

# ANNUAL EQUALITY REPORT



1 SEPTEMBER 2017 TO 31 DECEMBER 2018

# Contents

Introduction	3
Developing our Strategic Equality Plan	4
Our organisational staff profile	6
Our Board profile	11
Our Strategic Equality Plan (2016-2018)	14
Review of progress against the 2016 to 2018 objectives	15
Looking to the Future	33
Contact us	33
Appendix 1 - Board Equality Data (as at 31 December 2018)	34
Appendix 2 - Staff Equality Data (as at 31 December 2018)	35
Appendix 3 – Alignment of equality objective against the protected characteristics	36

# Introduction

Qualifications Wales regulates awarding bodies offering qualifications in Wales. We are an independent body focused on publicly funded qualifications, including GCSEs, A levels and vocational qualifications.

Degrees are not part of our work, but we work with universities and colleges to make sure they understand qualifications so that learners can progress into higher education. We make sure qualifications are the best they can be for learners, teachers and employers, helping people adapt in a rapidly changing world. We work with awarding bodies to extend the availability of qualifications through the Welsh language.

*Under the **Qualifications Wales Act (2015)** we have two principal aims:*

- ensuring that qualifications - and the Welsh qualification system - are effective for meeting the reasonable needs of learners in Wales;
- promoting public confidence in qualifications and in the Welsh qualification system.

*This means that we place the learner at the heart of our activities.*

We also have a responsibility to look across the qualifications system to check that it is working in the interest of learners, and to act or advise others to do the same, if necessary. Part of our work is to ensure that qualifications within the system are valued, secure and respected internationally. We have powers and duties to regulate awarding bodies and we can make positive interventions to secure improvements to qualifications or the qualifications system.

At Qualifications Wales, we protect the value of qualifications, making sure that standards are maintained, grades are awarded fairly and that qualifications continue to be developed as the needs of learners change.

As the trusted experts in qualifications, we provide Welsh Government with advice on relevant issues. We also consider the needs to employers, the higher education sector and professions.

Qualifications Wales is required by law, under the Equalities Act 2010 and Wales 2011 Regulations, to report its activity against its equality objectives on an annual basis. This report covers the period 1 September 2017 to 31 December 2018 and is the second Annual Equality Report from Qualifications Wales.

# Developing our Strategic Equality Plan

We are outward-looking, so engage, communicate and collaborate to strengthen our ability to promote public confidence in the Welsh qualification system, and to meet the needs of learners in Wales. Our approach to our work and role is summarised below:

- We invite, listen and respond to the views of learners
- We listen and respond to stakeholder feedback, views and concerns appropriately
- The way in which we make regulatory decisions and engage with stakeholders is proportionate to the potential impact of the regulatory action
- Our culture is inclusive, which enables us to make better decisions to benefit the entire organisation
- Consultations are transparent and meaningful
- We take a collaborative approach and draw on the knowledge and expertise of stakeholders as appropriate
- We seek to establish and maintain effective relationships with key stakeholders
- We produce clear, informative, targeted and timely communications. We review the impact of our communications and seek to find ways to improve our approach

- We work with other regulators wherever possible, being mindful of the impact on awarding bodies that are regulated by more than one regulator
- We carry out regulatory impact assessments as appropriate to assess the costs, benefits and risks associated with a policy or course of action.

Our work is underpinned by our values:

- **Collaborative** in the way that we work
- **Thoughtful** in the approaches we take
- **Positive** in our outlook
- **Learning** from experience and others



As a regulator, we have conditions relating to equalities which are monitored annually. This requires those that we regulate (awarding bodies) to report to us on how learners with specific needs receive reasonable adjustments. We have also adopted the principles of Fair Access by Design, the guidance that seeks to ensure that the design of qualifications has no built-in discrimination. This contains a checklist to help awarding bodies to consider how to reduce bias and promote equality.

Our approach to establishing our first Strategic Equality Plan was therefore to consider what else we could do by looking at the different ways in which we impact people, and any further opportunities to better meet our equalities duties.

As a young organisation, our initial priorities naturally had a greater corporate focus. It was important to ensure that our premises, equipment and operating practices were compliant and met the needs of all staff and visitors. We also set out to better understand the diversity of our staff and Board members and to engage effectively with groups representing people with different protected characteristics.

This report provides information about our staff and Board members and an update on our progress against our objectives for the period September 2017 to December 2018. This will be the final report against these objectives as we will be engaging with stakeholders and networks aligned with the protected characteristic to set new objectives for the period 2019 to 2022.

# Our organisational staff profile

Qualifications Wales is an organisation of fewer than 100 staff. We recruit based on merit and ensure that our recruitment panels have gender balance. Recruitment is generally via external schemes, advertised on our website as well as via other role relevant routes. In the last 16 months we ran 20 recruitment exercises for 18 posts, one of which was internal. We promote flexibility and we will consider alternative working patterns, for example part-time working and job sharing. We also operate an approach that guarantees an interview to a candidate who declares a disability and meets the minimum score for being able to proceed to interview.

