignment	The policy applies to all regardless of gender reassignment.
Marriage and Civil partnership	The policy applies to all regardless of marital status or civil partnership.
Pregnancy and Maternity	The policy applies to all regardless of pregnancy or if on maternity leave. Part-time staff are invited to attend Staff Development activities and receive payment or time back if

	the event does not fall on their working day. Staff on maternity leave are actively encouraged to join internal events through kit days.
Racial group	The policy applies to all regardless of race or nationality.
Religion or belief	The policy applies to all regardless of religion or belief.
Sexual orientation	The policy applies to all regardless of sexual orientation.

Step 4 – Taking Action

Detail the actions you would take to remove or minimise any actual or potential negative impacts identified, and to build positive impacts.

The policy will be made available to all staff to raise awareness.

The policy will be outlined by the Organisational Development Lead during staff induction.

Managers are trained in the processes and procedures supporting this policy.

Annual monitoring of staff accessing and utilising professional development is reported as part of the PSED Report.

The Policy and associated procedures are available to all staff on the Intranet.

The policy covers all employees across the organisation and aims to treat everyone fairly regardless of any protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.

Step 5 – Monitoring and Evaluation

Identify how this policy will be monitored and any areas of concern reported.

This policy is monitored by regular reports to the F and R Committee of the Board of Management and by periodic reports to the Senior Management Team.

Statistics are reported in the College's PSED report as required under the PSED Regulations.

The College will continue to monitor learning and development by protected characteristic to assess if there are any particular issues or patterns.

The HR Team and OD Lead will monitor PC of staff accessing professional learning and development and the application of the professional development review process.

Please present your EIA with recommendations for endorsement. All EIAs will be published on the Portal and added to the current record of EIAs.

Step 6 – Approval – Equalities Committee

Identify outcome

<p>A. Proceed –</p> <ul style="list-style-type: none"> • no potential identified for discrimination or adverse impact, and: • all opportunities to advance equality have been taken. 	Yes
<p>B. Proceed with adjustments to:</p> <ul style="list-style-type: none"> • remove barriers identified or • better advance equality. 	
<p>C. Stop and rethink as actual or potential unlawful discrimination has been identified.</p>	

Approved	Yes
*Not Approved and Requires Further Information	

**Please add Comments*

Person(s) responsible

Name	Designation	Date
Monica McKerlie	Head of Student Support Services	22.11.21

Central Monitoring

Once your EIA is complete:

1. add it to the EIA monitor on the Equalities Section of the Intranet
2. In Col A. Insert Title **and** Hyperlink Doc

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management

Appendix

Equality Act General Duty requires colleges to have **due regard** to the need to:

1. Eliminate

- a) discrimination,
- b) harassment,
- c) victimization; or
- d) any other prohibited conduct

2. Advance equality of opportunity by

- a) removing or minimising disadvantage
- b) meeting the needs of particular groups that are different from the needs of others
- c) encouraging participation in public life

3. Foster good relations – tackle prejudice, promote understanding

Protected Characteristics:

- 1. Age
- 2. Disability
- 3. Gender Reassignment
- 4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to learners)
- 5. Pregnancy And Maternity
- 6. Race
- 7. Religion Or Belief
- 8. Sex/ Gender
- 9. Sexual Orientation.