

1 Introduction

We at Sabhal Mòr Ostaig believe that discrimination on grounds of race is unacceptable in our College. We welcome the duties introduced by the Race Relations Amendment Act 2000 (RRAA) and will continue to work towards improving our performance as an Equal Opportunities employer and provider within the relevant legislative framework.

We will continue to seek to make racial equality a central part of the way we work, by putting it at the centre of our policy-making, service delivery, and employment practice.

We will strive to improve the information which we collect about our staff and students and to become more effective at monitoring and reviewing data on ethnicity.

We view our Racial Equality Scheme as a starting point which will lead us, through our Action Plan and future experience, into a cycle of improvement and progress which enables us to meet and, we hope, to exceed, the general and specific duties imposed upon us by the RRAA.

Under the general duty, we must have due regard to the need to:

- eliminate unlawful racial discrimination;
- promote equal opportunities; and
- promote good relations between people from different racial groups.

We must also have due regard to the specific duties, which provide the steps or arrangements to help us meet the general duty.

2 The College

2.1 Background

Sabhal Mòr Ostaig, which has continued as an independent educational institution since it was founded in 1973, is unique in that it is the only college of FE/HE in the United Kingdom offering advanced courses solely through the medium of Gaelic. As such, it has a critical role to play in ensuring the development and support of the Gaelic language, culture and heritage through educational, cultural, promotional and economic programmes and activities. Though a relatively small and new institution, Sabhal Mòr Ostaig has been characterised by rapid expansion of activities within the past few years.

Since its inception, the College has welcomed learners from varying ethnic backgrounds and it is our aim to ensure that this continues and is built upon.

2.2 Mission

Sabhal Mòr Ostaig is committed to being a centre of excellence for the development and enhancement of the Gaelic language, culture and heritage, by providing quality educational, training and research opportunities through the medium of Scottish Gaelic; and by interacting innovatively with individuals, communities and businesses, to contribute to social, cultural and economic development.

2.3 Aims

Develop the College as a major centre for the development of Gaelic language, culture and education

- Secure an equitable funding model, appropriate to the distinctive situation and multiple roles of Sabhal Mòr Ostaig

- Enhance academic provision, increase student numbers and enhance the student experience
- Enhance the management, support and ICT infrastructure of the College
- Support staff in developing their personal and professional competence including their research capabilities, where appropriate
- Promote social inclusion and eliminate unlawful discrimination
- Develop further links with the local and wider community
- Seek resources to allow the capital expansion required for the achievement of the College's strategic aims.

The College recognises that these aims cannot be achieved without the contribution made by individuals from a wide range of backgrounds and experiences.

2.4 Community

Sabhal Mòr Ostaig is a Gaelic College. Our community comprises not only local learners and users of the College in Skye and Lochalsh and the Highlands, but also the wider national and international group of learners and potential learners who wish to develop their skills in and understanding of Gaelic language and culture

2.5 Strategic and Operational Planning

The College's Strategic and Operational Objectives are identified through a corporate planning process, which is reviewed on an annual basis. Our planning and review takes account of our duties under RRAA and other relevant Equal Opportunities legislation.

3 The College's Duties under the RRAA

- 3.1 The Race Relations Amendment Act and the associated Scottish Statutory Instrument place a general duty on the College to: eliminate unlawful racial discrimination, promote equal opportunities, and, promote good relations between people from different racial groups. As well as this the College has a specific duty to prepare and publish a Race Equality Scheme.
- 3.2 The Scheme should identify how we intend to fulfil our duties in this area and also assess which of our functions and policies are relevant to our duties on race relations.
- 3.3 The Scheme should also contain our arrangements for: eliminating racial discrimination; assessing and consulting on the likely impact of our proposed policies on the promotion of race equality; monitoring our policies for adverse impact on the promotion of race equality; publishing the results of the assessment; consultation and monitoring; ensuring public access to the information and services we provide; and training all our staff and students in connection with our new duties on race relations.
- 3.4 We also have a specific duty to monitor, by reference to the ethnic groups to which they belong, the numbers of staff and students at the College, with results to be published annually.

We are required to review the assessment of our functions and policies by 30th November 2005 and every three years thereafter.

