



## 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 2024	Additional Schedule Review Date	By September 2023
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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
Actions taken to <b>monitor the implementation of policy and the impact on equality groups</b> (evidence and consultation)			<b>[ONGOING RECORD]</b>
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	
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	
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	
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 and assess on an annual basis SQA's engagement People survey	OD Manager	Commencing annually from October 2023	
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 and assess every 2 years SQA's equality mainstreaming report [next report due May 2023]	People Reward and Equalities Manager	Commencing every 2 years from May 2023	
Continue to review and assess every 2 years SQA's workforce equality monitoring report [next report due May 2023]	People Reward and Equalities Manager	Commencing every 2 years from May 2023	



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Identified Actions: General Equality Duty	Owner	Date	Comment & Review
1: Add additional <i>Gender Identity</i> options on the diversity tab on <i>Business World</i> for colleagues to disclose and then include this data in all future Equality Monitoring reporting.	People Analytics Governance and Systems Manager	September 2024	
2: SQA to continue to ensure that managers involved in recruitment and selection complete SQA Academy recruitment training prior to conducting any recruitment activities.	HR Recruitment Consultant	September 2023	
3: Develop guidance pack for all candidates invited to interview, of what to expect in a competency-based selection and how to structure appropriate interview question responses. (This pack should, at minimum include the job description, role profile, and competency-based guidance)	HR Recruitment Consultant	September 2023	
4: Develop a specific <i>Age Positive</i> policy that supports older workers during their SQA career.	HR Shared Service Manager	September 2024	
5: SQA should consider whether there is appropriate reference to the Scottish Credit and Qualifications Framework (SCQF) for candidates so that they are aware that non-Scottish based qualifications are recognised and what their comparator level is.	HR Recruitment Consultant	September 2023	
6: In August 2020, SQA became a signatory of the Business in the Community (BITC) Race at Work Charter. This should be promoted by reference in the policy and vacancy adverts.	HR Shared Service Manager	September 2023	



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7: Further work should be undertaken to encourage SQA staff to declare their protected characteristics to assist SQA to enhance the quality of workforce data.	HR Reward & Equalities Manager	September 2024	
8: SQA should continue to use non-gender specific wording in recruitment adverts and advertise on a range of platforms to ensure diverse audience is reached.	HR Recruitment Consultant	September 2023	
9: SQA should continue to encourage applicants and colleagues to disclose their pro-nouns whilst going through the application process and their employment with SQA.	HR Recruitment Consultant	September 2023	
10: We recommend that the SQA create a new <i>Gender Identity</i> policy to facilitate and advance equality of opportunity to employees who are LGBTQ+. This may incorporate the SQA Transitioning at Work Policy which is at draft stage.	HR Reward & Equalities Manager	September 2024	
11: It is recommended that consideration is given to data collection and an analysis, by care experience, be performed of the 'lifecycle' of colleagues to identify any adverse trends.	HR Reward & Equalities Manager	September 2024	
12: SQA to facilitate a way of employees on long term leave e.g. maternity or sickness to allow them to be notified of all internal and external vacancies.	HR Recruitment Consultant	September 2024	
13: Statistics indicates a slight disparity in applicant success rates for people who are minority ethnicity, and it is recommended that SQA undertakes further work to investigate the potential reasons for this disparity.	HR Reward & Equalities Manager	September 2024	



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14. Mandatory training for recruiting managers on equality, diversity, and inclusion.	OD Manager	September 2023	
15. A section on “Equality, Diversity and Inclusion in recruitment” to be added into the policy.	HR Shared Service Manager	September 2023	
16. Take action to review recruitment platforms to ensure we are attracting a diverse workforce.	HR Recruitment Consultant	September 2023	
17. Design and implement a system to collect data relating to applicant success rates by age and grade.	People Analytics, Governance & Systems Manager	September 2024	
18. SQA data suggests that comparable percentages of external applicants are hired from Minority Ethnic backgrounds as White. Internal data may be skewed by smaller numbers of applicants. This should be monitored and any trends investigated and appropriate action taken if a discriminatory trend is identified.	HR Reward & Equalities Manager	September 2024	



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**Policy Aims**

<b>Name of Policy or Practice:</b>	Recruitment and Selection Policy
<b>New Policy or Revision?</b>	Revision
<b>Name of Policy Owner:</b>	Head of Human Resources
<b>Date Policy Owner Confirmed Completion:</b>	10 September 2021

**What is the rationale for this policy or practice?**

The stated aims of the Scottish Qualifications Authority (SQA) *Recruitment and Selection* policy are to:

- Ensure a fair, consistent and inclusive approach is taken for internal and external recruitment in line with SQA values of being Trusted, Progressive and enabling and the principles outlined in SQA Equalities Policy.
- Ensure that all recruitment and selection practices are in accordance with General Data Protection Regulation (GDPR) and that everyone involved understands their responsibility for the management and security of personal data during recruitment campaigns.
- Provide advice, guidance and support to all managers and staff on the application of this policy.
- Promote Equality and Diversity among our workforce. SQA aims to support a culture that actively values difference, recognising that people from different backgrounds and experiences can bring valuable insights and enhance the way we work.



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

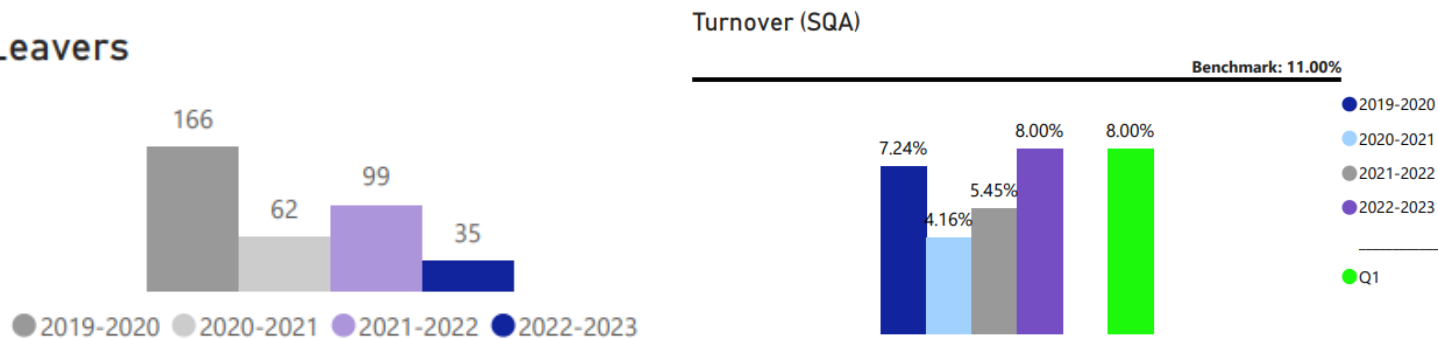
**Recruitment stats for SQA**

For the period 1 February 2020 to 31 January 2021, SQA received 5,048 applications for employment - which represents an increase of 11.4% compared with the period 1 February 2019 to 31 January 2020.

This increase is in the context of an overall reduction in the number of posts advertised from 275 in 2019 to 223 in 2020.

**Turnover Stats for SQA**

**Leavers**



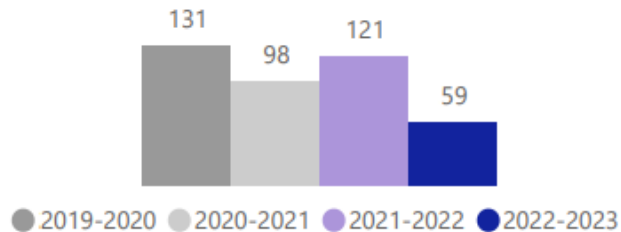
The above graphs show SQA leavers from the period of 2019 to 2022. In 2019-2022 there were 166 leavers (turnover 7.24%), 2020-2021 62 leavers (4.16% turnover), 2021-2022 99 leavers (8% turnover) and 2022-2023 35 leavers (8% turnover). The public sector turnover benchmark is 11%.

The reduction in leavers can be attributed to a number of reasons. However, it is reasonable to assume that general slowdown of the employment market relating to the economic impacts of Covid-19 could have contributed to this.

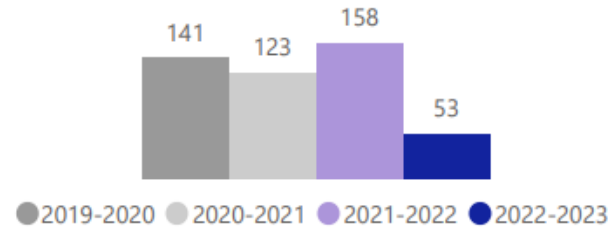
The voluntary labour turnover rate in 2020 was 12.4% (XpertHR annual survey).



