

**Disability Equality Scheme Action Plan  
2006 – 2009**

<b>Core Area</b>	<b>Action</b>	<b>Outcomes/targets</b>	<b>Milestones</b>	<b>Timescale</b>	<b>Responsibility</b>
<p>Estates</p> <p>College Strategic Aim</p> <p>'To maximise and safeguard available human and physical resources and to ensure their best value utilisation in support of the College mission'</p> <p>'to provide an enhanced range of learner support services focussed upon advice and guidance, financial assistance, childcare and transport'</p>	Priority A Audit	To assess all buildings and premises for accessibility	External Agency survey commissioned Learning Development survey of premises Working Party meetings established	Jan 2007 March 2007 Termly	JC SS JC
	Priority B Access and signage	To provide high quality solutions to accessibility issues and ensure that all reasonable adjustments are carried out as appropriate	Consider Audit recommendations Redesign Carlton Road Reception Test College signage (14-16 project) Implement recommendations	March 2007 July 2009 December 06 Mar 07	JC JC LS TH
	Priority C Transport	To ensure that all transport strategies do not differentially discriminate learners with learning disabilities and difficulties	Commission Transport Survey Update Transport plan Review policies Check minibus adaptations Update Taxi subcontracting arrangements Include E&D requirements into Driver recruitment and training	December 06 June 2007 July 2009 Annually Annually Ongoing	TH TH ILSG MT SH MT

<p>Service Delivery</p> <p>College Strategic Aims</p> <p>'To focus upon the needs of the individuals and groups currently disadvantaged in accessing learning through activities directed at achieving equality and diversity'</p>	<p>Priority A</p> <p>Policies and procedures</p>	<p>To ensure that all policies are screened and appropriately impact assessed as per legal responsibility</p>	<p>Publish ILSG rolling programme of policy screening in ILSG Agenda and Minutes</p> <p>Forward plan for listed high risk policy areas</p> <p>Documented full impact assessments</p>	<p>Ongoing</p>	<p>ILSG and nominated staff</p>
<p>'To provide a well planned, high quality, flexible and responsive curriculum that satisfies predominately local and sub-regional needs of employers and individuals;</p>	<p>Priority B</p> <p>Current and future Curriculum</p>	<p>To develop and improve the progression routes including employment and training for learners in Progression Skills</p>	<p>Documented Update of the curriculum plan for Progression Skills</p> <p>Review of current SOWs</p> <p>Meeting to develop project delivery in LD in 3<sup>rd</sup> term to prepare for transition.</p> <p>Commence transition programme in LD</p> <p>Improved R,A and S rates in Basic Skills</p> <p>Continued development of group tutorial programme to include transition activity</p> <p>Achievement of career Mark</p> <p>Specialist Careers adviser meetings with individual learners</p>	<p>February 06</p> <p>December 06</p> <p>Mar 07</p> <p>Easter 07</p> <p>July 07</p> <p>Annual</p> <p>July 08</p> <p>Ongoing</p>	<p>SS</p> <p>SS</p> <p>TH/SS</p> <p>SS</p> <p>SS</p> <p>NS</p> <p>CC</p> <p>RBH</p>

		To ensure that appropriate targets are set and achieved	Analysis of retention, achievement and success rates against E&D criteria  Assessment of progress towards LSC EDIMs  Recommended targets included into college Development plan.	Annually  Annually  Annually	DH (ILSG)  TH (ILSG)  TH
	Priority C Additional Learning Support	To address the quality issues identified in the SAR and the gaps in services to learners	Initial Assessment working party, agenda, minutes  Appoint Assistive Technologies Technician  Delivery of improved induction package for new LSAs  Publication of booklet and training	Ongoing  Appointment  Ongoing for all new appointees  Feb 07	NS  TH  NS  NS
Employment  College Strategic Aim  To maximise and safeguard available human and physical resources and to ensure their best value utilisation in support of the College mission'	Priority A				
	Priority B				
	Priority C				
Training  College Strategic Aim	Priority A Audit	Ensure all staff have the opportunity to identify their professional needs within	Training needs analysis	June 07	NS