4 The Race Equality Scheme

- 4.1 This Scheme was initially drawn up in 2002 in response to the RRAA. It draws together, for the purposes of the Act, our priorities in this area and assesses which of our policies and functions have most relevance for race equality.
- 4.2 We have also identified areas where we will take specific action. These actions and priorities are also reflected in our corporate and operational planning and are taken forward through these means. In these ways, we make our Scheme central to the work of the College. We report on progress in our annual report. We also update and publish this Scheme annually with a report on progress in order to give greater focus to our work in this area and to make our stakeholders aware of our activities in promoting racial equality.
- 4.3 An action plan (See Annex B) brings together the actions described in the Scheme.
- 4.4 Annex C summarises the review of our previous scheme.
- 4.5 An action summary is attached as Annex D.

5 Working with Others

- 5.1 The College is one of the Academic Partners of the UHI Millennium Institute (UHI). We will continue to work with other Academic Partners to meet the requirements of the RRAA across the Institute as a whole and contribute to the development of the UHI's Race Relations Scheme.
- 5.2 We will continue to liaise with other organisations and individuals to identify and promote good practice in Race Relations issues.

6 Relevant functions and policies

- 6.1 The table (see Annex A) identifies the College's functions and policies and assesses their relevance to Race Equality. Annex B, which is cross-referenced to Annex A, lists the actions we are taking, or will take in the future to ensure that we meet our duties.

7 Arrangements for assessing and consulting on the likely impact of proposed policies on the promotion of race equality

- 7.1 We will consult regularly with our key stakeholder groups on our proposed policies or on changes to our existing policies, practices and functions. We recognise that we may need to reconsider the stakeholders consulted in order to be sure that the impact of any change on minority ethnic groups is addressed.
- 7.2 We will continue to work with UHI to eliminate racial discrimination and to ensure a consistent approach to Race Equality for our HE students.
- 7.3 We will review our consultation methods and the stakeholders that are included in our consultations to ensure that effects on race equality of proposed policies are adequately addressed.

8 Monitoring

8.1 We will continue to review the outcomes of the actions described in this Scheme annually, through the College's existing operational monitoring arrangements. We will report annually on the outcomes of the annual review of the Scheme, and on progress against actions described in the Scheme. Our Corporate Services Department monitors our statistical collections on staff - including the monitoring required by our specific duty - and students in the College, in order to identify any areas for action. The outcomes of this monitoring are included in our annual review of the Scheme.

9 Publishing

This Scheme is published on our website and is sent to UHI and to other stakeholders. The outcomes of the annual report on the Scheme are also made available on our website and on our intranet.

10 Access to information and services

We make a wide range of information on the College and its work available on our website and through other forms of communication, which include newsletters, leaflets and prospectuses. This information is currently only available in English and Gaelic. We do not believe it would be an effective use of public resources to translate all our material into community languages. We will, however, explore the possibility of referral to external translation services to ensure that our information is accessible to as many people as possible.

11 Monitoring policies for adverse impact

We have set out, in Annex A, the areas that we have assessed as relevant to the duties of the Act. Through the process of reviewing this scheme annually, monitoring the statistics we collect, and reporting to our Management Group, we will monitor for adverse impact.

12 Arrangements for monitoring staff by ethnic background

Our arrangements for carrying out this specific duty are set out below in the section on "Our Duties as an Employer". We will ensure that these statistics are published annually.

13 How we will deal with complaints

This Scheme sets out our aspirations in meeting the general and specific duties. If anyone believes that any of our actions fall short of these aspirations we would welcome comments or complaint.

14 Responsibilities

14.1 Our Trustees are responsible for:

- making sure that the College complies with the RRAA, and meets all its duties, including the general duty and the specific duties; and
- making sure that the Race Equality Scheme and its related policies and procedures are followed

14.2 The Director is responsible for:

- giving a consistent and high-profile lead on Race Equality Issues;
- promoting the Race Equality Scheme inside and outside the College; and
- making sure the Race Equality Scheme and its related policies and procedures are followed

14.3 Managers, including Section Heads are responsible for:

- putting the Scheme and its associated strategies, policies and procedures into practice;
- making sure that all staff know their responsibilities, and receive support and training in carrying these out; and
- following the relevant procedures and taking action against staff or students who may be discriminating unlawfully for reasons of race, colour, nationality, ethnic or national origins