### Internal & external applicant stats for SQA New colleagues



### Movers



The graphs above show the number of new colleagues in SQA and movers. In the period of 2019-2020 SQA had 131 new starts and 141 internal movers, 2020-2021 98 new starts and 123 internal movers, 2021-2022 121 new starts and 158 internal movers and in 2022-2023 to date we have 59 new starts and 53 internal movers.

### Applicants by age

It is clear that the proportion of applicants within each age band has remained stable between 2019 and 2020. 59.57% of applicants were aged between 16 and 34, which equates to 3,016. As a percentage of the overall applicant pool, the 16–24 age band had the largest decrease (-0.82%). However, there were 90 more applications within this age band in 2020. The sharpest increase was within the 25–29 band (1.47%), with 181 more applicants.



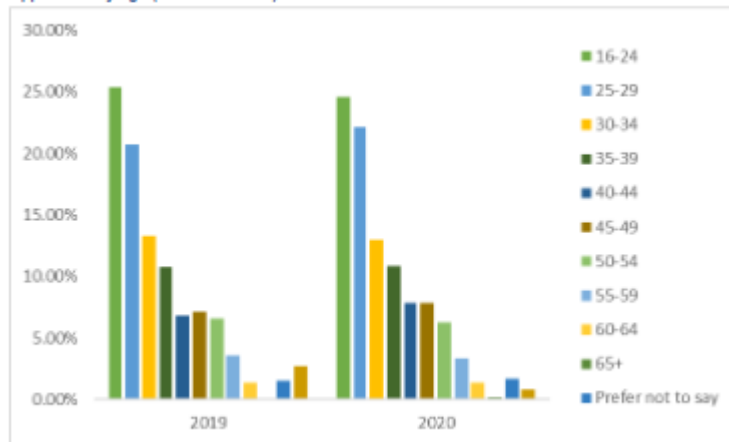


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Table 3.00: Applicants by age

Age Band	Applicants					
	2019		2020		Variance	
16-24	1151	25.40%	1241	24.58%	90	-0.82%
25-29	937	20.68%	1118	22.15%	181	1.47%
30-34	601	13.26%	657	13.02%	56	-0.25%
35-39	489	10.79%	547	10.84%	58	0.04%
40-44	309	6.82%	397	7.86%	88	1.04%
45-49	324	7.15%	398	7.88%	74	0.73%
50-54	298	6.58%	316	6.26%	18	-0.32%
55-59	164	3.62%	171	3.39%	7	-0.23%
60-64	62	1.37%	69	1.37%	7	0.00%
65+	4	0.09%	8	0.16%	4	0.07%
Prefer not to say	70	1.54%	84	1.66%	14	0.12%
Not Provided	122	2.69%	42	0.83%	-80	-1.86%
<b>Total</b>	<b>4531</b>		<b>5048</b>		<b>517</b>	

Applicants by age (as in table 3.00)



The above graph and table show the number of applications by age. Table 3.00 is available to view on SQA workforce equality monitoring report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)



### **Applicants by age and grade**

The majority of applications in 2020 were for Grade 4 posts (36.03%) and the highest proportion of applicants were aged 16–24, with 31.01% of applicants from this age band. This trend has continued from the previous mainstreaming report. This can be explained by the fact that roles at grade 4 and below typically have lower qualification, skills and experience requirements. 58.71% of applications (1587) for posts of grade 1 to 4 were aged 16–29.



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Table 3.01: Applicants by age and grade

Age Band	Grade											
	1			3			4			5		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
16-24	77.16%	82.28%	5.12%	42.03%	39.91%	-2.12%	33.14%	31.01%	-2.14%	20.63%	26.27%	5.64%
25-29	6.17%	10.63%	4.46%	18.89%	21.48%	2.58%	28.04%	27.71%	-0.33%	26.98%	30.08%	3.10%
30-34	3.09%	2.76%	-0.33%	9.80%	11.71%	1.91%	12.24%	13.69%	1.45%	17.14%	11.44%	-5.70%
35-39	2.47%	2.36%	-0.11%	6.97%	6.51%	-0.46%	7.21%	8.74%	1.53%	14.60%	13.56%	-1.04%
40-44	3.09%	0.39%	-2.69%	4.49%	3.90%	-0.58%	4.21%	5.28%	1.06%	6.67%	5.51%	-1.16%
45-49	1.85%		-1.85%	3.66%	3.25%	-0.41%	4.94%	4.84%	-0.11%	6.35%	5.51%	-0.84%
50-54	1.85%	0.39%	-1.46%	7.56%	6.51%	-1.05%	5.43%	4.89%	-0.54%	5.08%	2.97%	-2.11%
55-59	2.47%	0.39%	-2.08%	3.54%	3.25%	-0.29%	2.43%	2.75%	0.32%	1.27%	0.42%	-0.85%
60-64	1.23%		-1.23%	2.01%	1.95%	-0.05%	0.81%	0.49%	-0.32%	0.63%	1.27%	0.64%
65+				0.12%	0.43%	0.32%	0.16%		-0.16%			
Prefer not to say	0.62%	0.79%	0.17%	0.94%	1.08%	0.14%	1.38%	0.60%	-0.77%	0.63%	2.54%	1.91%
Not Provided											0.42%	0.42%
<b>Total</b>	<b>100%</b>	<b>100%</b>		<b>100%</b>	<b>100%</b>		<b>100%</b>	<b>100%</b>		<b>100%</b>	<b>100%</b>	

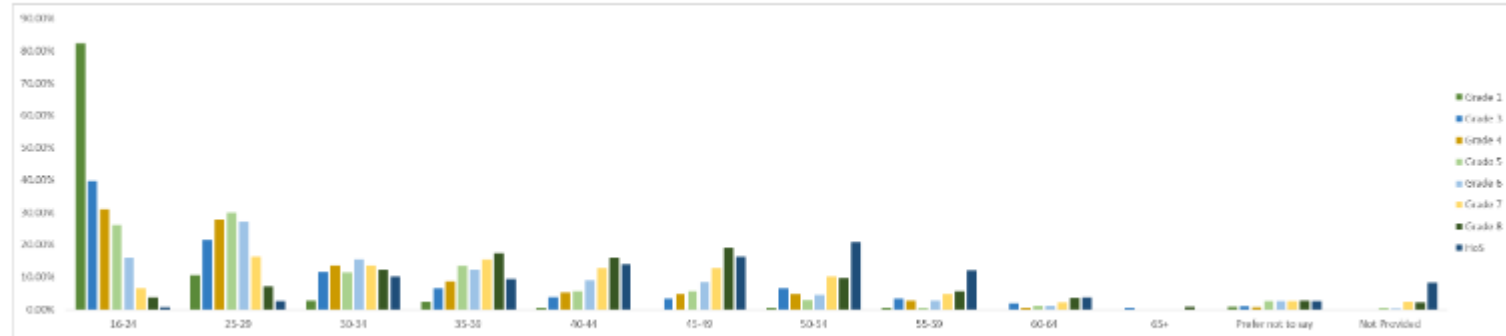
  

Age Band	6			7			8			HoS		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
16-24	14.87%	16.07%	1.20%	8.97%	6.58%	-2.38%	1.16%	3.66%	2.50%		0.63%	0.63%
25-29	24.49%	27.25%	2.75%	13.79%	16.39%	2.59%	6.26%	7.11%	0.85%		2.52%	2.52%
30-34	15.40%	15.67%	0.27%	18.62%	13.78%	-4.84%	12.53%	12.28%	-0.24%	7.41%	10.06%	2.66%
35-39	14.97%	12.28%	-2.70%	13.97%	15.47%	1.50%	15.78%	17.46%	1.68%	7.41%	9.43%	2.03%
40-44	8.66%	8.98%	0.32%	9.31%	12.71%	3.40%	13.23%	15.95%	2.72%	3.70%	13.84%	10.13%
45-49	7.38%	8.48%	1.10%	9.66%	12.71%	3.06%	17.63%	18.97%	1.33%	29.63%	16.35%	-13.28%
50-54	6.31%	4.49%	-1.82%	7.76%	10.11%	2.35%	9.28%	9.70%	0.42%	14.81%	20.75%	5.94%
55-59	2.99%	2.69%	-0.30%	6.72%	4.90%	-1.82%	5.57%	5.60%	0.04%	18.52%	11.95%	-6.57%
60-64	1.28%	1.20%	-0.09%	1.72%	2.14%	0.42%	1.86%	3.45%	1.59%	3.70%	3.77%	0.07%
65+	0.11%	0.10%	-0.01%		0.15%	0.15%		0.86%	0.86%			
Prefer not to say	1.60%	2.59%	0.99%	2.41%	2.60%	0.19%	2.78%	2.80%	0.02%	3.70%	2.52%	-1.19%
Not Provided	1.93%	0.20%	-1.73%	7.07%	2.45%	-4.62%	13.92%	2.16%	11.77%	11.11%	8.18%	-2.94%
<b>Total</b>	<b>100%</b>	<b>100%</b>		<b>100%</b>	<b>100%</b>		<b>100%</b>	<b>100%</b>		<b>100%</b>	<b>100%</b>	



## Equality Impact Assessment Recruitment and Selection – V1.0

Applicants by age and grade 2020 (as in table 3.01)



The above table and graph show SQA applications by age and grade. Table 3.01 is available to view on SQA workforce equality monitoring report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

### Applicants by application status and age

An analysis of applicant Age by status shows that in the majority of age bands, the stage reached by applicants is comparable and identifies no prominent age barriers throughout the recruitment process.

