

Equality Impact Assessment (supporting guidance available)

Action Plan

This section is completed at the end of the Equality Impact Assessment. Due to the importance of embedding equality in SQA through our actions the Action Plan will be the focus and record of ongoing actions.

Agreed Schedule Review Date	By September 27	Additional Schedule Review Date	By September 26
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Explain how you will monitor and record the actual impact on equality groups, including how the evidence can be revisited to measure the actual impact.

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Required Actions	Owner	Date	Comment & Review
Review and assess monthly establishment management information packs containing fundamental employment data on SQA employees	People Analytics, Governance & Systems Manager	Commencing monthly from October 2022	Continue to review
Review on a quarterly basis of employment law, case law and legislative changes, and equalities updates (including reviewing EHRC website).	HR Shared Services Manager	Commencing quarterly from January 2023	Continue to review
Review and assess feedback on a quarterly basis from joint trade unions (Unite and Unison) through SQA's Joint engagement forum and Policy review group.	HR Shared Services Manager	Commencing quarterly from January 2023	Continue to review
Review and assess feedback on a quarterly basis from each of SQA's staff community network groups.	HR Shared Services Manager	Commencing quarterly from January 2023	Continue to review
Continue to review and assess on an annual basis SQA's engagement People survey.	OD Manager	Commencing annually from October 2023	Continue – people survey moving to quarterly pulse survey
Review and assess on an annual basis all SQA employee lifecycle data.	People Analytics, Governance & Systems Manager	Commencing annually from January 2024	Continue to review

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Continue to review and assess every 2 years SQA's equality mainstreaming report	People Reward and Equalities Manager	Commencing every 2 years from May 2023	Continue to review
Continue to review and assess every 2 years SQA's workforce equality monitoring report	People Reward and Equalities Manager	Commencing every 2 years from May 2023	Continue to review

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Identified Actions	General Equality Duty	Owner	Date	Comment & Review
To ensure SQA are supporting people in all equality groups during the probation period a more detailed analysis of the progress of new starts by protected characteristic would be useful to consider.	Eliminate unlawful discrimination	People Analytics, Governance & Systems Manager	September 24	Continue to review, data currently available is not significant enough to make any analysis.
Recommended that data is collected and an analysis, by care experience, be performed of the 'lifecycle' of colleagues to identify any adverse trends and consider what support for initial introduction to SQA's culture and working practices, ongoing growth and performance is needed.	Advance equality of opportunity	People Analytics, Governance & Systems Manager	September 23	Continue to review, data currently available is not significant enough to make any analysis.

Policy Aims

Name of Policy or practice	Probation
New Policy or Revision	New
Name of Policy Owner	Head of Human Resources
Date Policy Owner Confirmed Completion	25 February 2024

What is the rationale for this policy or practice?
<p>The purpose of probation is to provide a period for assessment of whether employees, as a new member of staff, are a good fit for your role.</p> <p>People magazine (2022) highlights that probation periods give both parties the opportunity to decide whether the role is right for them. It allows the employer to assess suitability of the employee for the role and it gives the employee the chance to decide if the role is right for them before fully committing to the employer. https://www.peoplemanagement.co.uk/article/1792918/probationary-periods-hr-needs-know</p> <p>Confirmation of your appointment is subject to you completing a probationary period satisfactorily. The length of your probationary period will be stated in your offer letter. During your probation, you are expected to establish your suitability for the post.</p> <p>If you do not complete your probationary period satisfactorily, it may lead to your appointment being terminated.</p>

What evidence is there to support the implementation or development of this policy or practice?

National Evidence:

The reason SQA uses a probationary period is to trial the working relationship to see if the new employee is right for the business. It is used to assess whether the recruit is demonstrating and applying the skills and behaviours as identified during the interview process. Probation periods are important as they help SQA to ensure it has made the right recruiting decision, whilst enabling the organisation to take action when it believes believe a new starter is unsuitable for the role.

Probation Periods UK | Law & Employee Rights Guide - Safe Workers is one of many reference points explaining the need to have managed probation periods. It states 'Employers will often carry out an application and interview process. However, you can't always tell from an interview how an employee will perform in a role, or whether they will fit in with an existing team. A probationary period lets both employee and employer see if the job is a good fit for both parties.'