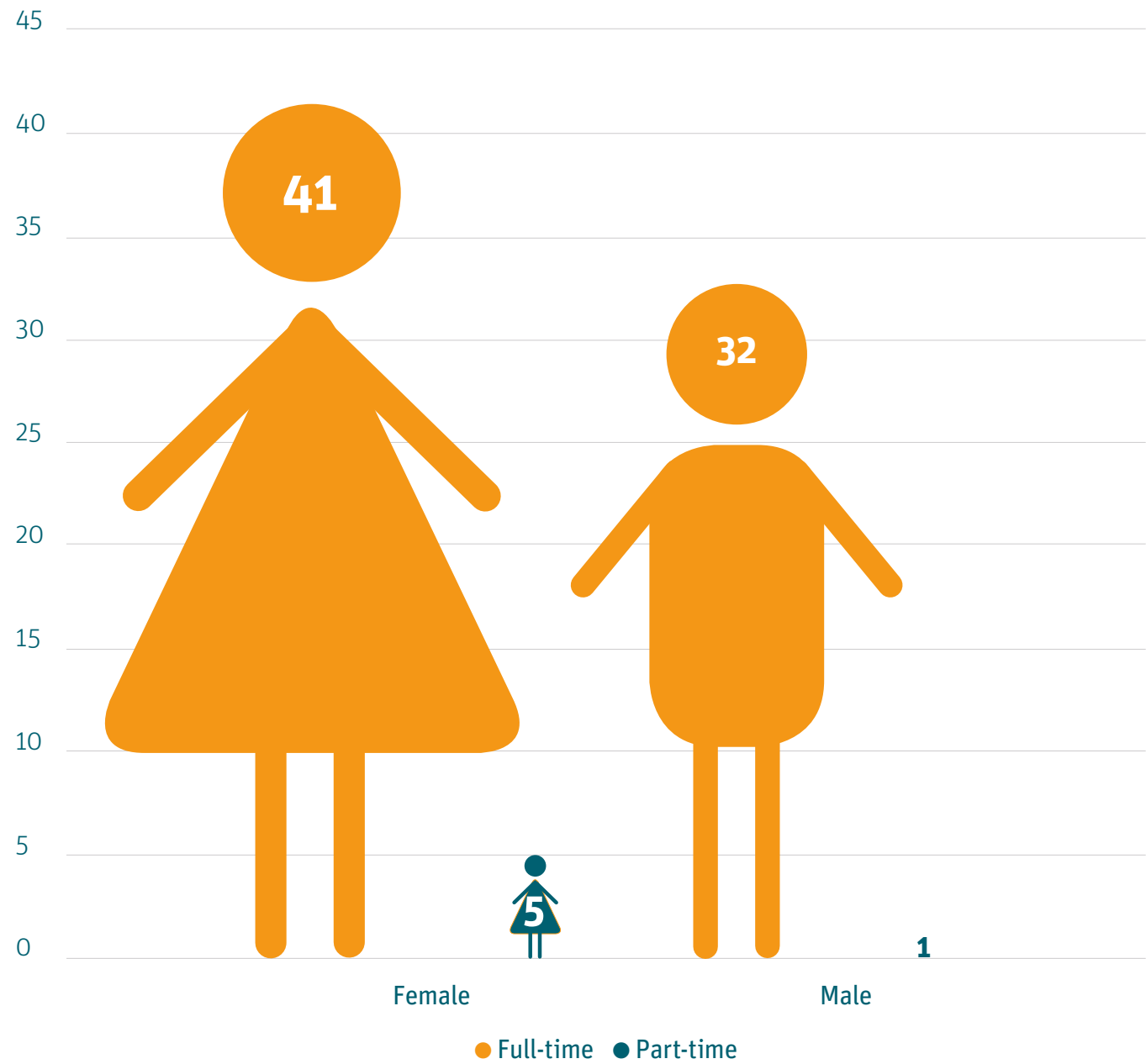
We have transparent pay scales and staff with satisfactory performance move up the pay scales automatically with an annual increment. Changes to these scales are agreed through a collective bargaining process involving a recognised Trade Union. We do not have a gender pay objective currently because our evidence-based conclusion is that we do not have discrepancies that give us cause for concern. If our data changed then we would review and consider whether we need to take action. Gender is evenly distributed across the staff pay bands. We review our gender pay information annually and publish the detail in our [Annual Accounts](#).

Our staff are asked to respond to an equalities questionnaire to enable us to report on our employee population in relation to the protected characteristics. We seek to capture data about race, faith or belief, sexual orientation, age, marriage and civil partnership, disability, and being transgender and we also hold information about pregnancy and maternity conditions.