However, in the 65+ age band, no applicants progressed beyond the application stage in either 2019 or 2020. Candidates in this band accounted for only 0.16% (8 applicants) of all 5048 applications made in 2020 (as seen in the table above).

The largest number of applicants (1241) were from the 16–24 age band, of whom 87.59% did not progress beyond the application stage. 748 (68.88%) of these unsuccessful applicants were for posts at grades 3 or 4. SQA receives larger pools of applicants for grades 3 (39.91%) and 4 (31.01%), therefore the unsuccessful rates will be higher due to the limited applications that can proceed to interview stage. SQA will monitor this data going forward.



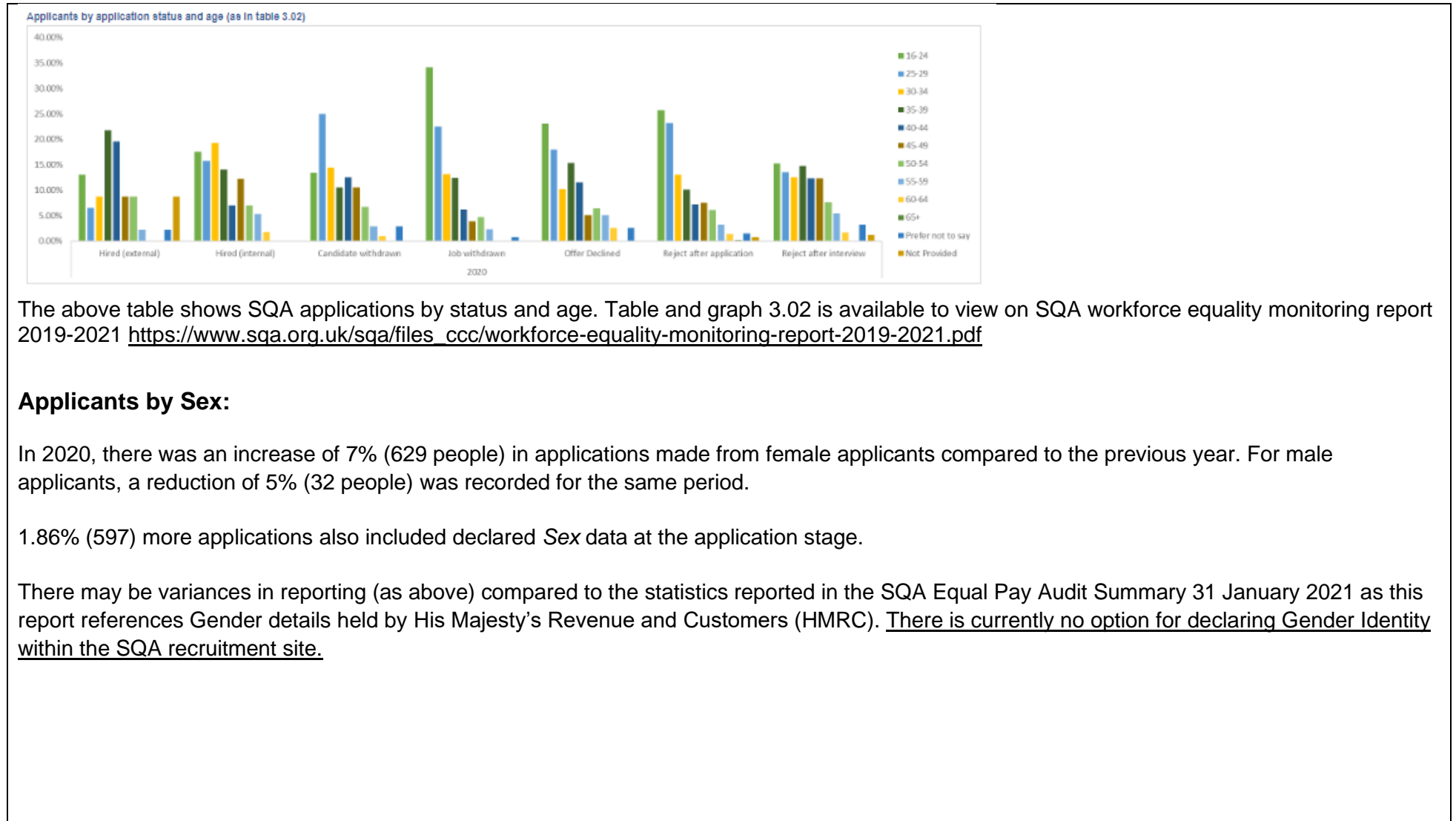
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Table 3.02: Applicants by application status and age

Age Band	Reject after application			Reject after interview			Candidate withdrawn			Job withdrawn			Offer Declined			Hired (external)			Hired (internal)		
	2019	2020	Varia	2019	2020	Varia	201	202	Varia	201	202	Varia	201	202	Varia	201	202	Varia	201	202	Varia
16-24	85.32 %	87.59 %	2.27%	7.82 %	5.00 %	2.82%	2.52 %	1.13 %	-	0.61 %	3.55 %	2.94%	1.30 %	1.45 %	0.15%	1.22 %	0.48 %	-	1.22 %	0.81 %	-
25-29	81.96 %	87.84 %	5.87%	9.82 %	4.92 %	4.90%	4.06 %	2.33 %	-	1.17 %	2.59 %	1.42%	0.53 %	1.25 %	0.72%	0.75 %	0.27 %	-	1.71 %	0.81 %	-
30-34	74.04 %	83.87 %	9.82%	15.3 %	7.76 %	7.55%	4.33 %	2.28 %	-	1.50 %	2.59 %	1.09%	1.00 %	1.22 %	0.22%	1.33 %	0.61 %	-	2.50 %	1.67 %	-
35-39	68.92 %	78.61 %	9.69%	19.6 %	10.9 %	8.66%	3.89 %	2.01 %	-	1.43 %	2.93 %	1.49%	1.43 %	2.19 %	0.76%	2.25 %	1.83 %	-	2.45 %	1.46 %	-
40-44	72.49 %	76.57 %	4.08%	14.2 %	12.5 %	1.65%	4.85 %	3.27 %	-	2.91 %	2.02 %	0.90%	1.62 %	2.27 %	0.65%	1.62 %	2.27 %	-	2.27 %	1.01 %	-
45-49	73.15 %	79.65 %	6.50%	15.4 %	12.5 %	2.87%	2.78 %	2.76 %	-	3.40 %	1.26 %	2.14%	1.54 %	1.01 %	0.54%	1.23 %	1.01 %	-	2.47 %	1.76 %	-
50-54	71.81 %	81.96 %	10.15 %	16.1 %	9.81 %	6.30%	4.70 %	2.22 %	-	1.68 %	1.90 %	0.22%	0.34 %	1.58 %	1.25%	2.68 %	1.27 %	-	2.68 %	1.27 %	-
55-59	70.12 %	78.95 %	8.83%	16.4 %	12.8 %	3.60%	1.83 %	1.75 %	-	4.27 %	1.75 %	2.51%	1.83 %	2.34 %	0.51%	1.83 %	0.58 %	-	3.66 %	1.75 %	-
60-64	69.35 %	84.06 %	14.70 %	16.1 %	10.1 %	5.98%	4.84 %	1.45 %	-	3.23 %	-	3.23%	1.61 %	2.90 %	1.29%	1.61 %	-	-	3.23 %	1.45 %	-
65+	100.0 0%	100.0 0%																			
Prefer not to say	80.00 %	76.19 %	3.81%	14.2 %	15.4 %	1.19%	1.43 %	3.57 %	-	1.43 %	1.19 %	0.24%	2.38 %	-	2.38%	2.86 %	1.19 %	-	-	-	-
Not Provided	65.57 %	78.57 %	13.00 %	21.3 %	11.9 %	9.41%	4.92 %	-	-	2.46 %	-	2.46%	1.64 %	-	1.64%	4.10 %	9.52 %	-	-	-	-
Total	77.36 %	83.76 %	6.40%	12.9 %	8.04 %	4.87%	3.60 %	2.06 %	-	1.59 %	2.56 %	0.97%	1.10 %	1.55 %	0.44%	1.50 %	0.91 %	-	1.94 %	1.13 %	-