14.4 The College Equal Opportunities Committee, which is a Sub-Committee is responsible for:

- co-ordinating work on Race Equality (and other Equal Opportunities Issues)
- working with each section in the co-ordination and mainstreaming of their Race Equality work; and
- ensuring that racist incidents are covered by our existing procedural framework for staff and students
- monitoring the operation of the Scheme and producing an annual report on it

14.5 All Staff are responsible for:

- dealing with racist incidents in accordance with appropriate College procedures, and being able to recognise racial bias and stereotyping; for which training will be provided
- promoting Equal Opportunities and good Race Relations, and avoiding unlawful discrimination
- keeping up-to-date with the law on discrimination, and taking up training and learning opportunities

14.6 All Contractors and Service providers are responsible for:

- following the Race Equality Scheme and any Race Equality conditions in contracts or agreements

14.7 All Students are responsible for:

- promoting Equal Opportunities and good Race Relations, and avoiding unlawfully discriminating against anyone for reasons of race, colour, nationality, ethnic or national origin
- complying with the College's Race Equality Scheme and related policies and procedures

15 Section 2 Our Duties as an Employer

Meeting our Employment Duties

- 15.1 The College currently employs about 60 staff on permanent contracts, with a varying number of short-term and contract staff being employed as and when required.
- 15.2 We will further revise the equal opportunity monitoring procedures to collect data on ethnicity at application and at the point of selection for interview. We will also collect data on the ethnicity of current staff.
- 15.3 We will continue to monitor the data collected on ethnic origin at application and appointment stages of recruitment to identify any patterns of inequality and taking action where appropriate.
- 15.4 We will continue to review our personnel management information system to include information on ethnic origin in relation to current staff, and to monitor access to training and promotion.
- 15.5 We will continue to publish annually the results of monitoring and discuss these with any trade unions that represent our staff.

16 Staff Training on the duties imposed by the Act

- 16.1 We will continue to provide mandatory training for all staff to raise awareness of the requirements of the Act and the duties it imposes on the College as a funding body and as an Employer.
- 16.2 We will provide training for staff involved in recruitment and selection, which will address issues relating to diversity and race equality.
- 16.3 We will ensure that, where appropriate, training will address the issues of diversity and equality.
- 16.4 The Race Equality Scheme is included in the induction programme for new staff and our actions and commitment to diversity and race equality is highlighted.

17 Section 2 Our Duties with regard to Students

- 17.1 70 full-time and 17 part-time students are currently enrolled at the College. We also promote community access to the College via our learning centre, and offer short course and distance learning opportunities. At present, 265 learners are enrolled on our supported distance-learning course, An Cùrsa Inntrigidh.
- 17.2 We will continue to collect data on ethnicity at application, and at the point of selection for interview, where appropriate. We will also collect data on the ethnicity of current students and improve the procedures for collecting such data from learning centre, distance learning and short course students.
- 17.3 We will monitor the data collected on ethnic origin at application and appointment stages of student recruitment to identify any patterns of inequality, taking action where appropriate.

- 17.4 We will revise the current student information system to include information on ethnic origin in relation to current students, and to monitor any changes in the ethnic composition of our student population.
- 17.5 We will monitor areas of the student experience identified as being relevant to Race Relations.
- 17.6 We publish the results of monitoring on an annual basis and discuss them with any associations that represent our students.

If you have a query about this scheme or any of our activities that relate to race relations please contact Ian Graham, Chair of the Race Equality Sub-group, on 01471 888 326 in the first instance. Our Scheme is an evolving document that feeds into our activities. We would therefore welcome comments at any time.

