

Equality Impact Assessment

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| Title of Policy or Procedure | Absence, Withdrawal and Transfer Procedure |
| Responsible Officer | Registry Officer |
| Is the policy or procedure rated as high/medium/low in terms of its potential impact? Please note that this may vary according to the group being considered. | This procedure is rated as LOW for all groups. |
| What does the policy or procedure aim to do? | The procedure aims to ensure that processes are clear to all staff and students. It also aims to ensure that students are aware of the implications of their actions. |
| Who is affected by the policy? | All students who are attending college, especially those who withdraw from their course. |
| What do we know about the needs of the various groups and how the policy or procedure may impact on them? At the moment race, gender, disability, age, sexual orientation and age are covered by legislation. ¹ | The College acknowledges that groups covered by equalities' legislation have been disadvantaged in education nationally. The policy tries to ensure that students are given every opportunity to be successful in their course and they are given appropriate levels of support by teaching staff and the Early Intervention staff to prevent them leaving their course. |
| How might the policy or procedure impact on | The policy states that the directorates will monitor reasons why students withdraw to |

¹ The intention of equality impact assessment is to create a situation whereby wherever possible barriers to access for any group are removed

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| different groups? Are there any particular concerns at the moment? | ensure that there are no problem areas for students dropping out of courses. |
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| Do we need to change the policy or procedure in any way to remove barriers to access? Do we need to change College practices generally? | There are no barriers to the withdrawal and transfer of students. Forms are available on request and Guidance and Support is available. This policy does not deal with access and it is the responsibility of other policies to ensure that students are retained and supported – through ELS, financially and study support. |
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| If changes are considered necessary when are we going to implement them? It may not, for example, be appropriate to make changes during an academic session. | No adjustments have been identified. |
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| As well as attempting to mitigate any potential adverse impact does the policy or procedure allow for the promotion of equality of opportunity and good relations between different groups? | The process ensures a professional and fair approach to students. |
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| How will the policy or procedure be monitored in terms of its impact? | The student withdrawals will be monitored by directorate staff to ensure fairness. Where barriers are identified, there will be resolved and report to the Learning, Teaching and Quality Committee. |
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| Where will results of monitoring be reported? Which is the relevant | The data will also be reviewed by Course Committees, which feed into the DAC and through the Annual Course Reports. |

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| Committee/Group? | |
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| Where will the EqIA be published? As a minimum all assessments will be published on the Internet. | College Internet |
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| Date of next review: | July 2013 |
| Policy ratified by: | |
| Date: | July 2010 |