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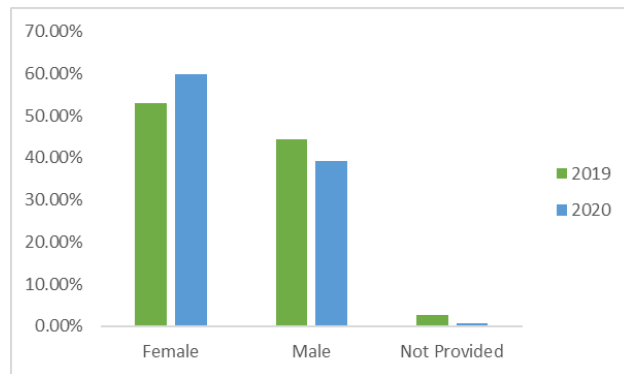




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Table 3.03: Applicants by gender (sex)

Gender (Sex)	Applicants					
	2019		2020		Variance	
Female	2395	52.86%	3024	59.90%	629	7.05%
Male	2014	44.45%	1982	39.26%	-32	-5.19%
Not Provided	122	2.69%	42	0.83%	-80	-1.86%
<b>Total</b>	<b>4531</b>	<b>100%</b>	<b>5048</b>	<b>100%</b>	<b>517</b>	<b>100%</b>



Applicants by gender (sex) (as in table 3.03)

The table and graph above show applications by gender. Table 3.03 is available to view on SQA workforce equality monitoring report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

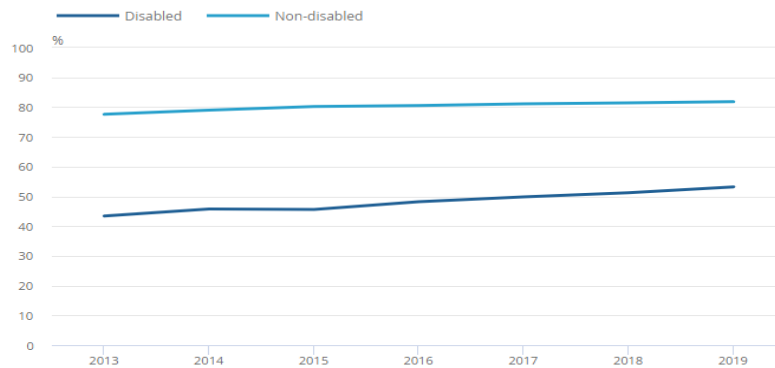


## UK Disability Data

### Recruitment and Selection by People Profiles: Disability

**Figure 1: Disabled people are 28.6 percentage points less likely to be in employment than non-disabled people**

Employment rate for disabled and non-disabled people aged 16 to 64 years, UK, 2013 to 2019



Labour Force Survey (LFS) data revealed that disabled people were over a third less likely to be employed than non-disabled people, with an employment rate for disabled people (aged 16 to 64 years) of 53.2% in 2019, compared with 81.8% for non-disabled people.

The graph above shows Labour Force data on the employment rate for disabled and non-disabled people aged 16-64 in the UK. This is available to view on the Labour Force Survey

### SQA Disability Profiles

#### Applicants by disability status

SQA received 1.86% more applications (80) which included a response to declared Disability status. Although there was an increase in responses, 2020 saw a reduction of 0.14% in the proportion of applications from those who declared a disability between 2019 and 2020. However, in line with the overall increase in applications, the number of applicants who provided a response in relation to Disability status increased from 281 in 2019 to 306 in 2020. The largest increase was in the Non-Disabled category (1.83%, 551 applications) between the two years.



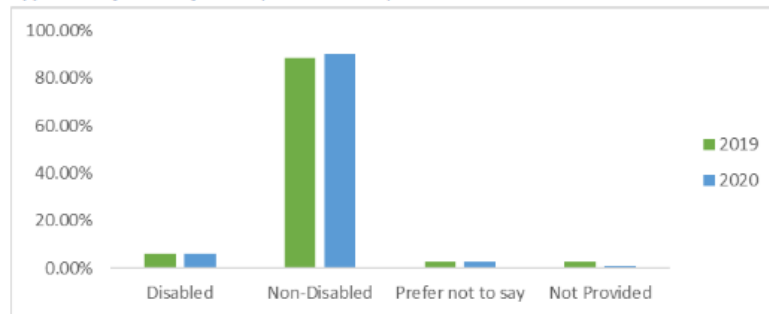


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Table 3.05: Applicants by disability status

Disability Status	Applicants					
	2019		2020		Variance	
Disabled	281	6.20%	306	6.06%	25	-0.14%
Non-Disabled	4012	88.55%	4563	90.38%	551	1.83%
Prefer not to say	116	2.56%	137	2.71%	21	0.15%
Not Provided	122	2.69%	42	0.83%	-80	-1.86%
<b>Total</b>	<b>4531</b>	<b>100%</b>	<b>5048</b>	<b>100%</b>	<b>517</b>	

Applicants by disability status (as in table 3.05)



The above table and graph show SQA applications by disability. Table 3.05 is available to view on SQA workforce equality monitoring report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

Applicants by application status and Disability status

SQA is accredited as a Level 2 *Disability Confident* employer. We continue to review good practice and identify improvements that can be made and have committed to the achievement of Level 3 status by 2025.



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There was an increase of six hired candidates who declared a disability in 2020 compared to 2019, four external and two internal. A review of the status of applicants by *Disability* status tells us that similar proportions of applicants **who declared a disability, progress through the application and interview stages of the recruitment process when compared to applicants who declared no disability.**

A higher proportion of external applicants who declared a disability were appointed in 2020 compared with 2019, an increase of 0.60% (two applicants).

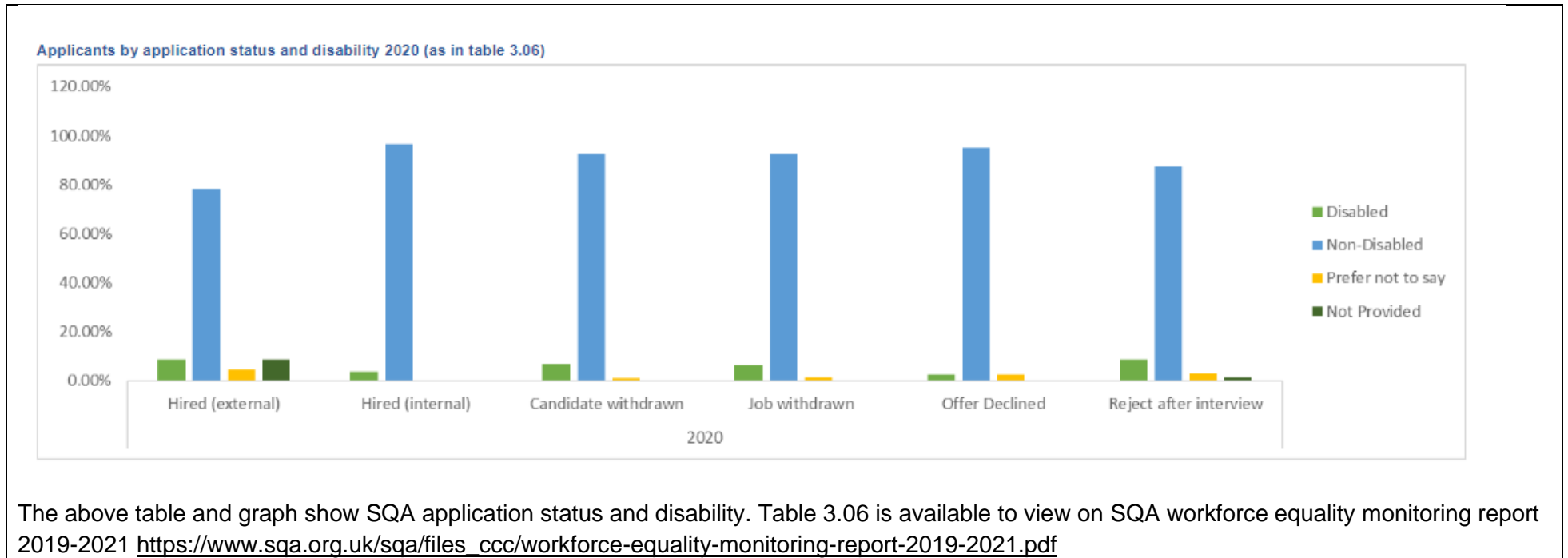
Table 3.06: Applicants by application status and disability

Disability Status	Reject after application			Reject after interview			Candidate withdrawn			Job withdrawn		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
Disabled	80.07%	81.05%	0.97%	12.10%	11.44%	-0.66%	3.91%	2.29%	-1.63%	1.78%	2.61%	0.84%
Non-Disabled	77.67%	83.91%	6.25%	12.59%	7.76%	-4.83%	3.54%	2.10%	-1.44%	1.57%	2.61%	1.04%
Prefer not to say	72.41%	86.13%	13.72%	17.24%	8.76%	-8.48%	3.45%	0.73%	-2.72%	0.86%	1.46%	0.60%
Not Provided	65.57%	78.57%	13.00%	21.31%	11.90%	-9.41%	4.92%		-4.92%	2.46%		-2.46%
<b>Total</b>	<b>77.36%</b>	<b>83.76%</b>	<b>6.40%</b>	<b>12.91%</b>	<b>8.04%</b>	<b>-4.87%</b>	<b>3.60%</b>	<b>2.06%</b>	<b>-1.54%</b>	<b>1.59%</b>	<b>2.56%</b>	<b>0.97%</b>

