

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	S117 – Time off for Training
Policy holder	Liz Howard
Job title	HR Director
Contact details	01603 731303 / 01473 784105 – liz.howard@eastonotley.ac.uk
Directorate owner	Liz Howard
Date of completion	23 rd October 2013
Step A	
What are the aims, perceived benefits and suggested outcomes?	
To provide guidance to all employees in regards to their rights to request training and the College's position in regards to payment and time off to attend training. The policy aims to ensure training meets the needs of the business and the ambitions of the individual whilst maintaining control of the training budget.	
Step B	
Do you have any data showing how the policy has been received and whether it is successful?	
All employees are able to access training, and some courses are mandatory. The recovery of training costs has been pursued in a few cases over the past three years.	
Step C	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity / Race / Language	Training is available to all and EDI training is one of the College's mandatory sessions.

Pregnancy / Maternity	It is not anticipated that pregnancy or maternity will prevent an employee accessing training. The College will ensure flexibility in regards to timings for any employee who is pregnant / post natal.
Disability	It is not anticipated that this policy will have any adverse impact upon staff with a disability and EDI training will remain one of the College's mandatory sessions to ensure staff are well informed.
Gender	This policy will be applied equally across both genders.
Religion	It is not anticipated that an employee's religion or belief will have any impact upon the operation of this procedure.
Age	The College will be very conscious of advising staff of the impact of repaying training costs if they leave the College within two years of the training. This could have bearing on staff that plan to retire so such information will be communicated very clearly prior to any liability being accepted.
Sexuality	It is not anticipated that an employee's sexuality will have any impact upon the operation of this procedure.
Gender Reassignment	It is not anticipated that an employee's gender reassignment will have any impact upon the operation of this procedure.
Full impact assessment required?	YES <input checked="" type="radio"/> No (please circle)
This will be conducted by: _____ (date)	
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

EIA completed by E Howard – 23/10/2013 – agreed by the Policy group.