ANNEX A COLLEGE FUNCTIONS & POLICIES

COLLEGE FUNCTION/POLICY	RELEVANCE TO RRAA
1. GOVERNANCE AND MANAGEMENT	
a. Governance	a. High
b. Management	b. High
c. Statutory and Legal Duties	c. High
d. Policy Development and Review	d. High
e. Training	e. High
2. STUDENTS	
a. Information for Students	a. High
b. Marketing, Recruitment and Admissions	b. High
c. Access and Accreditation	c. High
d. Induction	d. High
e. The Learning Environment	e. High
f. Support and Guidance	f. High
g. Complaints and Discipline	g. High
h. Progress, Performance and Retention	h. High
i. Distribution of Scholarships, Hardship Funds etc	i. High
3. LEARNING AND TEACHING	
a. Academic Planning and Development	a. High
b. Teaching Methods and Materials	b. High
c. Academic Services	c. High
4. STAFF	
a. Staff Recruitment	a. High
b. Staff Career Progress and Deployment	b. High
c. Grievances and Discipline	c. High
d. Staff Training and Development	d. High
5. RESEARCH	
a. Research	a. Medium
b. Research studentships	b. Medium
6. FACILITIES	
a. Student Accommodation	a. High
b. Academic Accommodation	b. Medium
c. Conference facilities	c. Low
7. PARTNERSHIPS AND CONTRACTUAL ARRANGEMENTS	
a. Academic Partnerships	a. High
b. Community Partnerships	b. Medium
c. Suppliers and Contractors	c. Medium

ANNEX B RACE EQUALITY ACTION PLAN

SMT = Senior Management Team, EO = Equal Opportunities Committee, CS = Corporate Services, R = Recruitment, M = Marketing, AA = Academic Administrator, SS = Student Services, F = Facilities, QAC = Quality Assurance Committee, SD = Staff Development Committee

RES = RACE EQUALITY SCHEME

PRIORITIES: 1 = Year 1 2007/08, 2 = Year 2 2008/09, 3 = Year 3 2009/10

OBJECTIVE 1

To consult on and implement the College’s Race Equality Scheme

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	EVIDENCE	PRIORITY	TARGET DATE
Continue to identify roles & responsibilities	1a	Trustees/SMT	Minuted decision from SMT papers	1	31/07/08
Identify co-ordinating member of staff to take RES forward	1a	Trustees/SMT	Minuted decision from SMT papers	1	31/07/08
Inform all staff of their roles & responsibilities in implementing the RES	1b	SMT/EO	Actions and targets will be included within the College’s Operational Plan and within Departmental Plans	1	31/07/08
Consult with student, staff and other appropriate agencies and individuals on the RES	1b	SMT/EO	Minuted action points and records of correspondence	1	31/07/08
Equal Opportunities to feature as an agenda item on all committee agendas	1b	SMT	Minutes from committee papers will show that Equal Opportunities are being covered	1	31/07/08

To incorporate the Race Equality Scheme into the College’s planning process

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	EVIDENCE	PRIORITY	TARGET DATE
Continue to integrate RES aims & objectives to College’s planning process	1d	SMT/EO	Equal Opportunities clearly evidenced in both Strategic & Operational Plans and objectives cross-referenced to RES	1	31/07/08

To review and enhance College policies and procedures

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	EVIDENCE	PRIORITY	TARGET DATE
Continue to review College functions and policies and implement improvements	1d	SMT/EO	Reviews produced and approved by Trustees/SMT	1	31/07/08
Continue to monitor and review policies and procedures on an annual basis	1d	SMT/QAC	Review procedure incorporated into College's Operational plan	1	31/07/08
		QAC	Results of reviews and monitoring published	1	31/07/08

To inform all staff and students of their duties under the RRAA to prevent discrimination, encourage respect for people and promote good relations between them

Run further awareness raising courses for Trustees, SMT, all staff and students	1e	SMT/EO	Attendance records and summary of evaluation	1	31/07/08
Review and develop information on Equal Opportunities and RES on College intranet	1e	EO	Information reviewed and further information provided as appropriate	2	31/07/09

To train staff on the delivery of RES and their duties and provide them with an appropriate support mechanism

Offer further training for Trustees in accordance with three-yearly cycle agreed with them	1e	EO/SD	Attendance records and summary of evaluation	3	31/07/10
Review and evaluate Induction training programme, to set in place ongoing package for new staff/continuing skills training	1e & 4d	EO	Attendance records and summary of evaluation. Review produced on an annual basis	2	31/07/07

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	EVIDENCE	PRIORITY	TARGET DATE
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To work with academic and community partnerships, and other agencies including suppliers and contractors to promote equal opportunities and inclusiveness