Disability Status	Offer Declined			Hired (external)			Hired (internal)		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
Disabled	0.71%	0.65%	-0.06%	0.71%	1.31%	0.60%	0.71%	0.65%	-0.06%
Non-Disabled	1.10%	1.62%	0.53%	1.50%	0.79%	-0.71%	2.04%	1.21%	-0.84%
Prefer not to say	1.72%	1.46%	-0.26%	0.86%	1.46%	0.60%	3.45%		-3.45%
Not Provided	1.64%		-1.64%	4.10%	9.52%	5.43%			
<b>Total</b>	<b>1.10%</b>	<b>1.55%</b>	<b>0.44%</b>	<b>1.50%</b>	<b>0.91%</b>	<b>-0.59%</b>	<b>1.94%</b>	<b>1.13%</b>	<b>-0.81%</b>



Equality Impact Assessment Recruitment and Selection – V1.0



**What evidence is there to support the implementation or development of this policy or practice? (continued)****Recruitment and Selection by Race and Ethnicity****Scotland's Census** - The 2011 census found that:

- Scotland's population was 96.0% white
- 91.8% of people identified as 'White: Scottish' or 'White: Other British'
- 4.2% of people identified as Polish, Irish, Gypsy/Traveller or 'White: Other'
- the population in Asian, African, Caribbean or Black, Mixed or Other ethnic groups doubled to 4%

**In Edinburgh, 17.9% of the population identified as an ethnic minority. This included:**

- 5.1% identified their ethnicity as White: Other
- 2.7% identified their ethnicity as White: Polish
- 1.8% identified their ethnicity as White: Irish
- 1.7% identified their ethnicity as Chinese
- 1.4% identified their ethnicity as Indian
- 1.2% identified their ethnicity as Pakistani

**In Glasgow, 17.3% of the population identified as an ethnic minority. This included:**

- 3.8% identified their ethnicity as Pakistani
- 2.4% identified their ethnicity as White: Other
- 2.1% identified their ethnicity as African
- 1.9% identified their ethnicity as White: Irish
- 1.8% identified their ethnicity as Chinese
- 1.5% identified their ethnicity as Indian



- 1.4% identified their ethnicity as White: Polish

\*Data source <https://www.scotlandscensus.gov.uk/census-results/at-a-glance/ethnicity/>

### SQA Workforce Equality Report 2019-2021

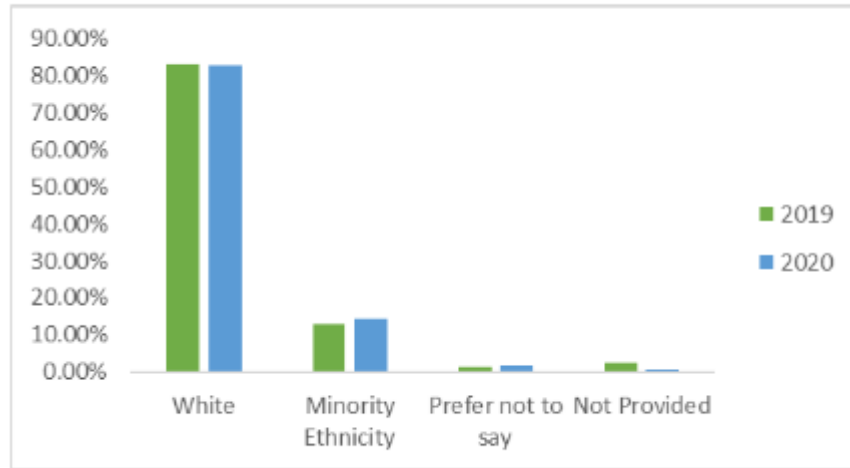
In 2020, there was a 1.72% increase in applications from individuals who declared as ethnic minority compared to 2019. **This equated to 153 more applications.**

Table 3.07: Applicants by race

Race	Applicants					
	2019		2020		Variance	
White	3758	82.94%	4181	82.82%	423	-0.11%
Minority Ethnicity	579	12.78%	732	14.50%	153	1.72%
Prefer not to say	72	1.59%	93	0.02	21	0.25%
Not Provided	122	2.69%	42	0.83%	-80	-1.86%
<b>Total</b>	<b>4531</b>	<b>100%</b>	<b>5048</b>	<b>100%</b>	<b>517</b>	

The above table shows SQA applications by race. Table 3.07 is available to view on SQA workforce equality monitoring report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

Applicants by race (as in Table 4.07)



The above table shows SQA applications by race. Table 4.07 is available to view on SQA workforce equality monitoring report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

**Applicants by status and race.**

Overall, there was a 0.04% decrease in the number of external appointments made to people of minority ethnicity in SQA. **This represents a marginal disparity in the number of overall applications referenced on the previous page of this document.**

One additional person (of minority ethnicity) was appointed in 2020 compared to 2019 (six versus five individuals).



Equality Impact Assessment Recruitment and Selection – V1.0

The proportion of external appointments made to people of white ethnicity actually decreased by 0.66% in 2020 versus 2019 (57 to 36 individuals).

In summary, due to the overall reduction of the number of appointments in SQA, there was a consequential overall reduction in the number and proportion of successful internal applicants across all racial groups SQA will monitor this data and take action to ensure we are advertising on the right platforms which attract a diverse workforce.



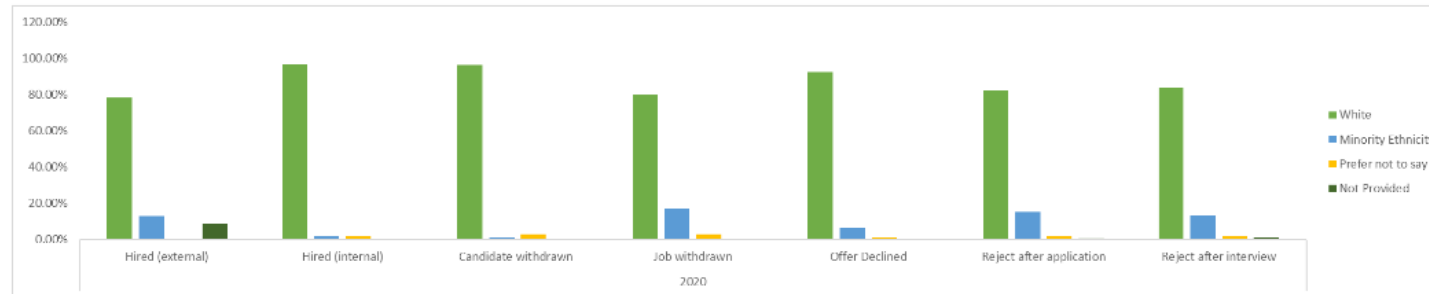
Equality Impact Assessment Recruitment and Selection – V1.0

Table 3.08: Applicants by status and race

Race	Reject after application			Reject after interview			Candidate withdrawn			Job withdrawn		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
White	77.28%	83.11%	5.84%	12.43%	8.13%	-4.29%	3.65%	2.39%	-1.25%	1.73%	2.46%	0.73%
Minority Ethnicity	79.62%	87.84%	8.22%	14.34%	7.38%	-6.96%	3.28%	0.14%	-3.14%	0.69%	3.01%	2.31%
Prefer not to say	83.33%	82.80%	-0.54%	12.50%	7.53%	-4.97%	1.39%	3.23%	1.84%		4.30%	4.30%
Not Provided	65.57%	78.57%	13.00%	21.31%	11.90%	-9.41%	4.92%		-4.92%	2.46%		-2.46%
<b>Total</b>	<b>77.36%</b>	<b>83.76%</b>	<b>6.40%</b>	<b>12.91%</b>	<b>8.04%</b>	<b>-4.87%</b>	<b>3.60%</b>	<b>2.06%</b>	<b>-1.54%</b>	<b>1.59%</b>	<b>2.56%</b>	<b>0.97%</b>

Race	Offer Declined			Hired (external)			Hired (internal)		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
White	1.20%	1.72%	0.52%	1.52%	0.86%	-0.66%	2.21%	1.32%	-0.89%
Minority Ethnicity	0.52%	0.68%	0.16%	0.86%	0.82%	-0.04%	0.69%	0.14%	-0.55%
Prefer not to say		1.08%	1.08%	1.39%		-1.39%	1.39%	1.08%	-0.31%
Not Provided	1.64%		-1.64%	4.10%	9.52%	5.43%			
<b>Total</b>	<b>1.10%</b>	<b>1.55%</b>	<b>0.44%</b>	<b>1.50%</b>	<b>0.91%</b>	<b>-0.59%</b>	<b>1.94%</b>	<b>1.13%</b>	<b>-0.81%</b>

Applicants by Status and Race (as in Table 3.08)



The above table and graph show SQA application by status and race. Table 3.08 is available to view on SQA workforce equality monitoring report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

The top table (above) indicates a slight disparity in applicant success rates for people who are minority ethnicity and it is recommended that SQA undertakes further work to investigate the potential reasons for this disparity.





