

South West College

EQUALITY SCREENING REPORT (1st Jan 22 – 31st March 22)

Policy title	Aim of Policy	New / existing / revised policy	Date of Screening	Screening decision
Learning Support Policy	The purpose of this interim policy is to ensure that the effective processes are in place to provide learning support for students with additional needs which are consistent across the FE sector and applied in a manner that is compliant with legislation and in accordance with the Colleges' commitments to equality and inclusion.	Existing	11 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Student Hardship Fund Policy & Procedure	DFE guidance requires that the Deputy Chief Executive shall: <ul style="list-style-type: none"> • Ensure that for the purposes of administering the Funds, the College maintains and operates an adequate system of record keeping, financial management and internal controls, including safeguards against fraud, and shall require the College's external auditors, as part of their audit, to report on the adequacy or otherwise of that system. • Ensure that the College uses the funding provided for the Hardship Fund in a manner consistent with the purposes for which the grant was given by the Department and complies with any terms or conditions attaching to it. • Provide such returns as may be required by the Department. 	Existing	11 th March 2021 Related to DfE Circular 06/21 - Hardship Fund (Discretionary) 2021/22	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.

Anti-Bullying Policy for Students	The aim of this policy is to ensure that the South West College maintains a learning environment which is safe, secure and harmonious, in keeping with appropriate 6 guidelines for the promotion of good relations as outlined in the Code of Practice for Students for Equality and Diversity	Existing – V2	11 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Safeguarding, Care & Welfare Policy	South West College (hereafter referred to as the College) aims to ensure that all students, staff and stakeholders of the College experience an inclusive, enjoyable and safe environment, in which they feel respected and valued. We all share an objective to keep children, young people, adults at risk and adults in need of protection, safe from harm. This College Safeguarding, Care & Welfare Policy is built upon a foundation of ‘zero tolerance’ of harm to all children, young people, adults at risk of harm and adults in need of protection and is aligned to the Northern Ireland Adult Safeguarding Partnership (NIASP) statement “Safeguarding is everyone’s business”.	Existing	11 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Policy for Students with Caring Responsibilities	South West College (the College), as an inclusive organisation, is committed to widening access and to providing equity of opportunity to all its learners with the aim of ensuring that all students are supported to reach their full potential. This underpins and guides all that the College does in providing an umbrella under which every aspect of the student journey is encompassed. Students with caring responsibilities, are highlighted as a particular group who may require some additional support to enter education and achieve a successful outcome. The College is therefore committed to supporting student carers, and to be being as flexible as possible to provide assistance at all stages of their leaning journey. In support of this aim, the College will also continue to work with a wide range of	New Policy V1	5 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.

	external stakeholders, to provide our students with the best learning experience possible, including partners in the Health and Social Care sector, other statutory and voluntary agencies			
Student Attendance Policy	South West College requires Further Education (FE) and Work Based Learning (WBL) full and part-time students to attend College regularly, recognizing that their commitment to attend regularly also indicates a commitment to make the most of all the learning opportunities available. Regular and punctual attendance are qualities that are highly valued by employers who want to know that their workforce is reliable, and therefore the College seeks to develop these qualities in all its students. In the academic year 2021/22 there will be hybrid models of delivery developed to facilitate a reduced onsite capacity. These models may impact “on campus” attendance. The College will monitor this impact closely. The College will ensure that students attending classes remotely or working at home under guidance will be credited with a positive attendance. Non-attendance will be investigated and recorded appropriately. It is the policy of South West College to encourage 100% attendance and punctuality.	Existing – V2	11 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Financial Scheme of Delegation Policy	This document sets out the Scheme for the delegation of financial authority within South West College. This policy has been developed taking account of the requirements of the Financial Memorandum and the Management Statement between the Department for the Economy and the Further Education Colleges.	Existing – V3	15 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.

Procurement Policy	The College seeks to obtain value for money in all purchases of goods and services and works, in line with Managing Public Money Northern Ireland (MPMNI) https://www.finance-ni.gov.uk/articles/managing-public-money-ni-mpmni	Existing	15 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Petty Cash & Float Policy	The aim of this policy is to ensure all staff are fully informed of the guidelines as to how petty cash and floats should be administered.	Existing – V6	15 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Bad Debt Policy	This policy is to outline the procedure for providing bad debts (the making of bad debt provision) and the writing off of bad debts within South West College. Bad debts can be either unpaid tuition fees, or other sundry debts. This policy relates to other policies of South West College, in particular the Debt Management and Credit Control Policy and Procedure	Existing	15 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Investment Policy	The purpose of this document is to set out the objectives and principles governing decisions relating to the investment of the assets of the South West College, most specifically any cash balance.	Existing – V9	15 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.

<p>Fees & Charges Policy 22/23</p>	<p>The South West College aims to levy appropriate fees and charges for the provision of educational facilities and services so as to recoup a reasonable proportion of expenditure while acting in a fair and equitable manner towards existing and prospective students and other customers. 1.2 The policy is restricted to those facilities and services where the College is able to operate some discretion in the levying of charges. Therefore the policy does not relate to the following: • Any subsidies, bursaries or exemptions as offered by the Department for the Economy, any other government agency or private benefactor. • Examination fees as charged by Awarding Bodies. • Financial support packages for students. • Loans as made available from the Student Loan Company or Education Authority (EA).</p>	<p>Existing – V3</p>	<p>15th March 2021</p>	<p>Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.</p>
<p>Credit Control & Debt Management Policy</p>	<p>To collect all income due to the College within the agreed payment terms, by the effective management and application of the agreed credit policy so as to maximise its resources available within the college to support the delivery of services. It is recognised that successful credit management requires the collaboration of management, academic, finance and support staff within the College.</p>	<p>Existing – V2</p>	<p>15th March 2021</p>	<p>Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.</p>

