

EDC13D008

Title: DIVERSITY IN THE WORKPLACE – E LEARNING UPDATE
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Issue

Update on progress of recently introduced requirement for all staff to complete on line equality and diversity training.

Recommendation

For Information.

Resource Implications

N.A.

Risk Implications

Staff who are unaware of the range and depth of equality legislation may pose risks working in a diverse environment such as the University.

Equality and Diversity

The requirement for all staff to complete this training is aimed at increasing overall organisational capacity and ability to work appropriately and effectively with our highly diverse staff and student populations.

Timing of decisions

N.A.

Further Information

Further information is available from:

Helen Murdoch h.murdoch@uea.ac.uk

Background

Discussion

See attached paper.

Background

The University has an on-line Equality and Diversity Training Module, developed by Marshall ACM, tailored to the HE Sector and customised to the UEA audience. This has been available for some time but there has been no specific requirement for staff to complete it. Following a paper to the Equality and Diversity Committee on 26th November 2013 it was agreed to make the module “mandatory training” for all staff particularly as there was an increased emphasis on equality and diversity from funding bodies as well as professional bodies. It was felt that as a majority of staff had access to a PC as part of their work this would be the most cost effective method to increase fundamental knowledge of equality and diversity across all staff categories within a relatively short timeframe. The module was launched in February 2014. Anyone who completed the module during 2013 would not be required to repeat this again unless they wished to do so and it was identified that this module should be repeated every 2 years.

Current Position

All staff data has been provided by HRD and uploaded into the Marshall ACM system. An email was sent from the Vice-Chancellor to all staff on 21st February 2014 to launch the initiative with a first deadline of 30th April 2014.

Using an Administration Module provided by Marshall ACM the Equality and Diversity Office has tracked those who have completed the course and regular updates provided to CSED for recording against central staff training records. HRD has provided two further reports of starters and leavers and these have been incorporated into the module to ensure the user information remains accurate.

The Equality and Diversity Office has provided reports to Deans, Directors and Heads of Services at regular intervals since the launch and asked for their support to encourage staff within their areas to complete the training. Support has also been given to users with technical queries or who have had feedback on aspects of the training to pass on.

Completion Rate

Table 1 below shows a summary of those who have completed the module since its launch:

Table 1: Diversity in the Workplace Statistics					
Report Date	Pending	Completed	Total Completed	Total Staff Count	% Completed
21/02/2014	2922	164	164	3086	5
04/04/2014	2359	596	760	3119	24
06/05/2014	1940	436	1196	3136	38

As at 6th May 2014, 1196 staff members have completed the module which equates to 38% of the total staff headcount of 3136.

The staff headcount excludes Associates Tutors, Honorary Lecturers or those on the Temporary Register as we are limited by the current contract with Marshall ACM on the

number of users who can complete this module in any given year. Anyone from these staff categories who have contacted us have been provided with instructions to complete this module if they wish and we intend to include these staff groups in 2015.

Next Steps

A further email circular to all Deans, Directors and Heads of Services is scheduled to be sent in mid-May with the expectation that by the end of the academic year in July 2014, around 60% of the total staff headcount will have completed this module. A renewed “push” will take place at the start of the new academic year to ensure 95% of the staff headcount have completed by December 2014.

The administration module allows for effectively targeted follow-up emails to be issued to those who have not completed.

This project will be ongoing for the remainder of this year before we focus on asking all those who completed the module in 2013 to recomplete it and include the remaining staff categories during 2015.

The Equality and Diversity Office will review the module content on a regular basis and have used the feedback we have already received from staff to recommend improvements to Marshall ACM to ensure that the module remains current and accessible for all users.

Several schools have asked if the module can be used by their students. At the moment we are limited by the current licence however, a costing exercise and content review will take place over the summer to determine the feasibility of additional provision for students.