How to manage probationary periods | How to | Tools | XpertHR.co.uk advises:

From 6 April 2020, the written statement of terms and conditions of employment (required under s.1 of the Employment Rights Act 1996), must also include the probationary period, its length and any conditions attached to it. Employers should also spell out that the probationary period may be extended and clarify the position around contractual benefits in the event of an extension (see Extending the probationary period).

What evidence is there to support the implementation or development of this policy or practice?

Since 2019 409 new starts are recorded at SQA, with a fairly even split of 133 (2019), 84 (2020), 127 (2021) 162 (2022) and 148 (2023) Source: HR Management Information statistics – January 2024

Please note, equality profiling information (e.g. *Sex, Race, Disability Age* etc.) is not currently captured in respect of the 'lifecycle' of probationary periods in SQA. For example, people starting, successfully completing, unsuccessfully completing or resigning during their period of probation. This means that an effective equality analysis using local evidence is not possible.

However, an analysis of HR case management information from 2023 to date shows that there were fewer than five recorded cases per year of formal management intervention.

Action taken was to either extend probation or end employment due to unsatisfactory progress during probation. This indicates to us that selection choices and subsequent probation management are being carried out successfully in SQA.

We do not consider that there is a large enough sample size of evidence available to analyse this further.

What are the aims of this policy or practice?

Probation is an overall assessment of an individual's suitability for employment through a probationary period, to monitor and assess whether they are deemed to be capable of giving regular and effective service.

Policy Structure:

The policy itself is divided in two discrete sections:

1: Part A – Policy detail.

2: Part B – Procedures for SQA managers / employees to follow.

The following SQA policies are also related to the *Probation* policy:

- Attendance Management
- Code of Conduct
- Dignity at Work
- Disciplinary
- Equality, Diversity and Inclusion
- Menopause Guidance for Managers
- Statement of Particulars

How is the content of these aims relevant to equality groups?

Probation periods aren't covered by any specific employment law. It is an obligation under our terms and conditions of employment for employees to complete a probation period. It is also relevant to observe the Equality Act 2010 during the probation period for all employees. It is important that where an individual does not complete their probation and is dismissed that the reasons for this are not discriminatory.

All staff, whether permanent or on a fixed-term contract, are subject to a six-month probationary period. If their contract is less than six months, the probationary period will be the same length as the contract. Therefore, all employees have the same principles applied to length of probation period regardless of job role, previous experience or any protected characteristic.

However, SQA acknowledges that people who share / do not share, certain 'Protected Characteristics' may, on balance:

- Experience different performance outcomes – for example, older workers and disabled workers.
- Experience compound discrimination or intersectionality i.e. where a person has one or more characteristic and may be subjected to consequentially greater levels of disadvantage.
- Have greater difficulties following or complying with the written requirements of a workplace policy e.g. articulating a reason for poor performance in writing, taking part in one-to-one meetings, following a reporting flowchart etc.
- Experience higher levels of anxiety in respect of performance management.
- Feel less comfortable discussing their performance with people of the opposite Sex.

How is the content of these aims relevant to equality groups?

Section 3.3 of the policy 'Equalities' states:

"We will ensure throughout this procedure that we do not unfairly discriminate against anyone because of a protected characteristic. Further details can be found in our [Equality, Diversity and Inclusion](#) policy.

If you require further support related to pregnancy, please refer to our maternity policy or external commitments for carer's leave, please refer to our compassionate leave policy, and we will work with you to support you appropriately during your probation. If you are having problems attending work and/or performing to the required standards that are related to your disability, we will work with you to make reasonable adjustments to support you during probation. This may include extending your probationary period by mutual consent, reviewing timescales around achieving your objectives, a referral to occupational health or ensuring more time is given to meeting with you during your probation. If you have a learning disability, you may also bring a companion (who may be someone who doesn't work with you) to act as an advocate at any meetings relating to the management of your probation. Further information on support available can be found in the "what support is available" section of this policy".

The development, implementation and analysis of the effects of this policy are therefore highly relevant to people from all equality groups as they may risk experiencing disproportionate impacts or outcomes. '

We think this is a key statement outlining the need for line managers to take account of individual's personal circumstances during the initial stages of working with SQA.

How is the content of these aims relevant to equality groups?

