

LSC Single Equality Scheme Support Programme

Regional Seminars for Learning Providers

For the South East:

Thursday 12 June 2008

Hilton Gatwick Hotel, London Gatwick Airport, Crawley RH6 0LL

For London:

Tuesday 17 June 2008

TUC Congress Centre, Council Chamber,
28 Great Russell Street, London WC1B 3LS

For the South West:

Thursday 19 June 2008

Holiday Inn, Dean Gate Avenue, Taunton TA1 2UA

For the West Midlands:

Thursday 26 June 2008

Aston University Lakeside Centre,
Aston Triangle, Birmingham B4 7ET

For the East Midlands:

Tuesday 1 July 2008

Leicester Holiday Inn, 129 St. Nicholas Circle, Leicester LE1 5LX

For the Yorkshire & Humber:

Thursday 3 July 2008

Novotel Hotel, 4 Whitehall Quay, Leeds LS1 4HR

For the East of England:

Friday 4 July 2008

Holiday Inn Histon, Lakeview, Bridge Road,
Impington, Cambridge CB24 9PH

For the North West:

Tuesday 8 July 2008

Marriott Hotel, Garstang Road, Broughton, Preston PR3 5JB

For the North East:

Thursday 10 July 2008

Ramside Hall Hotel, Carrville, County Durham DH1 1TD

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Background

This regional seminar series forms part of the Learning and Skills Council's (LSC) Single Equality Scheme (SES) Support Programme. The Programme is designed to support your organisation embed the values and principles of equality and diversity and in turn the LSC's Single Equality Scheme.

The Programme covers 7 areas of equality: race, gender, disability, religion and belief, age, sexual orientation and transgender and builds upon existing LSC publications and recent equality and diversity initiatives, including the Disability Equality Duty Support Programme.

Guidance and support is tailored to meet regional priorities and is provided through events, action working projects and a virtual learning environment (VLE). For more information on the VLE please visit: www.lsncommunity.org.uk/vle/research/login/index.php

Aims of the Regional Seminars

By attending a regional seminar your organisation will gain a good understanding of:

- learning providers' achievements and the lessons they have learnt through participating in action working
- how to self assess and review your existing equality schemes
- how to develop a single equality scheme and single equality action plan
- how to involve learners, staff and other stakeholders from diverse backgrounds in the development of your equality schemes
- how to conduct equality impact assessments.

Materials and tools developed throughout the programme will be presented at the regional seminars and you will have an opportunity to test them.

Who can attend

All LSC supported learning providers can attend the regional seminars including colleges, secure environments, voluntary and community sector organisations, local authority providers and providers of work based learning.

Please note that two places will be allowed per organisation. To ensure that a range of organisations are represented, some places will be reserved for voluntary sector organisations and secure environments. These organisations will still need to complete and return one application form per participant.

Please try to attend the correct event for your region.

Programme*

09:30	Arrival and registration (tea/coffee available)
10:00	Welcome and introduction to the day
10:10	Aims of the day
10:20	Keynote speech by Equalities and Human Rights Commission (EHRC) regional lead Tbc
	Questions and answers
10:40	Introduction to the tools and materials developed during the programme and opportunity to test them
	Feedback
11:40	Tea/coffee break
11:45	Knowledge Café explained
11:55	Knowledge Café start Café table topics: The topics will vary by region but are likely to be around the following equality issues:
	1) Ensuring equality for your staff
	2) Better data collection and monitoring
	3) Experiences of developing a Single Equality Scheme
	4) Experiences of conducting single equality impact assessments
	5) Learner voice/involvement
	6) The LSC and its Single Equality Scheme.
13:00	Lunch
13:45	Knowledge Café continues
16:00	Close of conference (tea/coffee available)

* Please note that the programme structure may vary by region.

