

# London Borough of Waltham Forest

## Summary of Equality Impact Assessment Findings

### Name of policy/service/function being assessed

Community Learning and Skills Service

**Directorate and Lead Officer:** Lifelong Learning – Janet Allman

**Date:** 26/07/05

### Consultation Findings and list of stakeholders: Summary

Consultation methods/Data collection includes:

End of course evaluations, learner groups, outreach work, visits to classes and informal discussions with learners

#### Stake holders:

- Local learners aged 16+
- Voluntary and community groups.
- Employers, including Waltham Forest Council.

#### Findings:

- Low learner numbers in Cann Hall ward
- 88% of learners said that their courses met expectations and helped them to learn
- Learners are positive about the wide range of courses and the teaching

#### Monitoring Findings: Summary

- Waltham Forest Council monitor and evaluate the performance of the Service
- Monitoring through annual self-assessment and target setting for improvement
- Learning and Skills Council monitor performance against national targets and benchmarks
- Equalities Impact Assessment monitored through Equalities Board
- Well developed and established Management Information System (MIS)

## Improvement Plan

Issues	Action required	Lead Officer	Time Scale	Comments/Outcomes
<b>Clearer Course Information including Progression Routes</b>	Prospectus & Course Information Sheets reviewed	Curriculum Manager	May 2005	
<b>Improve learner numbers in priority wards for 05/06</b>	Outreach work Curriculum planning & delivery	Business & Development Manager	July 2006	

<b>Review the group for learners with learning difficulties and / or disabilities</b>	Establish a regular forum for learners with learning difficulties and /or disabilities	Quality and Inclusion Manager	October 2005	
<b>Review and evaluate learner groups</b>	Termly meetings held with learners	Quality and Inclusion Manager	December 2005	
<b>Increase opportunities for stakeholder feedback</b>	Action plan to improve feedback from stakeholders including employers, voluntary and community groups	Quality and Inclusion Manager	October 2005	