Continue to consult with UHI academic partners and other partner institutions to ensure a co-ordinated approach to racial equality issues	7a	SMT/EO	Minutes of relevant UHI/College meetings	1	31/07/08
Ensure that all other partner agencies and contractors are aware of the College's RES and, where appropriate, have in place an equivalent scheme of their own	7b	SMT/EO	Records of distribution List of partner agencies	1	31/07/08
Continue to develop links with community groups involved in promoting good relations and widening access	7b	EO	Minutes of EO meeting and copies of relevant correspondence	1	31/07/08

To monitor all student admissions and progression

Continue to review student recruitment procedures	2b	R/M	Review produced and policies and procedures revised if needed	1	31/07/08
Continue to promote inclusiveness in College adverts, prospectus, other publications and on the College website	2a	M	Visible promotion of College's commitment to inclusiveness	1	31/07/08

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	EVIDENCE	PRIORITY	TARGET DATE
Continue to monitor and review student admissions	2b	AA	Results published and policies and procedures revised if needed	1	31/07/08
Ensure that student induction includes awareness of College's Inclusiveness Policy and RES	2d	SS/EO	Attendance records and summary of evaluation	1	31/07/08
Continue to review provision of student support and guidance services	2f	SS	Results published and policies and procedures revised if needed	1	31/07/08
Continue to review distribution of College bursaries and scholarships	2i	AA/SS	Results published and policies and procedures revised if needed	2	31/07/09
Continue to monitor student complaints and discipline	2g	SS	Results published and policies and procedures revised if needed	1	31/07/08
Continue to review accessibility and content of curriculum, learning environment and academic services (e.g. library services)	2c, 2e, 3b & 3c	All departments/EO	Results published and policies, procedures and course materials revised if needed	2 & 3	31/07/09 & 31/07/10
Continue to monitor student progress, performance and retention	2h	AA/SS	Results published from records of achievement and policies and procedures revised if needed	1	31/07/08
Continue to ensure procedures for allocating accommodation and for dealing with issues arising from the use of facilities are fair and equitable	6a	SMT/F	Review produced and policies and procedures revised if needed	2	31/07/09
To review research and research studentships					
Develop and review procedures for monitoring research and research studentships	5a & 5b	SMT	Review produced and policies and procedures revised if needed	2	31/07/09

To monitor staff recruitment and career progress

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	EVIDENCE	PRIORITY	TARGET DATE
Monitor staff progress and deployment	4a	CS	Results published and policies and procedures revised if needed	1	31/07/08
Review staff development and training opportunities	4a	SMT/CS	Create database Results published and policies and procedures revised if needed	1	31/07/08
Monitor staff grievances and discipline	4b	SMT/CS	Results published and policies and procedures revised if needed	1	31/07/08
Continue to review current staff profile - enhance information provided to managers at annual review to ensure that monitoring information is returned and results fed into RES.	4d	SD	Review produced and results fed into RES	2	31/07/09
Continue to review staff recruitment and selection process	4c	SMT	Results published and data given to SFC. Policies and procedures revised if needed	1	31/07/08

To promote College's RES and Equal Opportunities Policy on a public platform

Publish Race Equality Scheme every three years	1c	SMT/EO	Race Equality Scheme published	1	31/07/08
Publish results of monitoring and evaluation on an annual basis	1c	SMT	Annual Review produced	1	31/07/08
Produce annual impact assessment	1c	SMT	Impact assessment	1	31/07/08
Promote a high profile for EO issues at all relevant College events.	1a	SMT/EO/M	National promotional material sourced, translated and circulated	1	31/07/08
			Poster produced highlighting College's values and visible throughout the College	1	31/07/08



ANNEX C REVIEW OF RACE EQUALITY SCHEME 2004-2007

SMT = Senior Management Team, EO = Equal Opportunities Committee, CS = Corporate Services, R = Recruitment, M = Marketing, AA = Academic Administrator, SS = Student Services, F = Facilities, QAC = Quality Assurance Committee, SD = Staff Development Committee