SQA People Survey, 2022 indicate high levels of satisfaction at work underpinning the importance of good management from the outset of employment:

Question	% POSITIVE
I am treated fairly at work	89%
I am treated with respect by the people I work with	89%
I am trusted to carry out my job effectively	94%
I think that SQA respects individual differences (e.g., cultures, working styles, backgrounds, ideas, etc)	84%

Evidence, Consultation and Engagement

What stakeholders have you engaged with in the development of this policy or practice?

This policy has been developed in consultation with SQA's recognised Trades Unions, Unite and Unison, who represent all staff throughout the organisation.

In addition, as this is an internal policy, SQA has only consulted with internal groups. These include:

- ACE (Appreciate Culture and Ethnicity) Network
- SQA Disability Network
- SQA Rainbow Network
- Women's Network
- Men's Shed?
- Parents and Carers

Evidence of Stakeholder Engagement:

Trade Union Consultation Review Group (PRG):

Members of SQA Human Resources department and trade union representatives from *Unite the Union* and *Unison* meet weekly in SQA via the PRG. This group has been meeting weekly in SQA since July 2020. SQA's trade union representatives are also given statutory time off to attend relevant training, meetings and other information gathering activities as supported in our union framework agreement.

Evidence of all meeting minutes, actions and consultation undertaken with the PRG group (including equality considerations in respect of all policies, activities and functions) is detailed on a dedicated SQA shared resources site.

We met with the policy review group on 14 December. The policy was under consultation for two weeks and feedback reviewed and implemented.

What stakeholders have you engaged with in the development of this policy or practice?

Staff Network Consultations:

Have been consulted through the Equality Management Review Group corporate process group.

Evidence, feedback, and actions from staff network consultations included within the assessment.

What evidence about equality groups do you have to support this assessment?
Age
Table 1.1: Age

Age bracket	2019 no	2019 %	2020 no	2020 %	2021 no	2021 %	2022 no	2022 %	Variance no	Variance %
16–24	59	6.32%	50	5.27%	49	4.93%	36	3.47%	-23	-2.85%
25–29	65	6.97%	60	6.32%	73	7.35%	105	10.14%	40	3.17%
30–34	123	13.18%	109	11.49%	96	9.67%	95	9.17%	-28	-4.01%
35–39	131	14.04%	145	15.28%	146	14.70%	144	13.90%	13	-0.14%
40–44	129	13.83%	135	14.23%	146	14.70%	150	14.48%	21	0.65%
45–49	116	12.43%	105	11.06%	113	11.38%	124	11.97%	8	-0.46%
50–54	125	13.40%	141	14.86%	131	13.19%	126	12.16%	1	-1.24%
55–59	119	12.75%	117	12.33%	122	12.29%	122	11.78%	3	-0.98%
60–64	53	5.68%	72	7.59%	81	8.16%	102	9.85%	49	4.16%
65+	13	1.39%	15	1.58%	36	3.63%	32	3.09%	19	1.70%
Total	933	100.00%	949	100.00%	993	100.00%	1036	100.00%	103	11.04%

Table 1.1 shows the age profile of the organisation from 2019 to 2022.

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

What evidence about equality groups do you have to support this assessment?**Disability****Table 3.1: Disability**

Disability	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %	Variance number	Variance %
No	417	44.69%	651	68.60%	683	68.78%	697	67.28%	280	22.59%
Not Specified	444	47.59%	152	16.02%	152	15.31%	184	17.76%	-260	-29.83%
Prefer not to say	21	2.25%	68	7.17%	76	7.65%	72	6.95%	51	4.70%
Yes	51	5.47%	78	8.22%	82	8.26%	83	8.01%	32	2.54%
Total	933	100.00%	949	100.00%	993	100.00%	1036	100.00%	103	0.00%

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Table 3.1 shows the composition of the disability self-reporting categories for the period from 2019 to 2022.

Of those staff who have declared a disability, females made up 58.54% (2021) and 53.01% (2022) of the population, and males 41.46% (2021) and 46.99% (2022). Due to the low number of staff declaring a disability within SQA we are unable to publish further intersectional data in relation to disability and other protected characteristics.

