

Equality Monitoring in the Modern Apprenticeship and Employability Fund 2017 – 2018

**Guidance document for training providers on how to use
the Equality Monitoring Form and record in FIPS or CTS**

March 2017

A large, abstract teal graphic on the right side of the page, consisting of several overlapping rectangular shapes with white dotted borders, creating a grid-like pattern.

This guidance document is in three parts: why equality monitoring is needed; the process around using the form including guidance in relation to recording; and the most effective way to collect equality information.

The Equality Monitoring Form has been slightly amended for 2017/18 to reflect best practice. These changes have been updated in the FIPS recording screens.

EF Providers using CTS will notice that some of the sub headings and questions on the Equality Monitoring Form do not exactly correspond with the CTS screens. Please see section 2 below for guidance on recording this equality information in CTS.

The privacy statement has also been amended strengthening the security of information handling.

If you require any further assistance or have any queries or concerns please contact:
equality@sds.co.uk

1. Why we require you to collect this information

Collecting information about participants is an important first step in differentiating delivery and support for them which will increase their likelihood of sustaining and achieving outcomes on the programme. Where participants disclose information, this should be used to inform the development of their individual training plans.

Skills Development Scotland has a legal duty under the Equality Act 2010 to collect information about participants on our programmes in relation to protected characteristics. This duty is to ensure our services are inclusive and can be accessed by a diverse range of individuals. One of the ways we do this is by collecting equality data to allow us to monitor and review uptake of our services. This helps us to identify and address any barriers faced by particular groups. SDS is committed to tackling the under-representation of particular groups on our training programmes and to delivering services that are inclusive to all.

For example, if our monitoring data shows that our programmes have a very low uptake by females then we can start to take positive action. In this situation positive action could include targeted advertising on the opportunities and advantages for females undertaking an MA.

The Equality Monitoring Form is not optional and you must ensure it is completed by all participants.

2. Collecting equality information: the process

Both the Training Agreement and the Equality Monitoring Form should be completed at the same time. The information collected from the Equality Monitoring Form should then be input to CTS/ FIPS. A new participant cannot be registered on CTS/FIPS without this information. **Information on CTS/FIPS should be updated if the participant informs you of new information.**

Once the information has been input into CTS/FIPS the Equality Monitoring Form should be immediately and securely destroyed. The Training Agreement and the Equality Monitoring Form are two separate documents. **You must retain a signed copy of the Training Agreement only.**

Recording in CTS in 2017/18

Please note that there have been some slight changes to the Equality Monitoring Form that will not be reflected in CTS for 2017/18. Please follow the guidance below when updating this information in CTS.

Providers inputting to CTS should note:

- On the Equality Monitoring Form for 2017/18 the previous sub-title of “**care leaver**” has been amended to “**care experience**”. **Responses to the ‘care experience’ question on the equality monitoring form should be updated in the ‘care leaver’ section of CTS.**
- On the Equality Monitoring form for 2017/18 the previous sub-title of “**ex-offender**” has been amended to ‘**offending history**’. The actual question on the monitoring form has also been amended. **Responses to the ‘offending history’ question on the equality monitoring form should be updated in the ‘ex-offender’ section of CTS.**
- In the **disability section** of the equality monitoring form, the option of “**Prefer not to say**” has been added to the list of impairment types participants can select to the second part of the disability question. Whilst FIPS has the functionality to record this CTS does not. When recording this option in CTS, where a participant has responded by selecting “Prefer not to say” to the impairment types section of the disability question – the **second** disability question – providers are advised to tick the box “**not covered by this list**”.
- The Equality monitoring form has also been re-ordered to present the questions in the order that they appear in FIPS. Therefore the **disability monitoring question** is now at the end of the form. Please encourage participants to work through the form **to the end** as all the information is important to SDS in ensuring equal accessibility to the NTPs for all.

3. Collecting equality information effectively

It is an individuals’ right not to disclose information by choosing the ‘Prefer not to say’ option on the Equality Monitoring Form. However, there are some important considerations you can make to ensure that people feel more at ease and understand the reasons as to why we are asking for the information.

- The aim is to create an environment of trust where individuals know why information is being asked for and how it is being used
- Ensure that people feel that they are in a safe and non-intimidating environment where they will not be interrupted. **Completing the form in a group situation is not appropriate.**
- To encourage participants to complete the form accurately it should be done in a private space ensuring confidentiality of the information. Ideally in a 1:1 situation with a

trainer that they have already met. This allows them the opportunity to disclose information and for you to discuss with them any next steps that may be required regarding reasonable adjustments or other support.

- Inform participants that information collected is used to help provide reasonable adjustments in relation to delivery and/or assessment and can be used to provide appropriate support.
- You should make it very clear that you and your organisation understand the information is personal and sensitive and that it will be treated confidentially, and will not be shared with other participants or employers.
- You should make it clear that for equality monitoring purposes the information is anonymised and that the purpose is to improve accessibility to the NTPs and the training experience for all.
- When a participant does not disclose at the beginning of their programme but feels more able to do so later on, it is very important that you use this information to differentiate the learning experience where required and to update CTS/FIPS .
- Give participants the 'What's it got to do with you?' Stonewall guide. Demonstrating SDS is a Stonewall Diversity Champion may reassure individuals that it is a safe place to disclose their sexual orientation. The guide can be found here: [Stonewall Scotland](#)

The information gathered should always be on the basis of self-disclosure and information should never be completed for participants or presumptions made about which categories they may fit into.