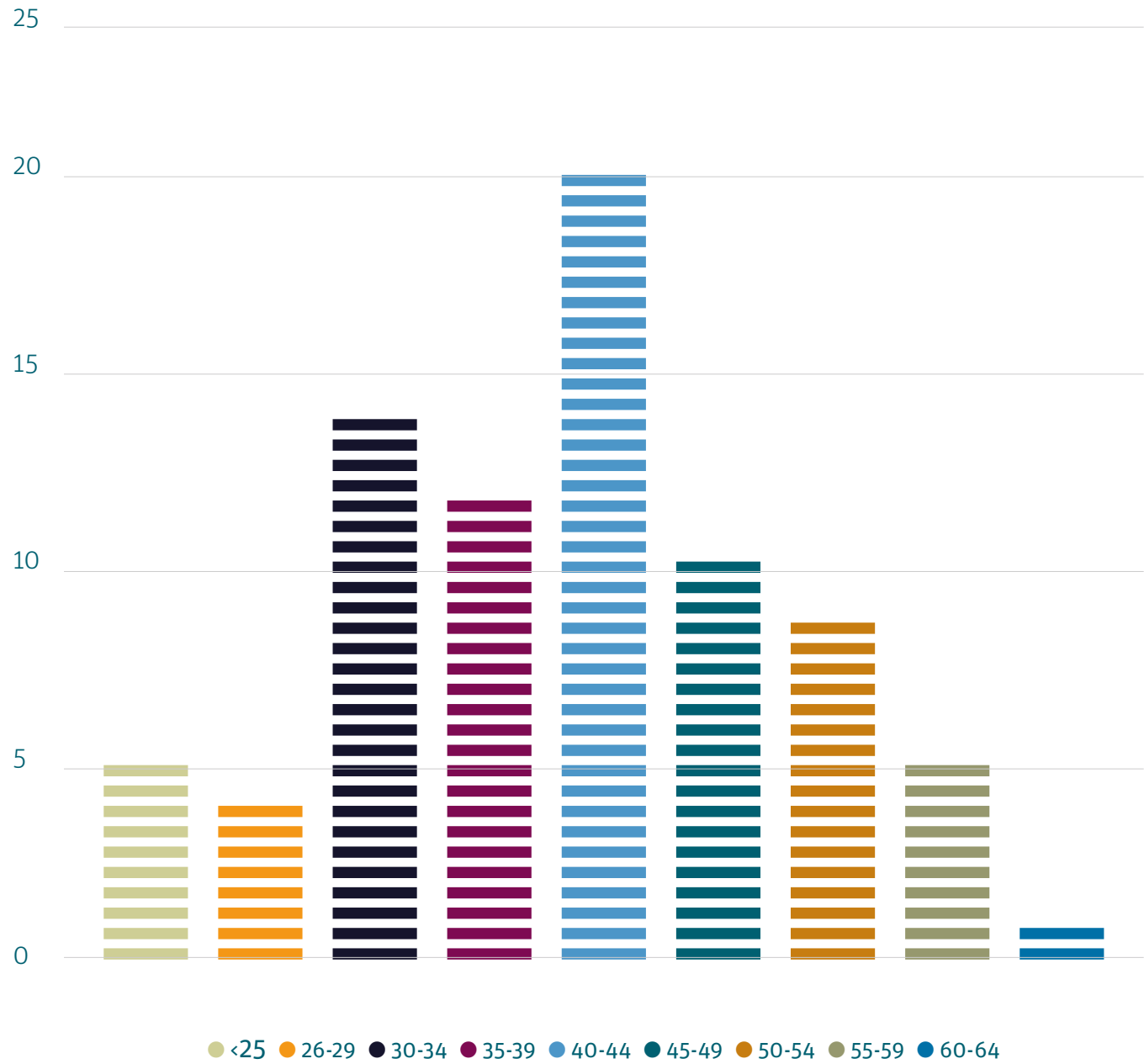
Due to our size, we have a number of instances where the proportions of staff with a protected characteristic are too small to report. We do not report where there are five or fewer responses to ensure we protect confidentiality and anonymity. We also have some employees who have chosen not to respond to some or all of the questions.

The following tables outline our employee composition as at 31 December 2018 by band, gender, age, contract type (full-time hours are 37 hours per week, part-time contracts are those agreed with hours less than 37). On 31 December we had two agency contracts in place. These are temporary and are not included in our statistics.

## Gender and contract type



# Age





## Ethnic Origin

	2017	2018
White European	46	51
White Other	*	*
No response	28	24

## Nationality

	2017	2018
British	31	35
Welsh	21	22
Other	*	*
No response	25	21

## Religion/Belief

	2017	2018
Christianity	15	15
Other	6	7
Not specified (selected response)	16	21
No response	41	36

## Marital Status

	2017	2018
Married	40	45
Partner	*	*
Single	27	25
Divorced	*	*
No response	5	4

## Sexual Orientation

	2017	2018
Gay	*	*
Hetrosexual	44	48
Bisexual	*	*
Lesbian	*	*
No response	29	25

## Disability

	2017	2018
No	48	53
Yes	0	0
No response	30	26

\*Indicates where the number of staff is 5 or fewer unless no response or does not identify staff

# Reflections on the profile of our staff

Our data shows some small changes in the profile since our last report. However where numbers have declined in terms of declared information, we see an increase in the numbers of 'no response'. We have identified this as an area for further action and will be promoting the completion of equality monitoring information across the organisation in 2019. This will remain a voluntary activity.

Our workforce continues to have a greater proportion of female employees, 46 in both 2018 and 2017, our number of male employees has increased to 33 from 32. In 2017 we had seven part-time employees, three of which were men. In this year we have six part time employees (7.6%) and the greater proportion of these are female. Two of our male part-time appointments last year were temporary appointments both of which ended during the year. Some of our employees choose to work flexibly, essentially working condensed hours (9 days out of 10 over a two-week period), using our flexi-time arrangements.

We draw a significant proportion of employees from the teaching workforce which tends to have a female bias. We also have a low ethnic diversity which follows educational workforce trends, although we have identified that our office locality has a higher ethnic diversity than other parts of Wales. We are committed to working with relevant bodies to help increase interest in our organisation which we hope will lead to applications from a broader range of candidates.