To maximise and safeguard available human and physical resources and to ensure their best value utilisation in support of the College mission'		this area.			
	Priority B Basic Skills	Respond to the SfL agenda with regard to own staff	Numbers of staff with at least L2 in both Literacy and Numeracy  Delivery of 'Meeting with Mutual Respect' or its equivalent to all LSAs	Ongoing  Ongoing	Staff development  NS
	Priority C Specialist training	Ensure that all staff are adequately prepared to support learners with learning difficulties and/or disabilities in their classrooms	Dates of sessions and percentage of staff coverage for a programme that includes Health and Safety, Dyslexia Friendly Classroom, Managing Discriminatory Behaviour  Numbers of staff achieved the NVQ 2 in Equality & Diversity  Numbers of Equality and Diversity Induction packages completed  Numbers of staff completing the C&G 9295 and other Basic Skills teaching qualifications at L3 and L4	Ongoing	Staff Development
Stakeholder Involvement  College Strategic aim  'To increase the learner participation and success rates in line with national	Priority A Disclosure, referral and confidentiality	To ensure all information disclosed with regard to individuals is treated with respect	Midas report arrangements for data collection and analysis to be tabled at ILSG  Additional Learning	Termly  Annually	NS  NS

and local targets'			Support Staff development sessions  Published guidance notes Induction, Tutorials and Support Agreements	Annually	TH
	Priority B Surveys & Focus Groups	To ensure that all stakeholders have an opportunity to provide opinions, suggestions and solutions in a variety of ways, in a non threatening environment, and that this identifies the priorities for them	Published reports of Induction surveys, Course surveys and Student Services surveys at QMG  Incentivised Focus groups held and outcomes published in staff and students magazines  Minutes of Student Union meetings and activity	Ongoing  Termly  Monthly	Quality Unit  TH  WM/DJ
	Priority C Complaints procedures	To ensure that all complaints associated with this area, lead to improvements in the Service to learners with disabilities and difficulties	Analysis of data regarding complaints ant the college responses reported to ILSG, and QMG	Annual	JS
Communication  College Strategic Aim  'To support the economic regeneration of the area through direct investment programmes, partnership working, community development, workforce development and capacity building activities, linked to	Priority A Marketing and Publicity	To actively promote Equality and diversity and to raise the profile of the College's policies and progress in this area	Undertake an analysis of all the activity in this area  Ensure all leaflets, posters and the website include reference to E&D  E&D alert in all Agenda and minutes of management meetings	Annually  Ongoing  Ongoing	TH  EO Committee  All

the local strategic partnerships'			Ensure that Disability Equality Day is identified as part of E&D week on timetable for the group Tutorial programme	Annually	TH
			Publish success stories in Staff and student magazines and Press releases	Ongoing	NC
	Priority B Data collection and reporting	To ensure that Data is collected and used effectively in planning to meet the Disability Equality Duty	Collection, analysis of success rate data against E&D data reported to ILSG  DES updated annually	Annually	DH  TH
Priority C Liaison with relevant organisations		To work together with other agencies to ensure that the learning experience at work, in training and in College benefits all learners	Partnership Agreement with Connexions	Annual	TH
			Dates of DSA meetings with Job centre staff and students in LD	Ongoing	SS
			Multiagency meetings for Learning Disability partners	Termly	SS
			Use ESF activity to increase employer involvement	Ongoing	SS

The Action Plan should include:

- General duties or individuals associated with the plan ✓
- Priorities of disabled people ✓
- Strategic priorities for the college ✓

- Specific and clearly identifiable and outcomes and targets ✓
- Measurable indicators of progress ✓
- A realistic timetable ✓
- Arrangements for discrete area of the college if necessary ✓