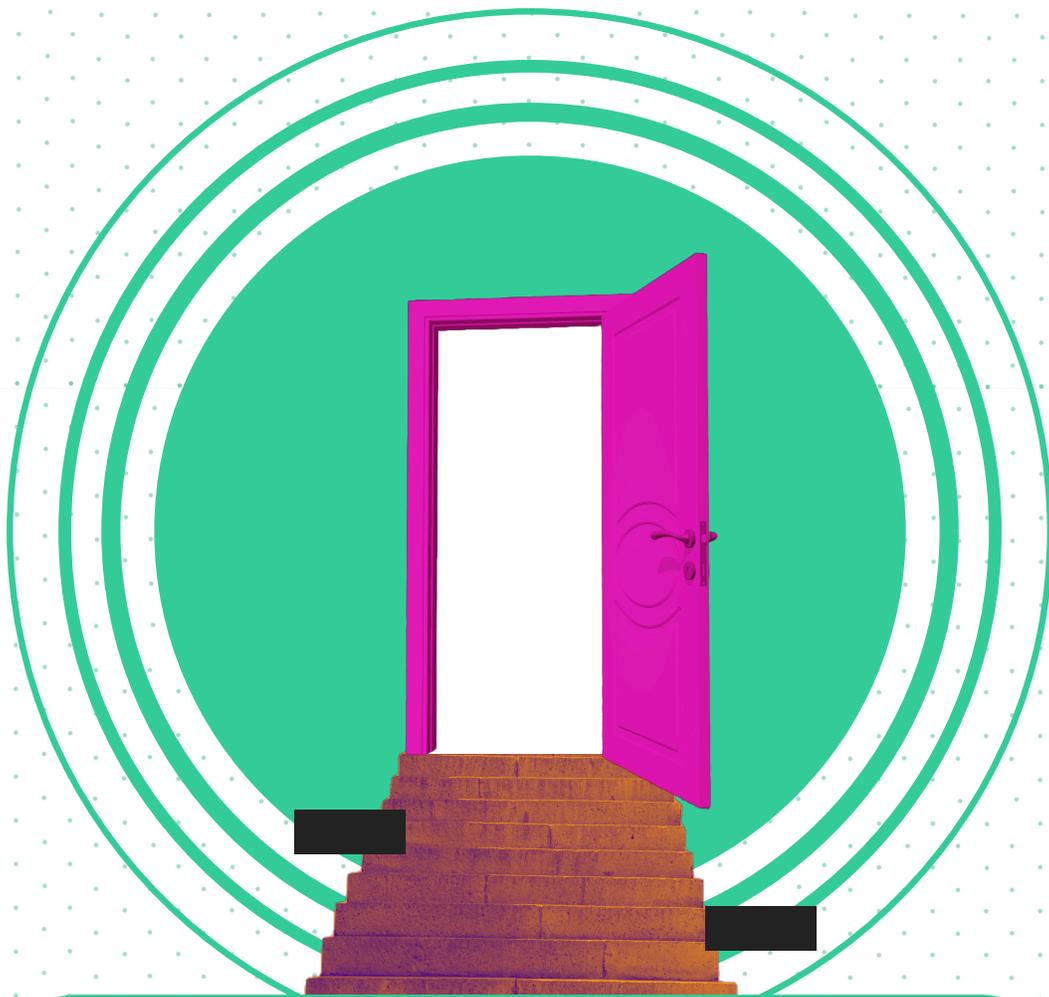


# *Equality Scheme*

## Easy Read Action Plan



NORTH WEST REGIONAL COLLEGE

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# WHAT IS NORTH WEST REGIONAL COLLEGE AND WHAT DO WE DO?

The North West Regional College is a Further Education College.

The College **offers many education and training programmes** at Levels 0 to 6 across different job-related fields.

## WHAT IS THIS BOOKLET?

Section 75 of the Northern Ireland Act 1998 says that people in charge in companies must think about helping to **increase equal opportunities** and good relationships among different groups while doing their work in Northern Ireland.

The service areas of the **College** based on the current structure are Administration, HR Services, Client Services, Curriculum, IT Services, Finance, Estates, Marketing and PR, Quality Enhancement, MIS, Technology Enhanced Learning, Business Support Centre, Training Support.



# SHOWING WE ARE BEING FAIR

We are committed to the fulfillment of our Section 75 duties in **all parts** of our work.

The principle and Chief Executive set up an Equality Working Group made up of staff with **different roles**.

The Principle and Chief Executive will keep the current reporting and management arrangements **under review and take action** to improve the current arrangements when necessary.

If you have any questions or comments related to our Equality Action Plan, the **main contact** for equality issues, in the first place, is the Compliance and Admissions Manager. You will be responded to as soon as possible:

- [michelle.grant@nwrc.ac.uk](mailto:michelle.grant@nwrc.ac.uk)
- [equality@nwrc.ac.uk](mailto:equality@nwrc.ac.uk)

Our staff member's job descriptions will reflect **their own role** in carrying out the Section 75 duties and to help with the success of the Equality Action Plan activities.