In terms of age, there is a change in distribution with a decline in the 35-39 group and an increase in the 40-44 however we think that these changes are attributed to crossing from one age group to another, as well as new employees joining.

In the last six months, we have established a Wellbeing and Equality group to champion and promote messages in the workplace. We involve them in arranging in-house awareness sessions and training to promote the inclusion and understanding of the challenges that people face in their lives. In May, we worked with Mind Cymru to deliver training sessions on mental health, with a view to raising awareness and supporting employees, both in and out of the workplace and in October we worked with Remploy to deliver a 'Thinking Differently' session. The aim of this workshop was to challenge perceptions about disability with a focus on the workplace. We have a further session scheduled for January 2019. We will also engage with the Wellness and Equality group when drafting our new equality objectives.

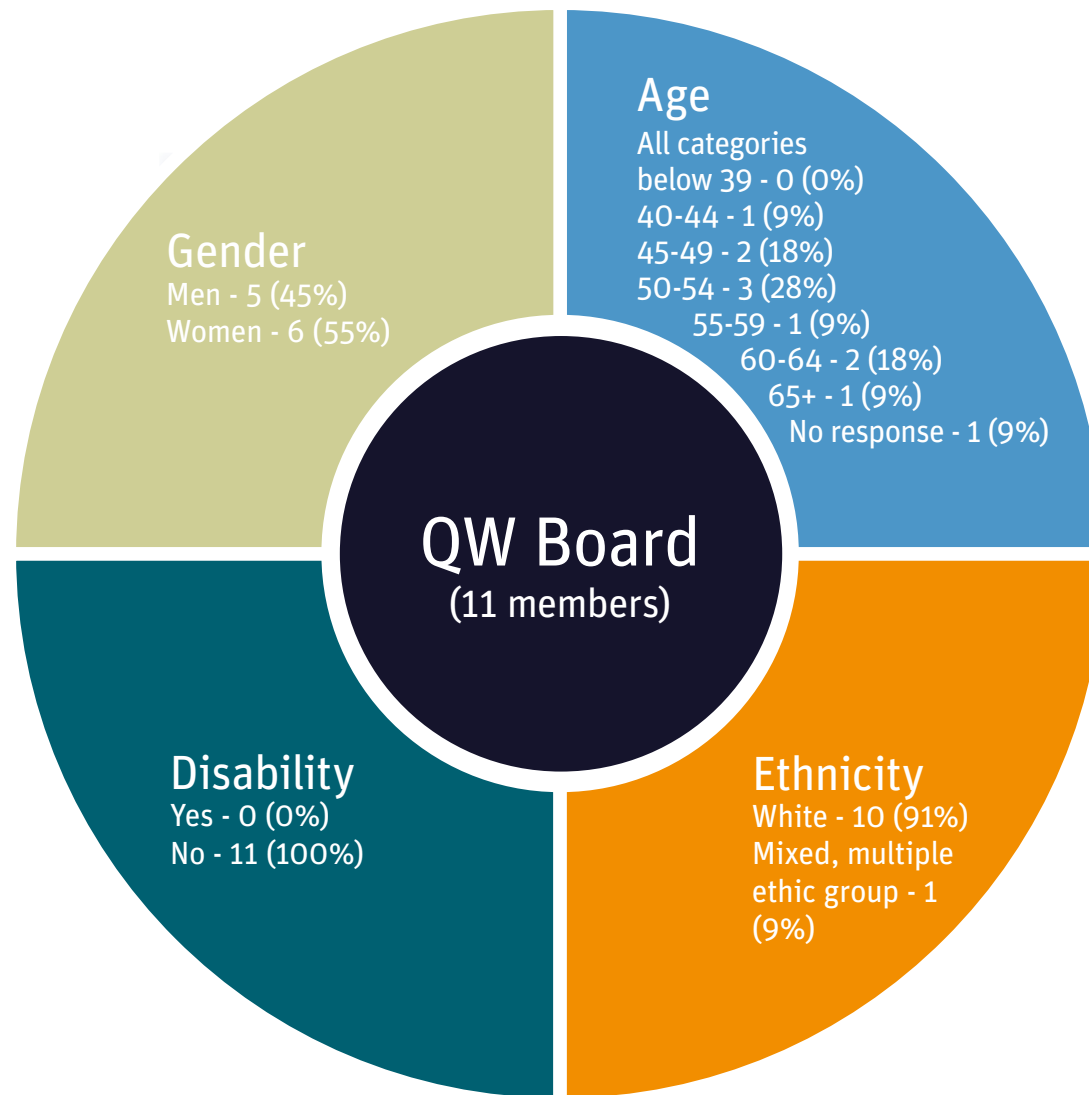
# Our Board profile

Qualifications Wales has a skills-based Board which is made up of the Chair, Chief Executive and between eight and ten members. With the exception of the CEO, all members are appointed by the Minister for Education through the public appointments process (Wales).

The role of the Board is to:

- provide effective leadership for Qualifications Wales, defining and developing strategic direction, and setting objectives;
- provide effective leadership for the operation of the organisation; holding the Chief Executive to account for ensuring that Qualifications Wales' activities are conducted efficiently and effectively;
- monitor performance to ensure that Qualifications Wales fully meets its aims, objectives and performance targets;
- promote high standards of public finance; upholding the principles of regularity, propriety and value for money.