RES = RACE EQUALITY SCHEME

OBJECTIVE 1

To consult on and implement the College’s Race Equality Scheme

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY	STATUS
Identify roles & responsibilities	1a	Trustees/SMT	Minuted decision from SMT papers	1	ACHIEVED
Identify co-ordinating member of staff to take RES forward	1a	Trustees/SMT	Minuted decision from SMT papers	1	ACHIEVED
Inform all staff of their roles & responsibilities in implementing the RES	1b	SMT/EO	Actions and targets will be included within the College’s Operational Plan and within Departmental Plans	1	ONGOING
Consult with student, staff and other appropriate agencies and individuals on the RES	1b	SMT/EO	Minuted action points and records of correspondence	1	ONGOING
Equal Opportunities to feature as an agenda item on all committee agendas	1b	SMT	Minutes from committee papers will show that Equal Opportunities are being covered	1	PART-ACHIEVED

To incorporate the Race Equality Scheme into the College’s planning process

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY	STATUS
Integrate RES aims & objectives to College’s planning process	1d	SMT/EO	Equal Opportunities clearly evidenced in both Strategic & Operational Plans and	1	ACHIEVED

objectives cross-referenced to RES	
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To review and enhance College policies and procedures

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY	ACHIEVED
Review College functions and policies and implement improvements	1d	SMT/EO	Reviews produced and approved by Trustees/SMT and	1	ONGOING
Continue to monitor and review policies and procedures on an annual basis	1d	SMT/QAC	Review procedure incorporated into College's Operational plan	1	ONGOING
		QAC	Results of reviews and monitoring published	2	

To inform all staff and students of their duties under the RRAA to prevent discrimination, encourage respect for people and promote good relations between them

Run awareness raising courses for Trustees, SMT, all staff and students	1e	SMT/EO	Attendance records and summary of evaluation	1	ACHIEVED
Include information on Equal Opportunities and particularly RRAA in staff payslips	1e	EO	Information in payslips distributed to all staff	1	ACHIEVED
Provide information on Equal Opportunities and RES in College Library	1e	EO	Equal Opportunities folder available in Library	1	ONGOING
Provide information on Equal Opportunities and RES on College intranet	1e	EO	Information uploaded onto intranet	2	ACHIEVED

To train staff on the delivery of RES and their duties and provide them with an appropriate support mechanism

Run training for Trustees and SMT	1e	EO/SD	Attendance records and summary of evaluation	1	ACHIEVED
Set up departmental specific training for staff	1e & 4d	EO/SD	Attendance records and summary of	1	PART-ACHIEVED

					evaluation	
ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY	STATUS	
Review and evaluate training programme, to set in place ongoing package for new staff/continuing skills training	1e & 4d	EO	Attendance records and summary of evaluation. Review produced on an annual basis	2	PART-ACHIEVED	
Review support system and develop procedures for staff with specific duties within the RES	1e & 4d	SMT/SD	Review produced and new system procedures in place if requires	2	ACHIEVED	

To work with academic and community partnerships, and other agencies including suppliers and contractors to promote equal opportunities and inclusiveness

Consult with UHI academic partners and other partner institutions to ensure a co-ordinated approach to racial equality issues	7a	SMT/EO	Minutes of relevant UHI/College meetings	1	PART-ACHIEVED	
Ensure that all other partner agencies are aware of the College's RES, and, where appropriate, have in place an equivalent scheme of their own	7b	SMT/EO	Records of distribution List of partner agencies	1	ONGOING	
Ensure that a summary of the College's RES is communicated to all suppliers and contractors	7c	SMT/EO	Records of distribution	1	ONGOING	
Develop links with community groups involved in promoting good relations and widening access	7b	EO	Minutes of EO meeting and copies of relevant correspondence	2	ACHIEVED	

To monitor all student admissions and progression

Review student recruitment procedures	2b	R/M	Review produced and policies and procedures revised if needed	1	ACHIEVED	
Promote inclusiveness in College adverts, prospectus, other publications and on the College website	2a	M	Visible promotion of College's commitment to inclusiveness	1 & 2	ACHIEVED	

