Appendix 2: Equality resources for staff

Appendix 2 is intended to alert staff to existing resources which might help them in their work and is divided into six sections to facilitate identification of relevant resources.

- Section one: resources for all
- Section two: resources to support embedding equality into University activities
- Section three: resources to help staff support disabled students
- Section four: other resources to help tutors support students
- Section five: resources for faculties
- Section six: resources related to employment

Section one: resources for all

Equality Scheme, objectives and action plan

The University’s equality scheme brings all our equality schemes and policies into one place under a shared vision. The revised Equality Scheme 2016-2020 is expected to be published in April 2016.

The University has developed specific and measurable outcome-focused equality objectives for the period 2016 to 2020. The equality objectives document includes details of the objectives, key performance indicators, accountability and information about how we developed the objectives.

An action plan is produced each year documenting actions to be taken across the University in support of the University’s Equality Scheme.

http://www.open.ac.uk/equality-diversity/content/equality-scheme-objectives

Brand guidelines

The brand must be an expression of our mission and values. It is not about visual and stylistic preferences. The brand guidelines explain the reason for each rule and approach.

The Communicators’ Asset Bank has been developed to give staff across the university immediate access to pre-approved communications tools and resources including student and employer case studies, key brand messages and approved copy, guidelines relating to our new creative style, images and logos.

- If you need access to the full guidelines or require any further information please contact the brand mailbox: Brand-Enquiries@open.ac.uk
Language and Image Guide
This guide provides practical guidance on the use of accessible language, appropriate terminology when referring to different groups of people and guidance on how to avoid forms of bias such as omission and stereotyping.
http://www.open.ac.uk/equality-diversity/content/diversity-curriculum

Religious Calendar & Guide
This resource provides information about the most significant festivals relating to the major religions represented in the UK: Festival dates for 2014 - 2017, an assessment of each festival’s impact on staff and student activities, and a flag indicator identifies dates you should avoid when planning OU activities.
http://www.open.ac.uk/equality-diversity/content/religion-or-belief

Section two: resources to support embedding equality into University activities

Equality Analysis
Guidance and templates to support individuals involved in developing strategy, policy and practice or in managing programmes and projects that will bring about change.
http://www.open.ac.uk/equality-diversity/content/equality-analysis

Equality and contracting
Equality and contracting goods and services tendering for contracts
Information to help you complete equality-related questions in tender documents and funding applications.
The guidance document is for people with responsibility for creating and approving contracts using tendering procedures (note it is not necessary to consider this guidance when using the ‘quotation’ procedure for purchasing).
http://www.open.ac.uk/equality-diversity/content/equality-contracting

Equality, Diversity and Partnerships
This self-assessment template has been developed for use by partners, including Approved Institutions, to carry out a self-assessment of performance in the area of equality and diversity. The aim is to support partners in reflecting on their current practice and performance and to support a culture of continuous improvement.
http://www.open.ac.uk/equality-diversity/content/partnerships
Equality, diversity, widening access and success (EDWAS) planning

Equality, Diversity, Widening Access and Success (EDWAS) planning is fully integrated within the unit business planning process, with the EDWAS guidance and template available on the Unit planning SharePoint intranet site.

https://intranet7.open.ac.uk/collaboration/equality-diversity-planning-and-reporting/SitePages/Home.aspx (Sharepoint site available to staff)

Section three: resources to help staff support disabled students

Accessibility

Accessibility information for OU staff
From SeGA (Securing Greater Accessibility)

This website contains information about a range of accessibility topics to support staff delivering accessibility to make our teaching inclusive of disabled students. It also provides information about the Securing Greater Accessibility (SeGA) plan, accessibility contacts, guidance and resources for module teams and access, and accessibility case studies.

http://learn3.open.ac.uk/course/view.php?id=300276

Learning and Teaching Solutions (LTS) Accessibility Policy (under revision 2012/13)
In addition to the policy, this webpage provides a number of links to a range of internal and external accessibility resources.

http://intranet.open.ac.uk/lts/production/download/1100_accessibility.htm

Preparing accessible documents

http://kn.open.ac.uk/workspace.cfm?workspacepageid=6861

PDF accessibility problems

http://kn.open.ac.uk/workspace.cfm?workspacepageid=6968

Disability guidelines

Part of the Disabled Student Services intranet site, the disability guidelines provide guidance on a variety of disabilities, conditions and specific learning difficulties.


Services for disabled students
This website provides students with information about the support services and facilities provided by the University to enable disabled students to succeed in their studies, including advice about funding and arrangements for tutorials, examinations and residential schools, and the provision of equipment.

http://www2.open.ac.uk/study/support/disability/orientation

Tutor resources to help support disabled students

This TutorHome website provides videos that highlight different types of disability including medical conditions as well as tips on supporting disabled students’ learning needs. In addition there are links to other online resources related to supporting disabled students:

- The Supporting Open Learners (SOL) reference guide, including frequently asked questions.
- Services for disabled students.

http://www2.open.ac.uk/tutors/disabled-students/

Section four: other resources to help tutors support students

Cultural Competence and Muslim Students

A resource to help tutors address issues of race and ethnicity at work.


Developing Academic English

This website will assist tutors in helping their students in their use of English for academic study. The website focuses particularly on how to develop student writing skills.

http://www2.open.ac.uk/tutors/developing-academic-english

Supporting students in prison booklet

This resource to help tutors support students who are in prison explores what it means for students to study within the prison context, and the impact this has on teaching and support.

http://www2.open.ac.uk/tutors/students-in-prison-or-secure-units

Supporting younger students

This website aims to raise awareness about the growing number of younger OU students and to assist tutors in providing their support.

http://www2.open.ac.uk/tutors/younger-students

Section five: resources for faculties

Self-Assessment Checklist

A tool to determine the extent to which the faculty gives active consideration to student diversity within current faculty practices.
Whose W.O.R.D.D. counts?

This is a tool to help you critically assess the extent to which diversity is embedded in your course content. W.O.R.D.D is an acronym which stands for:

- W – Writing with the audience in mind.
- O – Opportunities for exchange of experiences.
- R – Representation through different lenses.
- D – Drawing on different student experiences.
- D – Diversity as the subject matter.

http://www.open.ac.uk/equality-diversity/content/diversity-curriculum

Section six: resources related to employment

Disability

Disability and employment

The ‘Disability and employment’ website is a two-part online resource that includes a general disability awareness resource (video ‘Who are you?’) and information (‘Fair and Square’) about disability for managers and supervisors that covers key aspects of the recruitment, employment and support of disabled people. This resource will be useful for the induction and training of new staff, and the ongoing development of existing staff.

http://intranet.open.ac.uk/Human-resources/Disability/

Other disability related resources

Some resources listed under section three ‘resources to help staff support disabled students’ might be useful to staff such as preparing accessible documents and disability guidelines.

Diversity Compliance e-learning module

All members of staff are expected to complete the Diversity Compliance e-learning module as part of their induction into the University, to learn about their responsibilities and key legislation in England, Northern Ireland, Scotland and Wales including the protected characteristics.

https://learn3.open.ac.uk/course/view.php?id=300293