At the beginning of December 2018, our Board had 11 members (including the Chief Executive) and an overview of their equality profile is shown below. We have chosen to publish data in relation to gender, age, ethnicity and disability which can be seen below. We have not published data in other categories due to the low number of responses in each category. The Chief Executive data is included in the staff profile and in the Board profile below.



The full data tables can be seen in appendix 1.  
More information about the Qualifications Wales Board can be seen here on our [website](#).

# Reflections on the profile of our Board

Our Board has a healthy gender balance. Our age distribution is well balanced between the ages of 40 and 64, with no Board members under the age of 40 and one over the age of 65. We recognise there are no declared disabilities within the Board and there is limited ethnic diversity.

We will seek to attract a wider range of applicants in future recruitments albeit recognising the skill requirement will be the predominant factor in appointments made through the public appointments system.

Our Board appointments are paid which we believe helps to encourage a wider range of applicants.

# Our Strategic Equality Plan and objectives 2016-18

The Qualifications Wales Board approved our first Strategic Equality Plan in April 2016, it was published in June 2016.

The purpose of our equality objectives is to strengthen our performance of the public-sector equality duty and ensure we make progress in advancing equality and inclusion for protected groups in Wales.

We have identified objectives which will help us better meet our duties and grouped these under six main headings:

1. Our People
2. Our Working Environment
3. How We Engage
4. Our Regulatory Activity
5. Our Expenditure
6. Our Performance

The information in the remainder of this report provides an update about our work for the period 1 September 2017 to 31 December 2018.



# Review of progress against the 2016-18 objectives

In the following pages, we provide an update of our progress against our equality objectives. As this is the final report against the 2016 – 2018 Strategic Equality Plan, we have reported progress against all objectives and outcomes.

Our 16 objectives have been aligned against the impact they have on each of the nine protected characteristics. This can be seen in appendix three. As stated earlier in the report, we do not have a specific objective in relation to equal pay on the basis that we do not have an equal pay issue.

# Our people

We aspire to embed equality in our culture and approach, to respect, value and represent the protected characteristics.

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 1: Training</b>	All staff and Board members are aware of our duties and how this impacts their own roles and are able to consider issues and make recommendations/ take action.	Our staff and Board members will be trained in equality issues and we will incorporate equalities into our induction programme.	<p>We completed equality training during the first year of the equality objectives. The training will be reviewed and delivered every three years.</p> <p>Staff also attend specific training where required, for example our Centre Support Team attended an annual update session with Communicate-Ed in relation to learner access requirements for examinations. A member of staff has recently completed a Certificate in Higher Education in Special Educational Needs and will deliver an internal training session to colleagues.</p> <p>We have worked with Mind Cymru to deliver Mental Health awareness training and are engaging with providers with a view to delivering Mental Health First Aid training to a number of ‘champions’ within the organisation.</p> <p>We intend to deliver a new phase of equalities training by the end of March 2019.</p>	Fully complete

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 2 - Recruitment</b>	As an equal opportunities employer we will embed equality into our recruitment processes and raise staff awareness so that these processes are not impacted by unconscious bias.	<p>We will review how jobs are advertised and discuss any improvements with groups promoting social inclusiveness.</p> <p>We will review our person specifications to ensure we are encouraging applications from people with protected characteristics.</p>	<p>We have started to engage with groups who we hope will be able to offer insight into our application process/how our organisation is presented with a view to encouraging a more diverse range of applications. We have reviewed our online content and have provided different resources for applicants to consider whether Qualifications Wales is the organisation for them. We will develop a video which will profile employees, and it will be made relevant to the role being advertised. The video is due to be launched early in 2019.</p> <p>We have applied an approach to our recruitment process which means that we offer a guaranteed interview for anyone with a declared disability who meets our minimum score for being able to proceed to interview. We are working towards achieving Disability Confident status.</p> <p>We review the essential criteria for each role and have adjusted the qualification requirements to encourage applicants from a wider field.</p> <p>We will also explore opportunities for formal recruitment training (HR currently provide this to panel members directly).</p>	Part complete. This will be continued into the next objectives for 2019-22

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<p><b>Objective 3 – Our culture</b></p>	<p>We will ensure that our culture, values and staff policies support our approach to equalities for all and that we maintain our approach and remain up to date with best practice.</p>	<p>Our values and HR policies will embed due regard to equality for all as expected behaviours from all our staff.</p>	<p>We conducted our second people survey in Autumn 2017, which built on a positive first survey. We maintained our engagement index of 76%. In our 2018 People Survey, published in November, our engagement index was 72%. 84% of staff feel they are treated fairly at work and 87% agree that they are treated with respect by the people that they work with. 82% were positive in terms of employees believing that our organisation respects individual differences.</p> <p>We have been working on developing our behaviour framework to underpin our values - thoughtful, positive, collaborative and learning. We anticipate that these play an important role in promoting inclusion.</p> <p>The consultation on our Dignity at Work policy has been completed and the policy has been published.</p> <p>All of our HR policies undergo an equality impact assessment and we have applied our philosophy of being people centred and family friendly into our policy development and implementation.</p>	<p>Fully complete</p>

# Our working environment

The facilities that we provide to staff and visitors can be used effectively and respect the needs of people in protected groups.