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What evidence about equality groups do you have to support this assessment?**Race****Table 7.1: Race**

Ethnicity	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
African, Scottish African or British African	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	<5	<0.48%
Asian, Scottish Asian or British Asian	13	1.39%	20	2.11%	24	2.42%	25	2.41%
Caribbean or Black	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Mixed or multiple ethnic group	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Not specified	383	41.05%	123	12.96%	101	10.17%	122	11.78%
Other ethnic group	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Prefer not to say	10	1.07%	33	3.48%	34	3.42%	30	2.90%
White	523	56.06%	763	80.40%	825	83.08%	849	81.95%

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Table 7.1 shows the ethnic minority background of staff within the organisation for the period from 2019 to 2022.

Just under 3.50% staff declared they were from an ethnic minority background in both 2021 (3.32%) and 2022 (3.38%). However, it is encouraging to note that the percentage of staff declaring they are from an ethnic minority background has increased overall by 3.97% between 2019 and 2022. The percentage of staff within each ethnic minority category has remained relatively stable over the last three years.

What evidence about equality groups do you have to support this assessment?

Religion or Belief**Table 8.1: Religion or belief**

Religion or belief	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
Another religion or body	< 5	< 0.54%	< 5	< 0.53%	6	0.60%	6	0.58%
Buddhist	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Church of Scotland	91	9.75%	122	12.86%	127	12.79%	125	12.07%
Hindu	< 5	< 0.54%	< 5	< 0.53%	7	0.70%	8	0.77%
Jewish	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Muslim	7	0.75%	11	1.16%	10	1.01%	11	1.06%
None	286	30.65%	421	44.36%	462	46.53%	489	47.20%
Not specified	405	43.41%	126	13.28%	102	10.27%	123	11.87%
Other Christian	26	2.79%	43	4.53%	44	4.43%	44	4.25%
Prefer not to say	35	3.75%	98	10.33%	103	10.37%	103	9.94%
Roman Catholic	76	8.15%	118	12.43%	129	12.99%	123	11.87%
Sikh	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%

Table 8.1 shows the religion, belief or non-belief status of staff within the organisation for the period from 2019 to 2022.

Source: SQA Workforce Equality Monitoring Report 2021-23

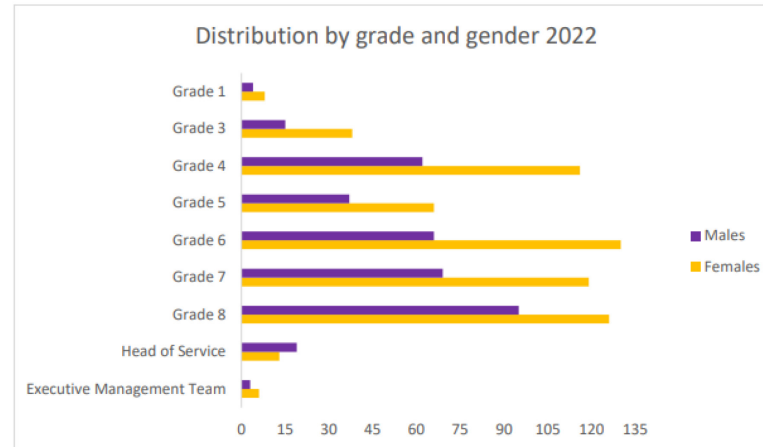
[Equalities: SQA workforce monitoring report 2021-23](#)

What evidence about equality groups do you have to support this assessment?

Sex

Gender

Distribution by grade and gender of SQA grade 1 – EMT



Source: SQA Summary of Equal Pay Audit 2023
[Scottish Qualifications Authority \(sqa.org.uk\)](https://www.sqa.org.uk)

The majority of the 2.9 million lone-parent families in 2022 were headed by a lone mother (2.5 million, 84%)

Source:

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/families/bulletins/familiesandhouseholds/2022>

59% of unpaid carers are women (Census 2021). Women are more likely to become carers and to provide more hours of unpaid care than men. More women than men provide high intensity care at ages when they would expect to be in paid work (Petrillo and Bennett, 2022)

Source: Carers UK

There are 1.25 million sandwich carers in the UK. These are people caring for an older relative as well as bringing up a family. 68% (850,743) are women.

Source: <https://www.ageuk.org.uk/our-impact/campaigning/care-in-crisis/breaking-point-report/>

What evidence about equality groups do you have to support this assessment?