Event information

- Arrival and registration is at 9:30am for a 10:00am start. The event will end at 4:00pm
- Event Fee per person: Free (includes lunch, tea/coffee)
- Places will be allocated in order of receipt of completed application forms
- Only two places are allowed per organisation
- To ensure that a range of organisations are represented, some places will be reserved for voluntary sector organisations and secure environments.
- Completed and signed application forms must be faxed or posted to NIACE by the closing date. Reservations by telephone cannot be accepted
- Application forms are individually acknowledged by e-mail. Joining instructions, including map and directions, will be posted out one week before the event
- Participants should be prepared to take their own notes as there will not be handouts for all sessions
- Places will be allocated to the targeted audience as a matter of priority.
- NIACE reserves the right to reject applicants who are not from the target audience list.
- If you have not received an e-mail confirming your attendance and joining instructions 4 working days before the event please contact:

Gurjit Kaur

Tel: 0116 204 2833

Fax: 0116 254 8368

Minicom: 0116 255 6049

E-mail: gurjit.kaur@niace.org.uk

Application conditions

Event: Thursday 12 June 2008, Gatwick

Closing Date: Thursday 29 May 2008

Ref: C1659B

Event: Tuesday 17 June 2008, London

Closing Date: Thursday 5 June 2008

Ref: C1659C

Event: Thursday 19 June 2008, Taunton,

Closing Date: Thursday 5 June 2008

Ref: C1659D

Event: Thursday 26 June 2008, Birmingham

Closing Date: Thursday 12 June 2008

Ref: C1659E

Event: Thursday 1 July 2008, Leicester

Closing Date: Thursday 19 June 2008

Ref: C1659A

Event: Thursday 3 July 2008, Leeds

Closing Date: Thursday 19 June 2008

Ref: C1659F

Event: Friday 4 July 2008, Histon

Closing Date: Thursday 19 June 2008

Ref: C1659J

Event: Tuesday 8 July 2008, Preston

Closing Date: Thursday 26 June 2008

Ref: C1659G

Event: Thursday 10 July 2008, Durham

Closing Date: Thursday 26 June 2008

Ref: C1659H

- Substitutions are to be advised **5 working days** prior to the event
- A **10 working days** notice period is required for provision of palantypists, sign language interpreters and translation to Braille.

This programme is correct at the time of going to press. The organisers reserve the right to make changes to the published programme in the event of one or more of the advertised speakers being unable to attend. Delegates have no claim against NIACE in respect of such changes.

NIACE, the National Institute of Adult Continuing Education, was founded in 1921. The National Institute seeks to secure an education system responsive to the diversity of adults' needs and aspirations as learners, and in particular to those who benefited least from initial education. It is our belief that a system fit for adults of all ages and in all their complexity will work better for all learners.

The National Institute is active in many areas - in research, development, publishing, seminars, conferences and training courses, and has an active individual membership.

NIACE is a company limited by guarantee.
Registration no. 2603322 Registered charity no. 1002775.
Registered Address: 21 De Montfort Street, Leicester LE1 7GE

NIACE Conference, Seminars and Training Courses Office
Renaissance House, 20 Princess Road West
Leicester LE1 6TP

Tel: 0116 204 2833 Fax: 0116 254 8368

Minicom: 0116 255 6049

E-mail: courses@niace.org.uk

Website: <http://www.niace.org.uk>



INVESTOR IN PEOPLE



promoting adult learning



Please complete and return the full application form

Application Form

Attendance is Free (includes lunch, tea/coffee)

I would like to attend my regional event on:

- | | | |
|---|--|--|
| <input type="checkbox"/> Thursday 12 June 2008, Gatwick | <input type="checkbox"/> Thursday 26 June 2008, Birmingham | <input type="checkbox"/> Friday 4 July 2008, Histon |
| <input type="checkbox"/> Tuesday 17 June 2008, London | <input type="checkbox"/> Tuesday 1 July 2008, Leicester | <input type="checkbox"/> Tuesday 8 July 2008, Preston |
| <input type="checkbox"/> Thursday 19 June 2008, Taunton | <input type="checkbox"/> Thursday 3 July 2008, Leeds | <input type="checkbox"/> Thursday 10 July 2008, Durham |

Participant's details

Title _____ Full name _____

Job title _____ Organisation _____

Daytime tel no. _____ Mobile no. _____

Fax _____

E-mail _____

Address (for Pre-conference Papers) _____

_____ Postcode _____

This is my Home address Work address**Participant's requirements**

Do you have any requirements?