**What evidence is there to support the implementation or development of this policy or practice? (continued)**

**Scottish Sexual Orientation Data – Scotland**

ONS Data gives approximate numbers for sexual orientation by Country (Scotland) as follows

(<https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/datasets/sexualidentityuk>)

The table below shows Sexual Identity by Country, United Kingdom, 2018 to 2020 (thousands)

Heterosexual or straight	<b>2018</b>	96.7
Gay or lesbian	<b>2018</b>	1.1
Bisexual	<b>2018</b>	0.7
Other	<b>2018</b>	0.4
Don't know or refuse	<b>2018</b>	1.1
Heterosexual or straight	<b>2019</b>	96.1
Gay or lesbian	<b>2019</b>	1.3
Bisexual	<b>2019</b>	1.0
Other	<b>2019</b>	0.3
Don't know or refuse	<b>2019</b>	1.2
Heterosexual or straight	<b>2020</b>	94.4
Gay or lesbian	<b>2020</b>	1.8
Bisexual	<b>2020</b>	1.2
Other	<b>2020</b>	0.7
Don't know or refuse	<b>2020</b>	1.9



**Recruitment and Selection in SQA: People Identifying as Lesbian, Gay, Bisexual, Transgender, Queer or Questioning (LGBTQ+)**

**Applicants by Sexual Orientation** - The proportion of applicants declaring their *Sexual Orientation* in 2020 rose by 80, an increase of 1.86% from 2019. There was a 0.73% (56) increase in the proportion of those declaring they would prefer not to say which highlights the requirement for further education and awareness of how the data is used and to reassure colleagues of the confidentiality of the data to ensure applicants feel comfortable supplying this data. The proportion of applicants who declared they are bisexual increased by 0.77% (52) and those who declared they are gay/lesbian increased by 0.88% (70). This is a result of an increase in jobs advertised and SQA carrying out a recent campaign to encourage colleagues to input their equality data.

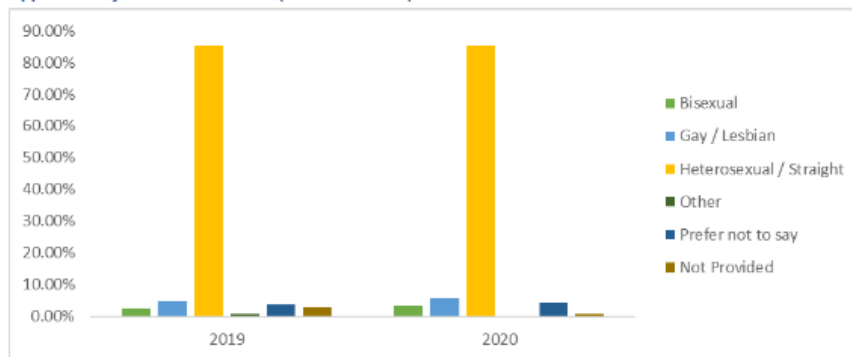


Equality Impact Assessment Recruitment and Selection – V1.0

Table 3.11: Applicants by sexual orientation

Sexual Orientation	Applicants					
	2019		2020		Variance	
Bisexual	114	2.52%	166	3.29%	52	0.77%
Gay / Lesbian	225	4.97%	295	5.84%	70	0.88%
Heterosexual / Straight	3869	85.39%	4308	85.34%	439	-0.05%
Other	32	0.71%	12	0.24%	-20	-0.47%
Prefer not to say	169	3.73%	225	4.46%	56	0.73%
Not Provided	122	2.69%	42	0.83%	-80	-1.86%
<b>Total</b>	<b>4531</b>	<b>100%</b>	<b>5048</b>	<b>100%</b>	<b>517</b>	

Applicants by sexual orientation (as in table 3.11)



The above table and graph show SQA applications by sexual orientation. Table 3.11 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

**Applicants by application status and sexual orientation**

When comparing applicants by *Sexual Orientation* in 2019 and 2020, applicants at each stage have remained stable within each *Sexual Orientation* category. There was an increase in 2020 of 6.89% (636) applicants who had declared as heterosexual not progressing beyond the application stage compared to 2019.



Equality Impact Assessment Recruitment and Selection – V1.0

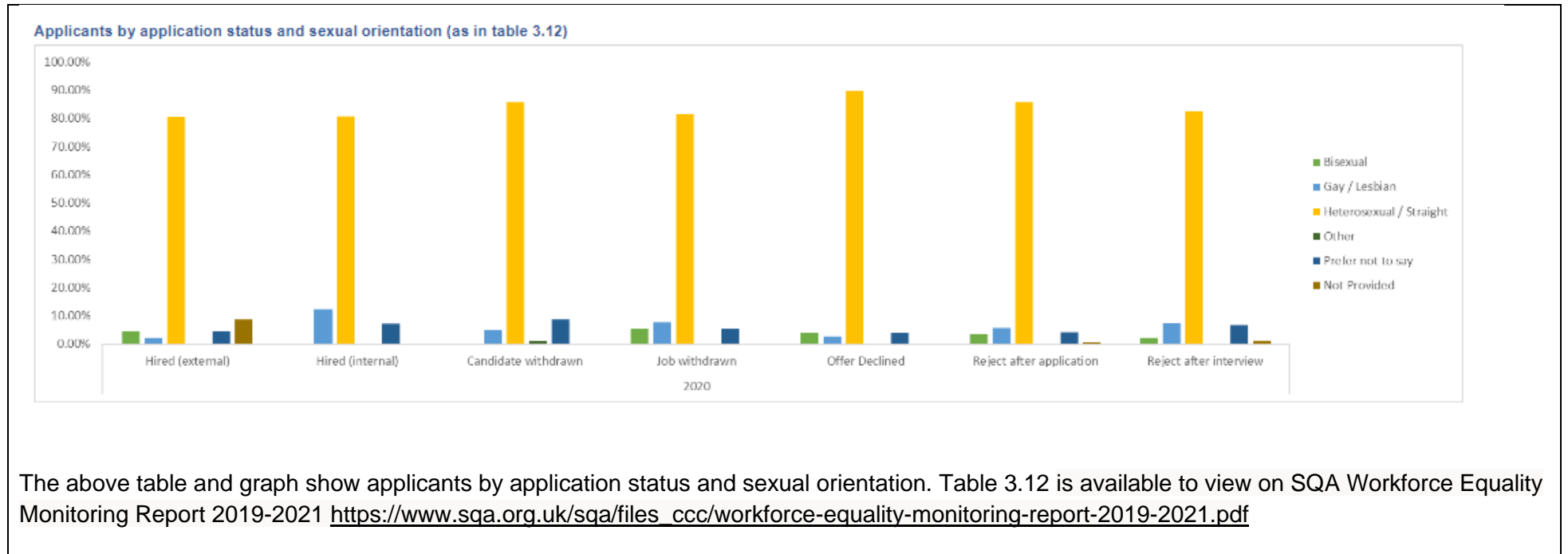
Table 3.12: Applicants by application status and sexual orientation

Sexual Orientation	Reject after application			Reject after interview			Candidate withdrawn			Job withdrawn		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
<b>Bisexual</b>	85.09%	87.35%	<b>2.26%</b>	8.77%	5.42%	<b>-3.35%</b>	0.88%		<b>-0.88%</b>	0.88%	4.22%	<b>3.34%</b>
<b>Gay / Lesbian</b>	79.11%	81.36%	<b>2.24%</b>	12.89%	10.17%	<b>-2.72%</b>	4.00%	1.69%	<b>-2.31%</b>	1.33%	3.39%	<b>2.06%</b>
<b>Heterosexual / Straight</b>	77.28%	84.17%	<b>6.89%</b>	12.79%	7.78%	<b>-5.02%</b>	3.67%	2.07%	<b>-1.60%</b>	1.63%	2.44%	<b>0.81%</b>
<b>Other</b>	93.75%	91.67%	<b>-2.08%</b>	3.13%		<b>-3.13%</b>		8.33%	<b>8.33%</b>	3.13%		<b>-3.13%</b>
<b>Prefer not to say</b>	76.92%	76.89%	<b>-0.03%</b>	14.20%	12.00%	<b>-2.20%</b>	2.96%	4.00%	<b>1.04%</b>	0.59%	3.11%	<b>2.52%</b>
<b>Not Provided</b>	65.57%	78.57%	<b>13.00%</b>	21.31%	11.90%	<b>-9.41%</b>	4.92%		<b>-4.92%</b>	2.46%		<b>-2.46%</b>
<b>Total</b>	<b>77.36%</b>	<b>83.76%</b>	<b>6.40%</b>	<b>12.91%</b>	<b>8.04%</b>	<b>-4.87%</b>	<b>3.60%</b>	<b>2.06%</b>	<b>-1.54%</b>	<b>1.59%</b>	<b>2.56%</b>	<b>0.97%</b>