Sexual Orientation**Table 10.1: Sexual orientation**

Sexual Orientation	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
Bisexual	9	0.96%	12	1.26%	15	1.51%	16	1.54%
Gay man	13	1.39%	20	2.11%	21	2.11%	23	2.22%
Gay woman / lesbian	9	0.96%	10	1.05%	12	1.21%	12	1.16%
Heterosexual / straight	431	46.20%	670	70.60%	700	70.49%	702	67.76%
In another way	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Not specified	< 5	< 0.54%	< 5	< 0.53%	156	15.71%	189	18.24%
Not sure	26	2.79%	76	8.01%	< 5	< 0.50%	< 5	< 0.48%
Prefer not to say	443	47.48%	158	16.65%	84	8.46%	88	8.49%

Table 10.1 shows the composition of staff sexual orientation within the organisation for the period 2019 to 2022.

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

What evidence about equality groups do you have to support this assessment?**Gender Reassignment (Gender identity and transgender)**

Due to the low number of staff reporting as transgender or describing their gender identity 'in another way', we are unable to publish further data in relation to gender reassignment or gender identity. This data is, however, monitored internally.

What evidence about equality groups do you have to support this assessment?

Marriage/Civil Partnership**Table 5.1: Relationship status**

Relationship status	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %
Civil Partnership	7	0.75%	7	0.74%	8	0.81%	9	0.87%
Co-habiting/in a relationship	80	8.57%	112	11.80%	122	12.29%	122	11.78%
Divorced/Dissolved Civil Partnership	14	1.50%	16	1.69%	17	1.71%	19	1.83%
Married	265	28.40%	370	38.99%	425	42.80%	416	40.15%
Married/Civil Partnership	8	0.86%	12	1.26%	14	1.41%	16	1.54%
Not Specified	407	43.62%	179	18.86%	102	10.27%	127	12.26%
Other	< 5	< 0.54%	< 5	< 0.53%	7	0.70%	9	0.87%
Prefer not to say	18	1.93%	49	5.16%	55	5.54%	59	5.69%
Separated	6	0.64%	12	1.26%	12	1.21%	13	1.25%
Single	122	13.08%	183	19.28%	224	22.56%	239	23.07%
Widowed/surviving partner from Civil Partnership	< 5	< 0.54%	6	0.63%	7	0.70%	7	0.68%

Table 5.1 shows the marriage and civil partnership status of staff within the organisation for the period from 2019 to 2022.

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

What evidence about equality groups do you have to support this assessment?

**Pregnancy /
Maternity****Table 6.1: Pregnancy and maternity**

Pregnancy and maternity	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %
Contract ended as planned					1	3.33%		0.00%
Due to return to work					0	0.00%	11	40.00%
Resigned					0	0.00%	1	4.00%
Returned to work	20	100.00%	10	100.00%	29	96.67%	14	56.00%
Total	20	100.00%	10	100.00%	30	100.00%	26	100.00%

Table 6.1 details the number of staff who have taken maternity leave, whether they are still on maternity leave (due to return to work), have returned to work following maternity leave, resigned following maternity leave, or their fixed-term contract ended (contract ended as planned).

Source: SQA Workforce Equality Monitoring Report 2021-23
[Equalities: SQA workforce monitoring report 2021-23](#)

What evidence about equality groups do you have to support this assessment?**Care
experience
(where
relevant)**

SQA does not currently collect Care Experience data.

Impact and Opportunities for Action

The impact that a policy or practice has on an equality group may be different and this requires to be recorded. The impact may not always be negative. Actions are taken to address any differential impact, and include actions to mitigate against any negative impact, to advance equality and to foster good relations between groups.

Each section contains questions for each equality group. These questions are here to support consideration; however, you can provide further detail. Focus initially on the equality groups that would be affected by this policy. If you do not consider that certain equality groups would be affected by this policy, you may leave these sections.