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 4 – Accessible office facilities</b>	We will establish and then maintain an accessible and effective building that meets the needs of all building users, including staff and visitors, taking into account any special requirements.	<p>We will monitor how well our facilities arrangements meet the needs of all users.</p> <p>We will ensure that the induction and visitor booking processes identify any special requirements such as induction loops. We will regularly discuss the facilities with our staff to identify emerging needs.</p> <p>We will continue to operate IT ‘evergreen’ cloud-based office software that ensures we have the latest and thereby most accessible versions and use Skype to facilitate home working.</p>	<p>We continued to ask staff about their working environment through the ‘Our People’ survey. In the 2018 survey 82% responded saying that they were positively satisfied with their working environment.</p> <p>This year we have established a Wellbeing and Equality Group and are working towards achieving a corporate health standard. This will assist us in achieving an inclusive organisation where equalities, health and wellbeing are at the forefront in everything we do. Our processes for visitors help our staff to identify any particular needs visitors may have, such as disabled car parking, induction loops, sign language support and dietary requirements.</p> <p>We engage with our staff regularly about any changes needed to the office and this year we have added height adjustable desks.</p> <p>We have continued to maintain up to date IT equipment and software ensuring staff can work efficiently and from any location.</p> <p>We continue to provide free access to the Employee Assistance Support Helpline where staff can receive confidential advice on a range of issues.</p>	Fully complete

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<p><b>Objective 5 – Flexible working</b></p>	<p>Our people policies and IT provisions are flexible and allow line managers to make adjustments for different staff needs while maintaining overall consistent fair treatment.</p>	<p>We will engage with staff and unions to understand any issues and take these into consideration as we develop our people policies.</p> <p>We will consider all cases for flexible working and reasonable adjustment in an open, fair and transparent manner.</p> <p>We will monitor and review our digital ways of working and strive to strike the right balance between enabling flexibility and choice against the need for governance and information security.</p> <p>Our five year IT strategy will focus on increasing maturity and leveraging technology to enhance flexibility.</p>	<p>We have a Partnership Forum with our Trade Union that meets on a quarterly basis. We discuss what impacts our people and our workplace, and how we can continuously improve. We continually engage with our Union as we develop our people policies.</p> <p>Where employees need particular support or changes made to their IT or working environment we engage with appropriate professionals for advice and make adjustments where reasonable.</p> <p>We consider requests for flexible working at Management Board level (as opposed to individual managers taking decisions) to ensure consistency and fairness of approach. We are continually monitoring our digital ways of working, ensuring the appropriate balance with security and governance.</p> <p>We operate a system based on limited policy rules with relevant guidance to promote trust in our staff. We have reviewed our IT strategy during the year and are now on our third iteration, reflecting on-going developments.</p>	<p>Fully complete</p>



# How we engage

We seek to understand the differing needs and the barriers that those with protected characteristics in our stakeholder groups face. Where we engage with external stakeholders the manner in which we do so will be straightforward, accessible and inclusive.

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 6 – Research and consultation</b>	Our research will be informed by different perspectives. Where we consult with learners and the general public we will do so in ways that encourage a wide variety of people to respond.	<p>We will provide staff with guidance and training in relation to setting up external stakeholder consultation groups and seeking appropriate engagement with protected groups.</p> <p>We will seek to establish links with groups that promote social inclusiveness to improve our access and engagement of 'hard to reach' groups of learners or from across the general public.</p>	We continued to implement our policy to make reasonable adjustments to our research processes to enable learners and stakeholders to be involved in our research. We use an internal guidance document where we undertook consultations which provided guidance in relation to equality.	Part complete. Elements of these objectives will be continued into the next objectives 2019-22.

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<p><b>Objective 7 – Better Understanding</b></p>	<p>We will better understand people with different protected characteristics and the impact our work may have.</p>	<p>Our work will be informed by assessment of the impact of what we do on protected groups.</p> <p>We will engage with groups that promote social inclusiveness to explore and better understand their issues and will use their input to further improve our performance</p> <p>We will review what we learn and consider what aspects should or can be addressed through our work.</p>	<p>We have engaged with other public sector bodies as part of diversity forums to learn from more established, and in some cases larger organisations to get an insight into best practice.</p> <p>We have identified that we will target disability, race, religion and belief as our immediate focus and engage with groups that represent people from these protected characteristics. Our initial area of focus will be on recruitment and possibly work experience.</p> <p>Engagement with groups has started and we will learn from this and consider their recommendations and what they can offer to help us in this area.</p>	<p>Part complete. Elements of these objectives will be continued into the next objectives 2019-22.</p>

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 8 – Communication</b>	We publish information in an accessible format.	<p>We will maintain a website to at least AA accessibility classification standard.</p> <p>We will establish accessible publication and correspondence templates.</p> <p>We will review our channels of communication to ensure they keep pace with technological developments and that they are accessible to all.</p> <p>We will identify an independent company to carry out website accessibility user testing on our behalf.</p> <p>We will ensure that the media, stakeholders and the general public are able to access information in English or Welsh according to their language of choice.</p>	<p>Our website is fully bilingual and meets the AA accessibility classification standard. We have developed and actively use accessible communication and publication templates. We have started a review of our corporate style to ensure that our font and style choice is user friendly and that our images are inclusive.</p> <p>We have are developing our social media platforms to ensure they are relevant and promote accessibility. We are testing some software for users with a disability which we intend to make available if our testing is successful.</p> <p>We have reviewed and redesigned our website and as part of this work we conducted user testing. User testing will take place at periodic intervals to ensure that accessibility to our website continues to be appropriate for a variety of users.</p> <p>Our website and all publications, whether printed or online, that are aimed at the media, stakeholders and the general public are bilingual, and we will continue to ensure this is the case.</p>	Fully complete

