

EMPLOYABILITY SERVICE: EQUAL OPPORTUNITIES PROTOCOL

Related policies and supporting protocols

- 1 This protocol should be read in conjunction with the related Employability Service policy and protocols.

Definitions

- 2 **Accepted students** Students who have accepted their place at The University of Law to study a postgraduate course and paid their deposit. Undergraduate students are considered 'Accepted students', for the purposes of the Employability Service, from mid-August (Post-UCAS results release date) until they start their course.
- 3 **Clients** Members of the public making use of the Pro Bono services offered by The University of Law and provided through the Employability Service .
- 4 **Employability Service** The Employability Service refers to the combined Careers and Pro Bono departments, as well as the resources and materials the Service makes available online.
- 5 **External organisations** Organisations with which placements, shadowing and other opportunities are arranged.
- 6 **Recruiters** Employers and recruiters seeking to promote opportunities and/or raise their profile with students via the Employability Service.
- 7 **Student Volunteers** Students who choose to volunteer with the service – either undertaking Pro Bono opportunities or working with the careers teams.

Introduction

- 8 The Employability Equal Opportunities Protocol of The University of Law (the University) has been informed by the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education, specifically the Advice and Guidance for Enabling Student Achievement. The QAA's Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This policy sits within the University's Quality and Standards Code which provides a suite of policies designed to safeguard the academic standards of the University and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the Code.
- 9 The Employability Service at The University of Law (the University) is committed to equal opportunities for all its students irrespective of race, nationality, colour, ethnicity, gender, marital or civil partner status, gender reassignment, sexual orientation, age, religion or belief; and to complying fully with all applicable legal requirements set out in the Equality Act 2010. This protocol outlines how the services, provided by the Employability Service, are offered in a way which meets this commitment to providing equal access and equality of support to all students and accepted students.

Responsibility for implementing this protocol

- 10 Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision and overseeing their application lies with the Academic Board.

Scope of this protocol

- 11 This protocol applies to all members of the Employability Service and to the organisation of the service. It also applies to all those working with the service, which may include student volunteers, recruiters and external organisations.

Employability Service: Equal Opportunities Protocol

Principles

- 12 The Employability Service aims to ensure that no student or accepted student is at a disadvantage or faces barriers as a result of race, nationality, colour, ethnicity, gender, marital or civil partner status, gender reassignment, sexual orientation, age, religion or belief when using the Employability Service. The student-centred principle underpinning how the Employability Service operates supports this aim: all students are individuals, with individual needs, and all students are

encouraged to make use of the Employability Service.

- 13 This protocol outlines our approach to the delivery of services, and a number of procedures exist to ensure the objectives of this protocol are translated into practice

Accessibility

- 14 All campus-based employability activities take place in accessible locations.
- 15 The core information provided by the Employability Service is available in electronic format that accommodates assistive technologies. Where other formats are used these are either optional (eg students can choose not to receive online audio/visual feedback); or alternative formats are available.

Discrimination

- 16 All students are treated equally and fairly and in accordance with this protocol, the University's policies and equalities legislation. This obligation extends to all who work with or support the service, including:
 - a. student volunteers, who are made aware of this protocol and are expected to act accordingly;
 - b. external organisations and individuals providing placements, Pro Bono or mentoring opportunities. Organisations may have their own equal opportunities policies and protocols in place but are made aware of this protocol and their obligation to work in accordance with it;
 - c. recruiters advertising on the employability Portal must ensure that they comply with all equalities legislation.

Targeting

- 17 Targeting of particular opportunities may occur in order to ensure that activities are appropriate to the students' level of knowledge, experience and confidence. For example, some Pro Bono activities are more beneficial to students once they have acquired certain skills such as client interviewing.
- 18 Where an activity is over-subscribed, the Employability Service may select students based on fair and transparent criteria. For example, if a mentoring scheme is over-subscribed, priority may go to students with little or no previous legal experience.

Training

- 19 Staff working within the University undertake appropriate training in diversity and equal opportunities.

Partnerships with others

- 20 The Employability Service works constructively with others, both within the University and external to it, in order to provide services, develop services or enhance knowledge relevant to the diverse student population.

Monitoring

- 21 The Employability Service monitors the use of its services to ensure that it is open to all and understood to be open to all.

Individual responsibility

- 22 It is the responsibility of every member of staff within the Employability Service to ensure that their conduct is in accordance with the Employability Service policy and protocols.
- 23 The University provides the support, information and training necessary for this to be achieved.

Version history:

Version	Amended by	Revision summary	Date
V1.0	Learning Support Officer	Initial drafting	24/07/13
V1.1	Head of Careers Service	QA review	30/07/13
V1.2	External Consultant	Coherence activity amendments	28/08/13
V1.3	VP – AGQS	Review	23/09/13
V1.4	Academic Registrar	Review	24/09/13
V1.5	Academic Board	Approval	03/10/13
V1.6	VP – AGQS	Sign-Off	19/12/13
V2.0	Head of Employability	Full Review	05/10/15

V2.1	Head of Employability	Full Review	13/1/20
V2.2	Registry Officer	Change to coding convention	23/03/20
V2.3	Senior Quality Officer	Further naming convention clarifications	26/03/20