# OUR ACTION PLAN



- Lecturing staff will have the opportunity to reflect on and provide examples of how they increase awareness of equality, inclusion and learning in College courses through **quality checks** of their own work.
- The College will **prepare a report** once a year on the progress we have made on putting into use the arrangements set out in this Equality Action Plan to discharge our Section 75 duties. This is our section 75 Progress report.
- The section 75 progress report will be sent to the Equality Commission by **31 August each year** and will follow any guidance on reporting issued by the Equality Commission.
- The College will **speak** to the Equality Commission to make sure that progress on the Equality Action Plan are maintained.
- The College has developed an Equality Improvement Plan to help increase **awareness of equality** of opportunity and good relations.
- To enable the College to link its Equality Improvement Plan with the Organisation Planning cycle, the Equality Improvement Plan will be **reviewed and updated** every year in keeping with the College's business planning cycle.

# HOW WE DISCUSS OUR PLAN

## *Consultation*

We recognise the importance of discussion with other people in all parts of our equality duties. We will **consult** on our Equality Action Plan, and other matters decided by the College to be clearly connected or related to the Section 75 duties.

## *Lists and Reviews*

A **list** of the people we can speak to is included in this Equality Action Plan [www.nwrc.ac.uk/equality/](http://www.nwrc.ac.uk/equality/).

The list is not extensive and is **reviewed** once a year to make sure it remains clearly connected with our functions and policies.

## *Discussion*

**Discussion** with people who the College works with will begin as early as possible and will occasionally look for their views on their preferred discussion methods. Methods of these discussions could include: Face-to-face meetings, Focus groups, Written documents with the opportunity to comment in writing and lists of questions.

## *Additions*

We welcome questions or requests for further information from any person/s or organisations wishing to be **added** to this list.



# HOW OUR PLAN MAY AFFECT PEOPLE

## *Impact of a Policy*

The College uses the tools of screening and equality impact evaluation to review the likely **impact of a policy** on the promotion of equality of opportunity and good relations.

## *Decision making*

The purpose of examining and testing so a **decision** can be made is to identify those policies that are likely to influence equality of opportunity and/or good relations.

## *Authority & Communication*

The policy Developer has responsibility for making sure that the policy is equality screened and must take the lead role as they have the **authority** to make changes to that policy.

The College will publish all equality screening forms to help with the **communication** of the outcome of this exercise.

## *Different Methods*

All information published can be obtained easily and can be made available in **different methods** on request.



# TRAINING OUR STAFF

We recognise that being aware of equality and **training** for staff play an extremely important role in carrying out the main activities of our Section 75 duties.

To this end we have introduced an effective communication and training **programme** for all staff and will make sure that our responsibility to the Section 75 duties is made clear in all related publications (course information, newsletters, etc.)

Training and awareness raising programmes will, where related, be developed in association with the appropriate Section 75 groups and related staff groups.



# HOW PEOPLE CAN GET OUT INFORMATION AND SERVICES



- The College is committed to making sure that the information we issue and the services we provide are fully available to **all parts of the community**. We keep our arrangements under review to make sure that this remains the case.
- To make sure equality of opportunity in using information in **different method** on request, where we can.
- The College is committed to helping to increase awareness in equality for all those who use our services as **fully available** as possible to all service users across the Section 75 categories.
- The College has in place a **Learning Link team** who evaluate students with a disability who require reasonable amendments to access further and higher education.



# HOW TO REVIEW OUR PLAN

Our **timetable** for all measures proposed within our Equality Action Plan lays out the measures that will be included within our business planning cycle.

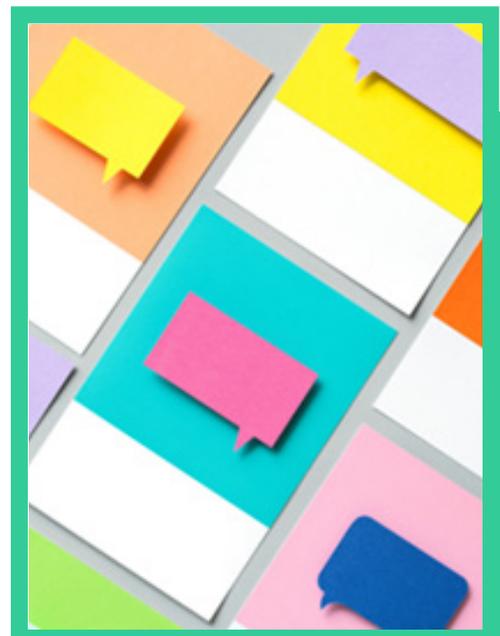
This timetable is different from and in addition to our promise to developing action measures to specifically address differences and further help **increase equality** of opportunity and good relations.

# IF PEOPLE WANT TO COMPLAIN

The College is quick to respond to the **views** of members of the public and will try to resolve all complaints made to us.

If the complaint has not been settled within a reasonable timescale, the complaint can be brought to the **Equality Commission**.

The College's Equality Action Plan is available free of charge in print form and other **different formats** from the contact person named at 2.6 of this document.



# REVIEW OF OUR PLAN

This review will happen either within five years of submission of this Equality Action Plan to the Equality Commission or within a shorter timescale to allow the review of other planning cycles at the same time.

## MORE INFORMATION



Our Equality Action Plan is also available on our website at [www.nwrc.ac.uk/equality/](http://www.nwrc.ac.uk/equality/).

