

EDC14D006

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.

Recommandation

Proactive and clear support needed from Deans, Heads of Services and Schools to ensure all staff treat the training module as a priority so the University can meet its objective by the end of 2014.

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:

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Background

First paper to the Committee 26 November 2013

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 followed by reminders to staff who have not yet completed the training.

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 monthly 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 Directors and Heads of School and 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					
2014	Pending	Completed	Total Completed	Total Staff Count	% Completed
March	2551	164	164	3086	5
April	1988	596	760	3119	24
May	1595	436	1196	3136	38
June	1539	56	1252	3136	40
July	1519	5	1257	3121	40
August	1306	211	1468	3134	47
September	1255	66	1534	3147	49
October	1237	36	1570	3163	50
November	1184	50	1620	3160	51

As at 4th November 2014, 1620 staff members have completed the module which equates to 51% of the total staff headcount of 3160.

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 was sent from the new Vice-Chancellor to those who were yet to complete the module on 20th October 2014 and fortnightly reminders from the Equality and Diversity Office are scheduled with additional periodic reports to all Directors and Heads of School and Services. The current target is that around 95% of the staff headcount have completed this module by December 2014.

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 in 2015 to determine the feasibility of the additional provision for students.

Some areas have achieved a high completion rate (CSED 93%, School of Psychology 92%) whilst other notable areas including ARM, BIO, FIN, ISD, LTS, NURS, PGR, PORT have all achieved over 80% completion rates and this is directly attributable to the clear support for the initiative by the Head of Service/School. All Deans, Directors and Heads of Services and Schools are asked to give explicit, proactive and full support to the training to ensure the University can meet its objective by the end of 2014.