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<p><b>Objective 9 - Events</b></p>	<p>Where we use external facilities or host events we will ensure that these are accessible to all.</p>	<p>We will establish a process to ensure our events and off-site meetings are accessible and that we identify any specific needs of all participants in advance.</p> <p>We will maintain a database of locations for meetings and events that have facilities for those with specific needs.</p>	<p>We have developed a database of facilities throughout Wales that are suitable for our use. We only hold meetings / events in venues that are fully accessible, and we have established a process to ensure that when we organise an event information is sought from the participants to ensure their needs are fully met.</p>	<p>Fully complete</p>

# Our regulatory activity

We will base our decisions, policies and processes on data and evidence including, where appropriate, equality impact assessments. We will also use our regulatory powers to champion equalities.

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 10 – Qualifications criteria, approval and monitoring</b>	Our conditions of recognition, and where appropriate specific qualifications conditions, will require awarding bodies to maintain fair access and minimise unconscious bias.	<p>We will review all applications for recognition as an awarding body against criteria relating to equalities legislation.</p> <p>We will take appropriate action where non-compliance is identified at an awarding body through statements of compliance or other monitoring activities.</p>	<p>In 2017-18 we received five applications from awarding bodies wanting to be recognised by us. Each applicant is assessed against criteria relating to equalities legislation. We also monitor awarding bodies that are recognised by us, giving due regard to equality. There have been no matters of non-compliance in relation to equality from awarding bodies in 2017-18.</p> <p>Qualifications assessment training was delivered in May 2017 for relevant staff, to better enable them to identify unconscious discrimination.</p>	Fully complete

*continued...*

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<p><b>Objective 10 – Qualifications criteria, approval and monitoring</b></p>	<p>All awarding bodies will be asked to confirm to us annually via the statement of compliance that they have met conditions relating to equalities legislation and access arrangements for the qualifications that they offer.</p>	<p>We will provide staff with qualifications assessment training covering validity and reliability issues to better enable them to identify any unconscious discrimination in question development.</p> <p>We will adopt the <i>Fair Access by Design</i> guidance and ensure accessibility is considered by all staff and expert panels when reviewing qualifications.</p> <p>Where we identify any systemic equality issues outside our own remit we will report these to the appropriate bodies and provide advice.</p>	<p>We have adopted the principles of Fair Access by Design, the guidance that seeks to ensure that the design of qualifications has no built-in discrimination. This contains a checklist to help awarding bodies to consider how to reduce bias and promote equality.</p> <p>We have not identified any systematic equality issues outside of our remit but if do we would report them to the appropriate body.</p>	<p>Fully complete</p>



Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<p><b>Objective 11 – Access arrangements</b></p>	<p>We will keep an oversight of how awarding bodies make reasonable adjustment for disabled learners and how these are implemented within centres.</p>	<p>We will participate as active members of the Access Consultation Forum organised on a three Country basis. We will periodically review <i>Fair Access by Design</i> - making adjustments as required.</p>	<p>Throughout the reporting period, we have been active members of the Access Consultation Forum which is represented by the qualifications regulators from England, Northern Ireland and Wales. This group considers legislative matters for qualifications with regards to equality matters.</p> <p>Our centre support team provides advice to exams officers and centres in relation to access arrangements and reasonable adjustments.</p>	<p>Fully complete</p>

# Our expenditure

Our expenditure decisions will identify and where appropriate address equalities issues and our approach to procurement and grants will be inclusive.

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 12 - Grants</b>	When taking the decision to award a grant we will have regard to whether the grant terms need to include considerations relevant to the general equality duty.	We will finalise our grant award procedure and conditions and provide staff with guidance.	We finalised our grant award procedure during the first year of the equality objectives. This year we have continued to award our grant portfolio in accordance with our equalities policy and ensure all staff involved in the grant process are aware of the requirements. Support and guidance is provided to staff if required.	Fully complete

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 13 – Procurement</b>	Our procurement processes will have regard to equalities considerations during the formation of the specification, evaluation and contract conditions.	<p>We will publish our procurement policy making clear how it supports our equalities objectives.</p> <p>We will ensure that our procurement process provides assurance that we have complied with equalities legislation.</p>	<p>We have published our Procurement Strategy which sets out our commitment to consider equalities in our procurement activity and to keep our systems and processes under review in this regard.</p> <p>We have developed specification writing guidance for our staff that includes a section requiring the consideration of diversity and equality in relation to the protected characteristics and provides examples of the types of requirements to include.</p> <p>We record information on our suppliers to identify whether they are a supported business / sheltered workshop and / or if they are a BAME organisation (the business is majority owned (51%), controlled and managed by person or persons of ethnic minority). We also ask if they are a ‘third sector’ organisation which includes charities, social enterprises and community groups that may be representative of one or more of the protected characteristics.</p>	Fully complete

# Our performance

We will monitor our own performance by regular scrutiny of our performance against our Strategic Equality Plan.