Sexual Orientation	Offer Declined			Hired (external)			Hired (internal)		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
<b>Bisexual</b>	2.63%	1.81%	<b>-0.82%</b>	0.88%	1.20%	<b>0.33%</b>	0.88%		<b>-0.88%</b>
<b>Gay / Lesbian</b>	0.44%	0.68%	<b>0.23%</b>		0.34%	<b>0.34%</b>	2.22%	2.37%	<b>0.15%</b>
<b>Heterosexual / Straight</b>	1.09%	1.62%	<b>0.54%</b>	1.55%	0.86%	<b>-0.69%</b>	1.99%	1.07%	<b>-0.92%</b>
<b>Other</b>									
<b>Prefer not to say</b>	1.18%	1.33%	<b>0.15%</b>	1.18%	0.89%	<b>-0.29%</b>	2.96%	1.78%	<b>-1.18%</b>
<b>Not Provided</b>	1.64%		<b>-1.64%</b>	4.10%	9.52%	<b>5.43%</b>			
<b>Total</b>	<b>1.10%</b>	<b>1.55%</b>	<b>0.44%</b>	<b>1.50%</b>	<b>0.91%</b>	<b>-0.59%</b>	<b>1.94%</b>	<b>1.13%</b>	<b>-0.81%</b>



### Equality Impact Assessment Recruitment and Selection – V1.0





### What are the aims of this policy or practice?

As previously stated, the aims of this policy are to:

- Ensure a fair, consistent and inclusive approach is taken for internal and external recruitment in line with SQA values of being *Trusted*, *Progressive* and *Enabling* and upholding the principles outlined in SQA Equalities Policy.
- Ensure that recruitment and selection practices are in accordance with General Data Protection Regulation (GDPR) and that everyone involved understands their responsibility for the management and security of personal data during recruitment campaigns.
- Provide advice, guidance and support to all managers and staff on the application of this policy.
- Promote Equality and Diversity among our workforce. We aim to support a culture that actively values difference, recognising that people from different backgrounds and experiences can bring valuable insights and enhance the way we work.

The policy itself is divided in two discrete sections:

#### **Policy Structure:**

1: Part A – Policy detail.

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



**What are the aims of this policy or practice? (continued)**

The following SQA policies and guidance are also associated with the Recruitment and Selection policy:

- Attendance Management
- Code of Conduct
- Data Protection
- Disciplinary
- Equality, Diversity and Inclusion
- Fixed Term Contract
- Flexible working
- Information Security Intranet - Corporate policies - All Documents ([sharepoint.com](https://sharepoint.com))
- Improving Performance
- Job Evaluation Scheme
- Pay
- Redeployment Policy
- Redundancy
- Secondment



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

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

- Have greater levels of unsuccessful applications that is directly or indirectly related to their Protected Characteristics.
- Experience compound discrimination or intersectionality i.e. where a person has one or more characteristics and may be subjected to consequentially greater levels of disadvantage. For example, people who are older **and** have a disability may find it more difficult to seek employment.
- Have greater difficulties following or complying with the written requirements of a workplace policy e.g. completing an application form in writing, taking part in interviews, assessments or tasks or following a process flowchart etc.
- Experience higher levels of anxiety in respect of the recruitment process and attending interviews.

**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.**

**It is important that the SQA identifies and takes action to mitigate or remove any disadvantage identified which is the overall purpose of this Equality Impact Assessment.**





## Evidence, Consultation and Engagement

### What stakeholders have you engaged within 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

#### **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.

##### **Staff Network Consultations:**



## Equality Impact Assessment Recruitment and Selection – V1.0

In June 2021, we formed a dedicated *Equality Impact Assessment Project Group* (EIAPG) with the aim of reviewing, assessing and providing feedback from staff on all SQA HR policies from Equality perspectives.

The EIAPG group consists of representatives from each of the SQA staff networks listed on the previous page of this document.

**Evidence, feedback and actions from all EIAPG staff network consultations** are recorded on a dedicated SQA *Microsoft Teams* page which was specifically created with the aim of listing potential equality risks that exist in H.R. policies / activities, sharing resources, recording feedback and scheduling future consultation meetings.

The table below details the consultation undertaken.



Equality Impact Assessment Recruitment and Selection – V1.0

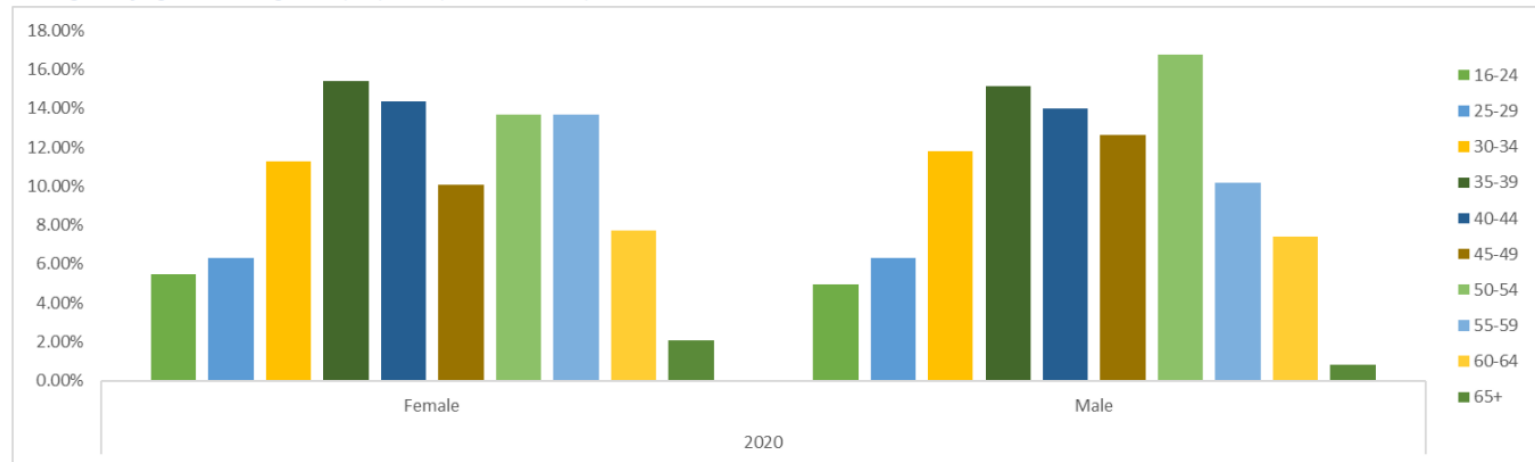
Policy-Name	Review-Date	Women's Network	(ACE)	Disability-Network	Rainbow-Network
Redeployment	02/08/2021	Yes	Yes	Yes	Yes
Restructure	02/08/2021	Yes		Yes	
Standby-&-Call-Out	23/06/2021		Yes	Yes	Yes
Time-Recording	09/08/2021	Yes	Yes	Yes	Yes
Attendance-Management	16/08/2021	Yes		Yes	Yes
Childcare-Voucher	16/08/2021	Yes		Yes	Yes
Dignity-at-Work	10/08/2021	Yes	Yes	Yes	Yes
Disciplinary	01/06/2021	Yes	Yes	Yes	Yes
Equalities,-Diversity-&-Inclusion	23/08/2021	Yes	Yes	Yes	Yes
Fixed-Term-Workers	23/08/2021	Yes		Yes	Yes
Grievance	29/06/2021	Yes	Yes	Yes	Yes
Improving-Performance	07/09/2021	Yes	Yes	Yes	Yes
Probation	06/09/2021	Yes	Yes	Yes	Yes
Recruitment-&-Selection	06/05/2021	Yes	Yes	Yes	Yes
Secondment	13/09/2021	Yes	Yes	Yes	Yes
Whistleblowing	22/07/2021	Yes	Yes	Yes	Yes
Flexible-Working	18/11/2021	Yes		Yes	Yes
Flexitime	26/10/2021	Yes	Yes	Yes	Yes
Pay	09/12/2021	Yes	Yes	Yes	Yes
TOI	16/12/2021	Yes	Yes	Yes	Yes
Code-of-Conduct	24/02/2022	Yes	Yes	Yes	Yes
Conflict-of-Interest	10/03/2022	Yes	Yes	Yes	Yes
Pensions-Discretion	29/03/2022	Yes		Yes	Yes
Redundancy	22/03/2022	Yes		Yes	Yes
Relocation	31/03/2022	Yes		Yes	Yes
Retirement	15/03/2022	Yes	Yes	Yes	Yes



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

**Age:**

Colleagues by age band and gender (sex) 2020 (as in Table 1.05)



The above graph shows SQA colleagues by age and gender. Table 1.05 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

The majority of SQA employees are in the mid range age bandings. A total of 79% workers are aged between 30 – 59. Less than 2% of SQA employees are aged 60+ and the SQA has recently seen a decrease in younger (under 35) employees.