Protected Characteristic	General Equality Duty
Age	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Risks of Discrimination:</p> <p>SQA roles are diverse with a small number of roles requiring physical exertion and all roles relying on mental dexterity.</p> <p>We note the evidence (page 15 of this report) indicating how <i>Age</i> can make a difference to how people learn at work and acknowledge that this is possibly best assessed in the EqlA / outcomes for our <i>Learning & Development</i> policy.</p> <p>An average of 130 people join SQA each year. We conclude this is a sufficiently large enough sample size to warrant analysis by some 'Protected Characteristics'. We recommend at least: <i>Race, Sex, Age, Disability</i> and <i>Religion / Belief</i>.</p> <p>Conclusion: Risk of adverse impact that cannot be eliminated due to an absence of local equality profiling data.</p>
Age	Advance equality of opportunity
	<p>A probation period is typically a good tool to facilitate equality of opportunity or the 'same chance' to people by taking into account the potential differing needs of different people.</p> <p>The Equality section of the policy explicitly states the reasonable adjustments that will be considered in SQA in respect of disability and support that would be considered for external commitments and <i>Pregnancy / Maternity</i>.</p>

	<p style="text-align: center;">Foster good relations</p> <p>No evidence or recommendations made as to how the <i>Probation</i> policy could foster good relations between different groups of employees in SQA.</p>
Protected Characteristic	General Equality Duty
Disability	<p>Risks of Discrimination:</p> <p>Disability is specifically mentioned (in section 3.3) as a reason to consider adjusting the probation management process. This section has been enhanced to include specific reasonable adjustments for employees with a disability in line with our legal duty under the Equality Act 2010.</p> <p>Once again, we conclude a risk of adverse impact in that people who have disabilities could, on balance, experience disproportionate outcomes in respect of completing their probationary period. A lack of local equality profiling data means that this risk cannot be either established nor discounted.</p> <p>An average of 130 people join SQA each year. We conclude this is a sufficiently large enough sample size to warrant analysis by some 'Protected Characteristics' including <i>disability</i>.</p>

	Conclusion: Risk of adverse impact that cannot be eliminated due to an absence of local equality profiling data.
	Advance equality of opportunity
	A probation period is typically a good tool to facilitate equality of opportunity or the 'same chance' to people by taking into account the potential differing needs of different people. Page four of the policy explicitly states the reasonable adjustments that will be considered within SQA in respect of <i>disability</i> .
	Foster good relations
	No <u>evidence or recommendations made as to how the <i>Probation</i> policy could foster good relations between different groups of employees in SQA. This policy and EqlA is reviewed and assessed in conjunction with our trade unions and Disability Network.</u>
Protected Characteristic	General Equality Duty
Race	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Risks of Discrimination:</p> <p>While national evidence is difficult to obtain in respect of probation periods by ethnicity, we consider it important that SQA identifies the concept of achievement rates which are notoriously lower for people from minority ethnicities in certain sectors e.g. further and higher education.</p> <p>Whilst success rates of probationary employees by ethnicity cannot currently be analysed (as the information is not collected) we also advise that the use of disciplinary records alone also do not wholly prove or disprove risks in this area. They do not, for example, capture people who choose to leave of their own accord during their induction period.</p>

	<p>Once again, we reference the average sample size of 130 people joining SQA each year. We conclude an analysis by 'Protected Characteristics' is required at each stage of the induction process including completions, failures, SQA terminations, employee terminations etc.</p> <p>Conclusion: Risk of adverse impact that cannot be eliminated due to an absence of local equality profiling data and subsequent analysis.</p>
	Advance equality of opportunity
	<p>No evidence to support the above currently. Collecting and analysing achievement rates by ethnicity would allow SQA to identify future priorities and actions relating to advancing equality of opportunity between employees of different races/ ethnicities.</p>
	Foster good relations
	<u>SQA review and work in conjunction with SQA's ACE network to explore ways SQA can measure its impact on an ongoing basis.</u>
Protected Characteristic	General Equality Duty
Religion or Belief	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p>Risks of Discrimination:</p> <p>We conclude there is no reasonable evidence to suggest this policy could adversely affect employees on the grounds of this 'Protected Characteristic'.</p> <p>Neutral Impact Recorded.</p>

	Advance equality of opportunity
	No evidence or recommendations made as to how the <i>Probation</i> policy could advance Equality of opportunity between employees in respect of this 'Protected Characteristic in SQA.
	Foster good relations
	No evidence or recommendations made as to how the <i>Probation</i> policy could foster good relations between employees in respect of this 'Protected Characteristic in SQA.
Protected Characteristic	General Equality Duty
Sex	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Risks of Discrimination:</p> <p>It is currently impossible to analyse the different achievement rates of men and women in respect of probation by the Sex of SQA employees.</p> <p>Once again, we reference the average sample size of 130 people joining SQA each year. We conclude an analysis by 'Sex' is required at each stage of the induction process including completions, failures, SQA terminations, employee terminations etc.</p>