Bribery Act Policy	South West College is committed to maintaining the highest standards of ethical conduct and integrity expected in all its business activities, whether conducted in Northern Ireland, the UK or internationally. This policy outlines the College's framework on preventing and prohibiting bribery, in accordance with the Bribery Act 2010, which came into force on 1 July 2011 and extends to Northern Ireland. This policy sets out a framework to enable employees and other parties dealing with the College to understand and implement arrangements to enable compliance with the Bribery Act 2010. It is also intended that this policy will assist employees and others to identify and report on any potential breaches.	Existing – V4	15 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Quality Assurance & Improvement Policy	<p>The College aims to be outstanding in all areas of College business.</p> <p>The College aims to enable outstanding success for all of our learners.</p> <p>The College aims to provide accurate and formative assessment and verification.</p> <p>The College aims to carry out rigorous action planning and monitoring.</p> <p>The College aims to achieve very high satisfaction for all of our learners, parents, staff and other stakeholders.</p>	Existing – V9	16 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Plagiarism Policy	The aim of this policy is to ensure and encourage students to adopt good academic conduct in respect of assessment and ensure students are informed of the consequences of academic misconduct.	Existing – V2 Date of 1 st issue September 2019	16 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.

Accuracy and Completeness of Published Information	The aim of this policy is to provide guidance to staff in respect of the information the College is responsible for publishing, and who is responsible for ensuring the accuracy of published information for Further and Higher, full time and part time programmes.	Existing	16 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
HE Feedback on Assessment	This policy has been aligned to and meets the requirements of the revised UK Quality Code under Expectations for Standards and Quality. For further information click on the link: https://www.qaa.ac.uk/quality-code This Policy offers guidance on: a) The principles of providing feedback to students. b) A listing of practical feedback methods for both coursework and exams. c) The main points of The South West College Quality Assurance expectations regarding assessment feedback to students. d) Ulster University principles of assessment and feedback as cited in the College Teaching and Learning Strategy.	Existing – V2	16 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
HE Education Admissions, Admission Appeals and RPL Policy & Procedure	This policy and accompanying procedure outlines the grounds that a student may use for for making an Academic Appeal and the manner in which the College will deal with such appeals.	Existing – V2	16 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.

HE Internal Moderation Policy	South West College is committed to ensuring that standards of assessment are consistent, transparent and in line with the requirements of our awarding bodies. The way students' work is assessed must serve the stated learning objectives of the programmes we offer and facilitate the achievement and wider development of our students. Where appropriate course teams should adhere to awarding body moderation and moderation procedures as appropriate.	Existing – V2	16 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Management of Work Based Learning in HE Policy	The College's Work Based Learning Policy has been aligned to and meets the requirements of the revised UK Quality Code under Expectations for Standards and Quality. For further information please click on the following link: https://www.qaa.ac.uk/quality-code . Work Based learning within the confines of this policy relates any planned period of learning experience normally outside the college (where the student is enrolled) and where the learning outcomes are an intended part of a programme of study.	Existing – V1	16 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.

<p>Higher Education Achievement Report (HEAR) Tutorial Policy</p>	<p>This tutorial policy has been guided in its development by two key documents:</p> <ul style="list-style-type: none"> •South West College’s Higher Education Strategy which strives for excellence in all aspects of College Support Services and Higher Education provision ensuring a positive experience for all students. The Strategy, which has been clearly aligned to the UK Quality Code, sets out seven key priorities for the implementation of its Higher Education provision. Priority 3 focuses on supporting students in taking responsibility for their learning and helping them to become expert students. It emphasises the allocation of a personal tutor and tutorial processes to both full time and part time students to promote learning and achievement. <p>This policy has been aligned to and meets the requirement of the revised UK Quality Code under Expectations for standards and Quality. For further information please click on the following link: https://www.qaa.ac.uk/quality-code.</p>	<p>Existing – V2</p>	<p>16th March 2021</p>	<p>Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.</p>
<p>Health, Safety & Wellbeing Policy</p>	<p>South West College recognises and fully accepts its responsibility for Health & Safety & Wellbeing as an employer under health, safety and welfare legislation and it is our policy to do all that is reasonably practical to ensure the health, safety and welfare of employees whilst at work and those who may be affected by the organisations activities 1.2 South West College seeks to promote a policy in respect of employee Health and Wellbeing beyond the management of short and long-term sickness absence.</p>	<p>Existing – V8</p>	<p>9th March 2021</p>	<p>Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.</p>

Dignity At Work Policy	The aim of this policy and the accompanying procedure is to prevent harassment, provide guidance to resolve any problems should they occur and to prevent reoccurrence. Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian, and racial harassment, harassing a disabled person on account of disability, or harassing a person on the basis of his/her sexual orientation, constitute discrimination and are unlawful under current legislation.	Existing – V2	9 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.
Special Category Data Appropriate Policy	When processing personal data, the College will comply with the requirements of the UK General Data Protection Regulations (UK GDPR), the Data Protection Act (2018) (DPA) and any associated legislation. The College is required to have an Appropriate Policy Document in place setting out and explaining our procedures and policies in relation to the processing of special category data. ¹ This Appropriate Policy Document for the College meets the requirement under Schedule 1, Part 4 of the Data Protection Act to: Explain the College’s policies and procedures for ensuring compliance with the Article 5 Principles of the UK GDPR; and Explain our policies and procedures in regards to the retention and erasure of personal data.	New Policy – V1	14 th March 2021	Screened out as no negative impact was identified in respect of Section 75 or Good Relations categories.