Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice (name or brief description):
Pre-Arrival Reviews within the Making Transitions Personal initiative – given to students for completion at the start of an academic year.

B. Reason for Equality Impact Asessment (Mark **yes** against the applicable reason):

- Proposed new policy/practice
- Proposed change to an existing policy/practice **- yes**
- Undertaking a review of an existing policy/practice
- Other (please state):

C. Person responsible for the policy area or practice:

Name: Kirsten Roche

Job title: Careers & Employability Lead (Graduates)

School/service/unit: Careers Service

D. An Impact Assessment should be carried out if any if the following apply to the policy/practice, if it:

- affects primary or high level functions of the University – No
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? - No
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? - Yes

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E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation

- gender reassignment
- pregnancy and maternity
- marriage or civil partnership[1]

The Pre-Arrival Reviews are available to all incoming students (undergraduate and/or taught postgraduate) and some returning students. No equality group is excluded.

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

Potential gap around identifying WP students when analysing data, due to time lag in WP office providing data on which students are flagged as WP. This data is not available until early semester 2 so can be used in longer term analysis.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:

No

- If the policy/practice contributes to advancing equality of opportunity[2]

It is expected that the Pre-Arrival Reviews will contribute to advancing equality of opportunity by helping all students make the most of their time with the University, regardless of their background or characteristic. Anonymised aggregated data will also be reviewed which could allow us to identify differences in experience across groups and to seek to respond to any inequality identified In this regard.

- If there is an opportunity in applying this policy/practice to foster good relations:

The Pre-Arrival Reviews serve to improve the relationship between participating students and their academic schools, in particular via their Student Advisers, regardless of student or staff background or characteristic. They also seek to encourage participation by all students in the diversity of the University of Edinburgh community. They are a key dataset in the Student Support model.

- If the policy/practice create any barriers for any other groups?

No known barriers.

- How the communication of the policy/practice is made accessible to all groups, if relevant?

The Pre-Arrival Reviews will be available to all incoming students (undergraduate and/or taught postgraduate). No equality group is specifically targeted in communications.

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?

User testing will take place with current students. We will also explore engaging EUSA in the survey development.

- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:

No further points.

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[1] Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.
[2] This question does not apply to the protected characteristic of marriage or civil partnership

F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).
No action. Work around the Pre-Arrival Reviews will be reviewed on an annual basis.

2. When will the policy/practice next be reviewed?
Reviewed after project delivery for 2023. Deadline for review March 2024.

H. Publication of EqIA

Can this EqIA be published in full, now? Yes

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqIA undertaken by (name(s) and job title(s)):
Kirsten Roche – Careers & Employability Lead (Graduates)
Robbie Manson – Operations Manager
Yuji Shimohira Calvo – Data Co-Ordinator

Accepted by (name): Kirsten Roche
[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date: 09/03/2023

Retain a copy of this form for your own records and send a copy to
equalitydiversity@ed.ac.uk