-
- Yes
-
- No

If yes, please specify: _____

- I will require a hearing loop
- I will require a sign language interpreter
(please indicate type)

- I will need a palantypist and/or note taker
- I will be using a wheelchair
- I will be bringing an assistance dog
- I have a visual impairment
- I require event material in a specified format
(please indicate format)

- I have the following childcare requirements
(state gender, age, number of children)

I have the following dietary requirements
_____Any other requirements (please specify)
_____Please specify which region you work in:
_____Signature
_____PRINT First (given) and family names
_____Date
_____**Send to:** Gurjit Kaur

NIACE Conferences and Courses Office

Renaissance House, 20 Princess Road West, Leicester LE1 6TP

Fax: 0116 254 8368

Please complete the Equality and Diversity form on the following page.

The information is requested as part of our commitment to ensuring equality and diversity.

Equality and Diversity monitoring

This information that you provide will be detached from your registration from. We are collecting this data to inform the planning for future NIACE events and the evaluation of the LSC SES support programme.

Please tick the appropriate boxes below

Asian

- Bangladeshi British Chinese
 Indian Pakistani Sri Lankan
 Other: _____

Black

- African British Caribbean
 Other: _____

Dual Heritage

- White and Black Caribbean White and Black African
 White and Asian Other: _____

White

- British European Other: _____

Any other ethnic group

Please specify: _____

Gender

- Female Male

Gender Identity

Is your gender identity the same as the gender you were assigned at birth?

- Yes No

Age

- Under 30 30-40 41-50 51-60 61+

Faith/ religion

- Buddhist Muslim Jewish None
 Hindu Christian Sikh
 Other: _____

Sexual orientation

- Bisexual Heterosexual
 Lesbian or gay man Prefer not to answer

Disability

Do you consider yourself to have a disability?

- Yes No

Please specify: _____

Sectoral monitoring

Please tick the appropriate box below (* please specify)

- | | |
|--|--|
| <input type="checkbox"/> Adult Ed. College | <input type="checkbox"/> Libraries and Museums |
| <input type="checkbox"/> College, FE or HE (inc. Universities) | <input type="checkbox"/> Learning and Skills Councils |
| <input type="checkbox"/> Community Education Provider | <input type="checkbox"/> Prison/Probation Service |
| <input type="checkbox"/> Information/Guidance Provider | <input type="checkbox"/> Trade Union |
| <input type="checkbox"/> Government Department | <input type="checkbox"/> Voluntary Sector and Charities |
| <input type="checkbox"/> Local Government (inc. Education Authority) | <input type="checkbox"/> Work-based Learning (inc. SSCs) |
| <input type="checkbox"/> Other* _____ | |

Regional monitoring

Please specify your region:

Send to: Gurjit Kaur

NIACE Conferences and Courses Office
 Renaissance House, 20 Princess Road West, Leicester LE1 6TP
 Fax: 0116 254 8368

The National Institute of Adult Continuing Education (NIACE) is registered under the Data Protection Act 1998 (Registration Number Z7412510). Personal information supplied to NIACE will be stored securely and used in relation to NIACE's work. Full details of the purposes for which NIACE processes personal information is in our Data Protection Register entry, which can be found on the Information Commissioner's website www.informationcommissioner.gov.uk. At no time will we divulge personal information to third parties without your express consent. Participants may be contacted by letter or e-mail with details of future events and publications organised or promoted by NIACE which may be of interest to you. *Database mailing update forms are sent out periodically. These provide you with the opportunity to have your details amended or deleted from the database. *If you wish to receive such further information please tick this box