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY	ACHIEVED
Monitor and review student admissions	2b	AA	Results published and policies and procedures revised if needed	2	PART-ACHIEVED
Student induction and awareness of College's Inclusiveness Policy and RES	2d	SS/EO	Attendance records and summary of evaluation	1	ACHIEVED
Review provision of student support and guidance services	2f	SS	Results published and policies and procedures revised if needed	2	ACHIEVED
Review distribution of College bursaries and scholarships	2i	AA/SS	Results published and policies and procedures revised if needed	2	ONGOING
Monitor student complaints and discipline	2g	SS	Results published and policies and procedures revised if needed	2	ONGOING
Review accessibility and content of curriculum, learning environment and academic services (e.g. library services)	2c, 2e, 3b & 3c	All departments/EO	Results published and policies, procedures and course materials revised if needed	2 & 3	ONGOING
Monitor student progress, performance and retention	2h	AA/SS	Results published from records of achievement and policies and procedures revised if needed	2	ACHIEVED BUT DETAILED BREAKDOWN NEEDED
Ensure procedures for allocating accommodation and for dealing with issues arising from the use of facilities are fair and equitable	6a	SMT/F	Review produced and policies and procedures revised if needed	2	ACHIEVED

To review research and research studentships

Review and develop procedures for monitoring research and research studentships	5a & 5b	SMT	Review produced and policies and procedures revised if needed	2	ONGOING
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To monitor staff recruitment and career progress

ACTION	CROSS REFERENCE TO ANNEX A	RESPONSIBILITY	MEASUREMENT	PRIORITY	STATUS
Review current staff profile	4a	CS	Review produced and results fed into RES	1	ACHIEVED
Review staff recruitment and selection process	4a	SMT/CS	Results published and data given to SFEFC. Policies and procedures revised if needed	1	ACHIEVED
Monitor staff progress and deployment	4b	SMT/CS	Results published and policies and procedures revised if needed	2	ONGOING
Review staff development and training opportunities	4d	SD	Create database Results published and policies and procedures revised if needed	2	ONGOING
Monitor staff grievances and discipline	4c	SMT	Results published and policies and procedures revised if needed	2	ONGOING

To promote College's RES and Equal Opportunities Policy on a public platform

Publish Race Equality Scheme	1c	SMT/EO	Race Equality Scheme published	1	ACHIEVED
Publicise results of monitoring and evaluation on an annual basis	1c	SMT	Annual Review produced	2	ACHIEVED
Promote College's values relating to race equality within the College	1a	SMT/EO/M	National promotional material sourced and circulated	1	ONGOING
			Poster produced highlighting College's values and visible throughout the College	1	ONGOING

Annex D - Actions- 2004-2007

College community defined as anyone regardless of ethnic origin and location who has an interest in the Gaelic language and culture.

Awareness raising/ Training sessions were held with Full-time students.

Information on Equalities provided to all on-line students.

Short course students were given written information and an awareness raising session on the College's Race Equality Scheme/Equalities Policies

Complaint/Issue regarding (Negative Stereotypical/Racist remark) was made/ satisfactorily dealt with.

The positive issues are:-

that students were aware of the procedure for making complaints

the issue was regarded as a valid complaint by the appropriate member of staff

the correct action was taken

Members of Staff attended Awareness Raising/Training Events at SFEU.

Training need for Facilities staff planned

Article describing the ways in which the college promotes Race Equality published in *Broadcast* SFEU newsletter.

College continues to welcome/provide courses and facilities for a range of groups from all over the world.

Academic Issues

Reciprocal links with institutions in Ireland and Canada.

Contacts and project links with other minority language groups e.g. through the Leonardo POOLS project.

In the module *Nationalism and National Identity in the North Atlantic Rim* the issue of Racism in Scotland is discussed.

Racism is also discussed in the module *Anthropology and the North Atlantic Rim*.

Ionad Nàiseanta na h-Imrich (National Centre for Migration Studies) have held a conference on Migration in Scotland.

In the North Atlantic Studies Courses from Level 2 to Level 4, comparative studies are made between the Highlands and other countries and ethnicity is studied and discussed.

Degree courses are being revised to ensure that greater emphasis is placed on comparative studies and current issues.

Action List 2007-08

Equalities training undertaken by College Board of Trustees.

Equalities training undertaken annually by Short course and online course tutors.

Equalities Awareness raising/training scheduled for all new students.