

Equality, Good Relations and Human Rights Screening Template

*****Completed Screening Templates are public documents and will be posted on the Trust's website*****

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

Policy for the Management of Regulated Vocational Qualifications

(1.2) Is this a new, existing or revised policy/proposal?

This replaces the policy for the Management of Qualifications on the Qualifications Credit Framework (QCF)

(1.3) What is it trying to achieve (intended aims/outcomes)?

To explain the process and requirements for the management of Regulated Qualifications within the Trust

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

No

(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB?

SETrust



(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

Falls under Equal Opportunities Policy SET/HR (14) 2013, Corporate Policy for Further Education Assistance SET/HR(12)2011, current OWD Strategy and Pride in care: Developing our Workforce Social Services Learning & Development Vocational Strategy 2013-2016.

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, , trade unions, professional bodies, independent sector, voluntary and community groups etc)

Staff

Awarding Bodies/Organisations offering these qualifications

(1.8) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

Equal Opportunities Policy SET/HR/Staff (01) 2009

Corporate policy for further education assistance SET/HR(12)2011

Organisation and workforce development (OWD) strategy

Pride in care: Developing our Workforce Social Services Learning & Development Vocational Strategy 2013-2016.

(2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

Details of evidence/information

Of the staff 18% are male and 82% are female.
 70% are under 40 and 30% are over 40
 29 % are Roman Catholic, 59 % are Protestant and 11 % are of unknown religion
 67% are married, 30% single, 3% divorced, separated, widowed or other
 As the majority of staff are female and many work part-time it is likely that they may have caring responsibilities.
 No direct information gathered on political opinion
 Disability not routinely recorded by the Trust but the Trust is aware of the under reporting of disability by staff
 Ethnicity not gathered routinely though there are a very small number of staff from an ethnic minority
 No direct information is gathered on sexual orientation

(3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff.

Category	Needs, experiences and priorities	
	Service users	Staff
Gender	N/A	17% are Male 83% are Female
Age	N/A	40% under 40 60% over 40
Religion	N/A	29% are Roman Catholic 59% are Protestant

		12% are of unknown religion
Political Opinion	N/A	No direct information gathered on political opinion
Marital Status	N/A	69% are married, 26% single, 5% other (Separated, Widowed, Divorced, Unknown)
Dependent Status	N/A	As the majority of staff are female and many work part-time it is likely that they may have caring responsibilities.
Disability	N/A	Assessment is adapted to accommodate staff with a disability.
Ethnicity	N/A	Ethnicity not gathered routinely though there are a very small number of staff from an ethnic minority
Sexual Orientation	N/A	No direct information is gathered on sexual orientation

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

Consulted with Awarding Bodies and Regional Qualifications Sub-Group

Draft Policy sent out for comments.

Scrutiny Panel appointed to make informed decisions on the policy detail and provide assurance to the Trust and Directors on the content

Amendments to be finalised

The policy will be subject to ongoing screening

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?

Section 75 category	Details of policy/proposal impact		Level of impact? Minor/major/none
	Services Users	Staff	
Gender	N/A	Details as in section 3	None

Age	N/A	Details as section 3	None
Religion	N/A	Details as section 3	None
Political Opinion	N/A	Details as section 3	None
Marital Status	N/A	Details as section 3	None
Dependent Status	N/A	Details as section 3	None
Disability	N/A	Details as section 3	None
Ethnicity	N/A	Details as section 3	None
Sexual Orientation	N/A	Details as section 3	None

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?

<i>Section 75 category</i>	<i>Please provide details</i>
Gender	N/A
Age	N/A
Religion	N/A
Political Opinion	N/A
Marital Status	N/A
Dependent Status	N/A
Disability	N/A
Ethnicity	N/A
Sexual Orientation	N/A

(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy/proposal impact	Level of impact Minor/major/none
Religious belief	N/A	None
Political opinion	N/A	None
Racial group	N/A	None

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
Good relations category	Please provide details
Religious belief	N/A
Political opinion	N/A
Racial group	N/A

(5) Consideration of Disability Duties

(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?
The Qualifications are available to all staff as appropriate. Reasonable adjustments will be made to accommodate any staff with disabilities who wish to complete a qualification.

(6) Consideration of Human Rights

(6.1) Does the policy/proposal affect anyone's Human Rights?

Complete for each of the articles

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 2 – Right to life			✓
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			✓
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			✓
Article 5 – Right to liberty & security of person			✓
Article 6 – Right to a fair & public trial within a reasonable time			✓
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			✓
Article 8 – Right to respect for private & family life, home and correspondence.			✓
Article 9 – Right to freedom of thought, conscience & religion			✓
Article 10 – Right to freedom of expression			✓
Article 11 – Right to freedom of assembly & association			✓
Article 12 – Right to marry & found a family			✓
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			✓
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			✓
1 st protocol Article 2 – Right of access to education	✓		

Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. It may also be necessary to seek legal advice.

(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.

The Trust has an on-going training strategy for Equality Diversity and Human Rights

(7) Screening Decision

(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?

Major impact	
Minor impact	
No impact	✓

(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening

Yes	
No	✓

(7.3) Do you think the policy/proposal should be subject to and Equality Impact Assessment (EQIA)?

Yes	
No	✓

(7.4) Please give reasons for your decision and detail any mitigation considered.

This policy is written to meet the needs of all staff who wish to undertake a regulated qualification. No impact has been identified and the trust will monitor the policy for any future adverse impact.

(8) Monitoring

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

Registration forms have details of age, gender, any disabilities, nationality and ethnicity. These details are required for registering candidates with the Awarding Body

Evaluations will be reviewed and recorded from each candidate.

Feedback will be sought from Line Managers

Regular meetings with Assessors and Internal Quality Assurers

Regular Regional Meetings

Regular Nursing & Midwifery Workforce/Learning & Development Forum meetings

External Verifier monitoring visits on behalf of Awarding Body/Organisation(s)

Approved Lead Officer: Sharon McRoberts

Position: Assistant Director
(Workforce/Education)

Date: 13/8/15

Policy/proposal screened by: Margaret McLeese & Angela Bill



Please forward completed schedule to:

Susan Thompson

Equality Manager

3 Church Street

Newtownards

BT23 4AN

Telephone: 028 9151 2177

Textphone: 028 9151 0137

e: susan.thompson@setrust.hscni.net

Suzanne McCartney

Equality Manager

Lagan Valley Hospital

Lisburn

BT28 1JP

Telephone: 028 9266 5141 ext 2604

Textphone: 028 9263 3522

e: suzanne.mccartney@setrust.hscni.net

Template produced December 2011