

EDC13D004

Title: Equal and Diversity On Line Training
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Circulation: Equality and Diversity Committee – 26 November 2013
Version: Final
Status: Open

Equality and Diversity On Line Training

Background

The University has had an on-line Equality and Diversity Training Module, developed by Marshall ACM, tailored to the HE Sector and customised to the UEA audience. This e- module has been used somewhat intermittently since its introduction and initially with no specific or particular requirement to complete it. In recent years Schools guided by professional bodies, e.g. PHA, SWK, RSC, MED and NSC have used the module to good effect as a mandatory requirement for their academic staff and as a means of satisfying and evidencing delivery of basic training on equality and diversity issues.

Content

The module consists of multiple sections and includes three basic quizzes, the last of which incorporates a review of the training and must be passed for an individual to be deemed to have completed the course. A certificate can be printed out by any participant wanting to evidence its completion as part of a career development portfolio. On average it takes around 60 minutes to complete the whole course, but the training can also be done in 'bite size chunks' and also remains accessible to staff for future reference on equality matters. The developers, Marshall ACM, actively liaise with CSED and update the content regularly to reflect national developments. The course also links to cases and examples relevant to the equality issues in the Higher Education sector.

Aim

It is proposed that the module become 'required core' training for all staff (including senior managers) – in all staff categories (access to a PC being a necessary qualifier) and at all levels. With the increasing emphasis on equality, from funding bodies in particular as well as professional bodies, the training provides a cost effective means of delivering a succinct, coherent base-line training module which the majority of staff who have access to a PC as part of their work will be able to complete.

On a monthly basis, all new starters will be sent the link to the course with access instructions from the E&D Office and asked to complete the module as part of their induction. However, all current staff will also be requested to complete the module, initially within the first three months of 2014.

Management Support

To underpin this initiative the Executive Team will be requested to complete the module first before general launch to demonstrate commitment to the training initiative and give gravitas to the request.

The course is supported by an Administration module which allows tracking of those who have completed the module, and, for those who have not, allows reminder emails to be sent within the given period for completion. There will not be a 'penalty' attached to the non completion of this training – however, as a diverse organisation whose profile has undergone some rapid changes in its student and staff profiles over the last five years, all groups of staff will be actively encouraged to engage with the training and non completion will be monitored. The alternative of a place on a three hour face to face training course will be offered.

Deans, Directors, Heads of Schools and Heads of Services are requested to give their support to HRD by actively supporting requests and encouraging their staff to complete the training.

Emphasis will be placed upon the increasing requirements by funding bodies for evidence that work on equality is taken seriously and acted upon and that this is one way of evidencing our commitment to the principles underpinning our responsibilities and of increasing the organisations capacity in this respect. The module provides a minimum base of knowledge on equality that staff in all roles need.

Launch

It is proposed to launch the initiative by promoting the module to all staff (Schools and Services) in the first working week of January 2014. This will be done via online information, info@, Broadview, use of plasma screens across campus and emails to all staff. A series of short briefings will be held with staff able to choose which date/location to attend to let staff know what the training entails, why it's being launched and how to access the site as well as allowing questions to be asked.

The Committee is requested to agree this initiative and for individual members of the Committee to show their commitment by completing the module before the launch in January 2014.

Helen Murdoch
Head of Equality and Diversity
November 2013