

EDC14D019

Title: DIVERSITY IN THE WORKPLACE – E LEARNING UPDATE
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Issue

Update on progress on the requirement for all staff to complete online equality and diversity training.

Recommendation

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

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.

Completion Rate

Table 1 below shows a summary of those who have completed the module since its launch. As at 1st May 2015, 2511 staff members have completed the module which equates to 87% of the total staff headcount of 2878. **It should be noted that if figures for the Sportspark and Sainsbury Centre are excluded the completion rate would be 90%.**

Table 1: Diversity in the Workplace Statistics					
2015	Pending	Completed	Total Completed	Total Staff Count	% Completed
May	367	61	2511	2878	87
February	364	171	2450	2814	87
January	520	112	2279	2799	81
2014					
December	634	371	2167	2801	77
November	950	178	1796	2746	65
October	1108	86	1618	2726	59
September	1179	66	1532	2711	57
August	1230	181	1466	2696	54
July	1400	30	1285	2685	48
June	1443	59	1255	2698	47
May	1519	436	1196	2715	44
April	1912	596	760	2672	28
March	2475	164	164	2639	6

Where Heads or Managers have proactively engaged with this initiative they have achieved a 100% completion rate, notably ARM, CSED, HR, Finance, ISD, Maintenance, Portering, BIO, CHE, CMP, LAW, PHA and PSY.

Background

The University's on-line Equality and Diversity Training Module, developed by Marshall ACM, is 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.

Process

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.

Next Steps

Currently 367 staff from the original launch are yet to complete the module, so fortnightly reminders from the Equality and Diversity Office will be carried out with additional periodic reports to all Directors and Heads of School and Services. The target is to ensure that this group have completed by the end of the current academic year so a 100% completion rate can be reported to the next Equality and Diversity Committee in November 2015.

From June 2015, there will be a rolling programme to remind staff to undertake this module once every 2 years commencing with staff who completed in 2013.

In addition, the current staff completion rate excludes Associates Tutors, Honorary Lecturers or those on the Temporary Register. Due to a limited number of licences per annum in the current contract with Marshalls ACM it wasn't possible to include these staff groups within the original launch but for the remainder of 2015 the focus will be to ask these staff to complete the module alongside any new employees from any staff group commencing employment at UEA.

The Equality and Diversity Office continually reviews 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 up-to-date.

Several schools have asked if the module can be used by their students. At the moment we are limited by the current licence however, an initial meeting with Marshalls ACM has taken place and a costing exercise and content review is underway to determine the feasibility of an additional provision for students.