	Conclusion: Risk of adverse impact that cannot be eliminated due to an absence of local equality profiling data and subsequent analysis.
	Advance equality of opportunity
	No evidence or recommendations made as to how the <i>Probation</i> policy could advance Equality of opportunity between employees of different Sexes. Collecting and analysing achievement rates by Sex would allow SQA to identify future priorities and actions relating to advancing equality of opportunity between male and female employees.
	Foster good relations
	No evidence or recommendations made as to how the <i>Probation</i> policy could foster good relations between employees in respect of this 'Protected Characteristic in SQA.
Protected Characteristic	General Equality Duty
Sexual Orientation	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	Risks of Discrimination: We conclude there is no reasonable evidence to suggest this policy could adversely affect employees on the grounds of this 'Protected Characteristic'.
	Neutral Impact Recorded.
	Advance equality of opportunity
	No evidence or recommendations made as to how the <i>Probation</i> policy could advance Equality of opportunity between employees in respect of this 'Protected Characteristic in SQA.

	Foster good relations
	<p>No evidence or recommendations made as to how the <i>Probation</i> policy could foster good relations between employees in respect of this 'Protected Characteristic in SQA.</p> <p>It would be useful to discuss the detail of this policy with SQA's <i>Rainbow</i> network to explore ways SQA can measure its impact on an ongoing basis.</p>
Protected Characteristic	General Equality Duty
Gender Reassignment (Gender identity and transgender)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Risks of Discrimination:</p> <p>We conclude there is no reasonable evidence to suggest this policy could adversely affect employees on the grounds of this 'Protected Characteristic'.</p> <p>Neutral Impact Recorded.</p>
	Advance equality of opportunity
	<p>No evidence or recommendations made as to how the <i>Probation</i> policy could advance Equality of opportunity between employees in respect of this 'Protected Characteristic in SQA.</p>
	Foster good relations

	No evidence or recommendations made as to how the <i>Probation</i> policy could foster good relations between employees in respect of this 'Protected Characteristic in SQA.
Protected Characteristic	General Equality Duty
Marriage/Civil Partnership	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Risks of Discrimination:</p> <p>We conclude there is no reasonable evidence to suggest this policy could adversely affect employees on the grounds of this 'Protected Characteristic'.</p> <p>Neutral Impact Recorded.</p>
	Advance equality of opportunity
	No evidence or recommendations made as to how the <i>Probation</i> policy could advance Equality of opportunity between employees in respect of this 'Protected Characteristic in SQA.
	Foster good relations
	No evidence or recommendations made as to how the <i>Probation</i> policy could foster good relations between employees in respect of this 'Protected Characteristic in SQA.

Protected Characteristic	General Equality Duty
Pregnancy / Maternity	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Risks of Discrimination:</p> <p>Pregnancy is specifically mentioned (3.3) as a reason to consider adjusting the probation management process. <u>This section has been enhanced to direct employees to additional support services.</u></p> <p>See also the separate Pregnancy and Maternity policy in SQA.</p> <p>Neutral Impact Recorded.</p>
	Advance equality of opportunity
	No evidence or recommendations made as to how the <i>Probation</i> policy could advance Equality of opportunity between employees in respect of this 'Protected Characteristic in SQA.
	Foster good relations
	No evidence or recommendations made as to how the <i>Probation</i> policy could foster good relations between employees in respect of this 'Protected Characteristic in SQA.

Considered by SQA	General Equality Duty
Care experience (where relevant)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Care experienced individuals may be more likely to have missed opportunities to gain qualifications in early life and this may also impact on their ability to perform in their employed role.</p> <p>Whilst there is currently no evidence to suggest that care experience colleagues are placed at a disadvantage compared to other colleagues (or vice versa), <u>it is recommended that data is collected and an analysis, by care experience, be performed of the 'lifecycle' of colleagues to identify any adverse trends and consider what support for initial introduction to SQA's culture and working practices, ongoing growth and performance is needed.</u></p>
	Advance equality of opportunity
	Nothing to add.
	Foster good relations
	Nothing to add.

Rationale

If you are proceeding with a decision that may have a negative impact and are not putting in place actions to mitigate against this, please explain how this is objectively justified.

N/A.