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<b>Objective 14 – Equality impact assessments</b>	<p>We will identify equalities issues in decision making processes and where appropriate conduct an equality impact assessment.</p> <p>In developing and reviewing our regulatory policies, practices and procedures we will consider the potential impact on people with protected characteristics and make best use of the evidence available to us.</p>	<p>We will agree an organisational approach to equality impact assessments and embed this within our culture and the way we work in both our corporate and regulatory activities.</p> <p>In developing regulatory policy, we will consider equalities issues in our regulatory impact assessments and where appropriate carry out and equality impact assessments; reviewing potential adverse or negative impacts and reducing such impacts, where possible.</p>	<p>Last year we agreed our approach to undertaking regulatory impact assessments and trained relevant staff. This is now being embedded throughout the organisation and we have undertaken an impact assessment on the two significant areas of work – health and social care sector review and early entry review.</p>	<p>Part complete. Elements of these objectives will be continued into the next objectives 2019-22.</p>

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<p><b>Objective 15 – Scrutiny and monitoring</b></p>	<p>We will use our Board and committee governance structures to provide challenge, monitoring and scrutiny of our equalities performance.</p>	<p>We will agree our equalities objectives with our Board and report our performance to our Board annually.</p> <p>We will encourage our internal auditors to incorporate questions on how we consider equalities and wellbeing issues as part of their audit monitoring of our work.</p>	<p>We provided our Board with an update on progress against our equality objectives on 25 October 2017. They were satisfied with progress. The Board have been engaged in the process to develop new objectives from September 2018 at their meetings in May and September 2018.</p> <p>As part of our annual internal audit programme, audits were undertaken on recruitment and the Welsh language. Both had an equality focus.</p>	<p>Part complete. Elements of these objectives will be continued into the next objectives 2019-22.</p>

Objective	Purpose – Outcomes	How?	Review of our work	End of existing objectives Assessment 2016-18
<p><b>Objective 16 – Staff monitoring</b></p>	<p>We will review our staff data regularly, seeking to maintain a balanced and inclusive workforce where people are rewarded consistently and fairly on the basis of skills and experience.</p>	<p>We will maintain data on equal pay, gender balance, age profile, and disabilities and identify any anomalies or issues that need to be addressed.</p> <p>We will benchmark ourselves against other Welsh Government Sponsored Bodies.</p>	<p>Employees are asked to complete equal opportunities monitoring data when they join us. This is voluntary. As we have a proportion of employees who have not disclosed we intend to promote this and seek to improve our disclosure rates. We publish our gender pay data in our annual accounts.</p>	<p>Part complete. Elements of these objectives will be continued into the next objectives 2019-22.</p>

# Looking to the future

Our next equality report will report on our work up to March 2020. This will outline our progress against our new objectives, which were published in April 2019.

## Contact us

If you have any queries or would like to discuss this report or any aspect of our equality work, please do not hesitate to contact the Corporate Governance team via [corporategovernance@qualificationswales.org](mailto:corporategovernance@qualificationswales.org) or 01633 373 222.

## Appendix 1 - Board Equality Data (as at 31 December 2018)

### Gender

Female	6
Male	5
No response	0
<b>Total</b>	<b>11</b>

### Ethnic Origin

White	10
Mixed. Multiple ethnic groups	1
No response	0
<b>Total</b>	<b>11</b>

### Age

Under 25	0
16-24	0
25-29	0
30-34	0
35-39	0
40-44	1
45-49	2
50-54	3
55-59	1
60-64	2
65+	1
No response	1
<b>Total</b>	<b>11</b>

### Disability

No	11
Yes	0
No response	0
<b>Total</b>	<b>11</b>



## Appendix 2 - Staff Equality Data (as at 31 December 2018)

### Ethnic Origin

White European	51
White Other	*
No response	24

### Marital Status

Married	45
Partner	*
Single	25
Divorced	*
No response	*

### Nationality

British	35
Welsh	22
Other	*
No response	21

### Sexual Orientation

Gay	*
Hetrosexual	48
Bisexual	*
Lesbian	*
No response	25

### Religion/Belief

Christianity	15
Not specified (selected response)	7
Other	21
No response	36

### Disability

No	53
Yes	0
No response	26

\*Indicates where the number of staff is 5 or less

## Appendix 3 – Alignment of equality objective against the protected characteristics

	Age	Disability	Gender reassignment	Marriage & Civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation
1. Training	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Recruitment	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. Our culture	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. Accessible office facilities		✓			✓		✓		
5. Flexible working	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. Research & Consultation	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Better Understanding	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. Communication		✓							
9. Events		✓			✓		✓		
10. Qualifications Criteria, Approval and Monitoring	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. Access arrangements			✓						
12. Grants	✓	✓	✓	✓	✓	✓	✓	✓	✓
13. Procurement	✓	✓	✓	✓	✓	✓	✓	✓	✓
14. Equality Impact Assessments	✓	✓	✓	✓	✓	✓	✓	✓	✓
15. Scrutiny and Monitoring	✓	✓	✓	✓	✓	✓	✓	✓	✓
16. Staff monitoring	✓	✓	✓	✓	✓	✓	✓	✓	✓