Comparisons between 2019 and 2020 data show that the greatest increase in the proportion of female colleagues is within the 60–64 age band - an increase of 12 colleagues.

The 30–34 age band saw the largest reduction of female colleagues – a total of seven people. Over the same period, there was an increase in the proportion of male colleagues within the 50-54 age band - an overall increase of nine people. The largest decline in the



Equality Impact Assessment Recruitment and Selection – V1.0

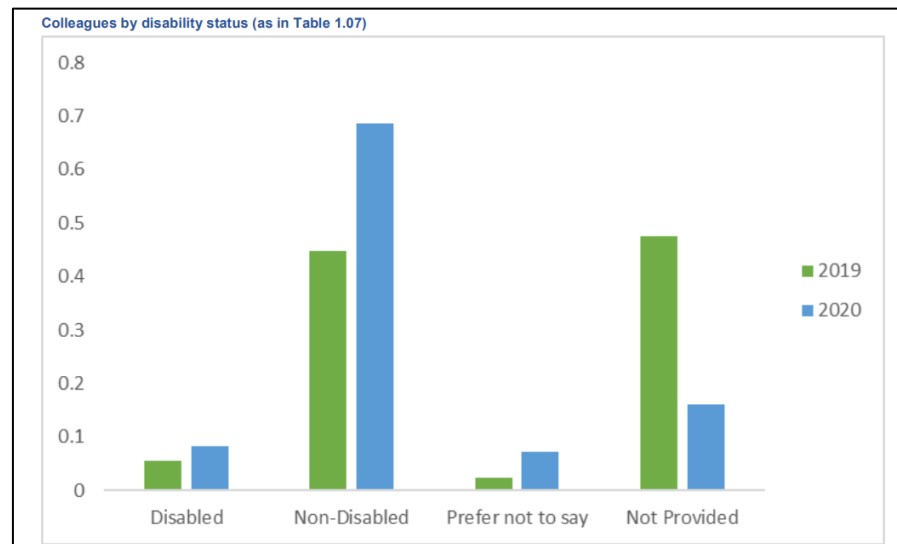
	<p>proportion of male colleagues was in the 30-34 age band, with seven fewer people. The largest decrease was seen in the 30–34 age band for both male and female colleagues - with an overall reduction of 14 people.</p>
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**What evidence about equality groups do you have to support this assessment?**

**Disability**

**A total of 8.2% of SQA employees declared a disability last year.** Declaration rates have significantly improved from a total response rate under the *Not Disclosed / Prefer not to say* category of 49.9% in 2019 (roughly half of employees) to a much reduced 23.1 % in 2020.



The above graph shows SQA colleagues by disability status. Table 1.07 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

The highest proportion of colleagues who have declared a disability (53%) falls within the lowest age bands (16 – 44) and second highest (47%) within the upper age bands (45–64)



Equality Impact Assessment Recruitment and Selection – V1.0

	<p>A total of 55% of disabled employees are female and 45% are male. 63% of colleagues who have declared a disability are within the grade range 06 to Head of Service. Head of Service has the largest <b>percentage</b> of colleagues declaring a disability (13%) whereas Grade 6 has the largest overall <b>number</b> of colleagues declaring a disability at 23%.</p>
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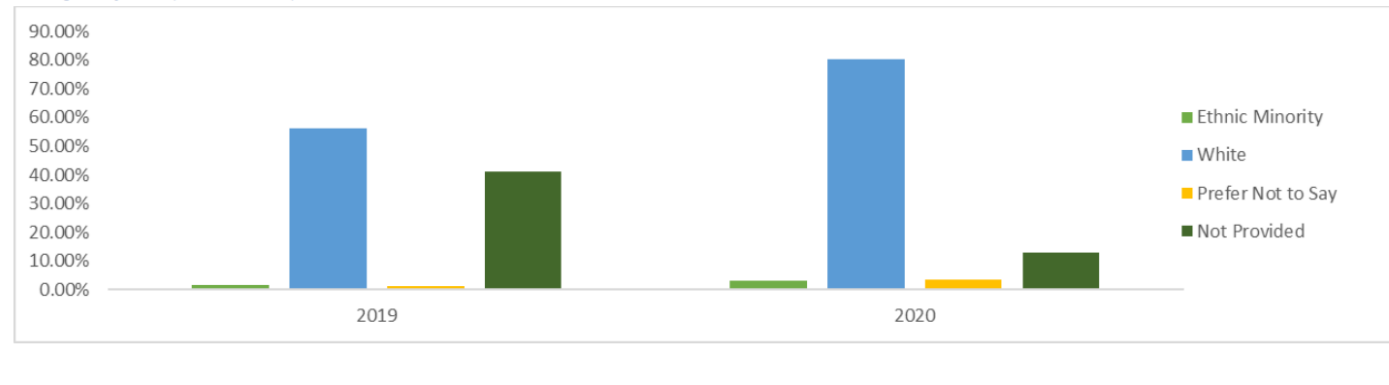
Equality Impact Assessment Recruitment and Selection – V1.0

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

**Race  
Ethnicity**

Race	2019	2020	Variance
<b>Ethnic Minority</b>	1.82%	3.16%	<b>1.34%</b>
<b>White</b>	56.06%	80.40%	<b>24.34%</b>
<b>Prefer Not to Say</b>	1.07%	3.48%	<b>2.41%</b>
<b>Not Provided</b>	41.05%	12.96%	<b>-28.09%</b>
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	

Colleagues by Race (as in table 1.12)



The above table and graph show SQA colleagues by race. Table 1.12 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

Currently only 3% of SQA employees declared themselves as Minority Ethnicity against a national (Scotland) average of 5%.

A further breakdown of ethnicity (overleaf) indicates that *Chinese, Indian and Mixed Ethnicity* groups are currently the predominant minority ethnicities in the SQA.



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

**Race  
Ethnicity  
(continued)**

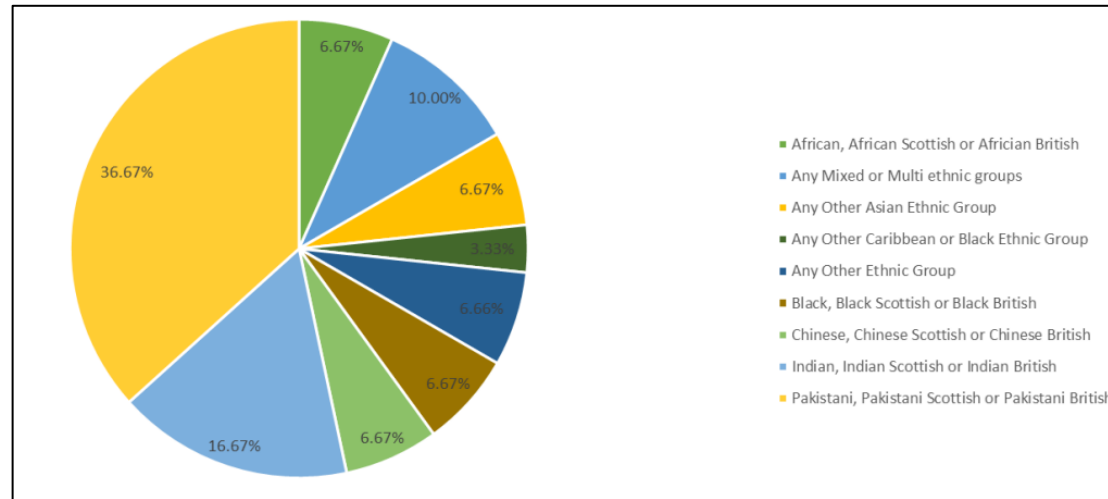


Table 1.15 Race: Colleagues by black and minority ethnicities

Black and Minority Ethnicities	2019	2020	Variance
African, African Scottish or African British	5.88%	6.67%	0.78%
Any Mixed or Multi ethnic groups	11.76%	10.00%	-1.76%
Any Other Asian Ethnic Group	5.88%	6.67%	0.78%
Any Other Caribbean or Black Ethnic Group		3.33%	3.33%
Any Other Ethnic Group		6.66%	6.66%
Black, Black Scottish or Black British	5.88%	6.67%	0.78%
Chinese, Chinese Scottish or Chinese British	11.76%	6.67%	-5.10%
Indian, Indian Scottish or Indian British	17.65%	16.67%	-0.98%
Pakistani, Pakistani Scottish or Pakistani British	41.18%	36.67%	-4.51%
Total	100.00%	100.00%	

The above graph and table show SQA colleagues by black and minority ethnicities. Table 1.15 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)



Equality Impact Assessment Recruitment and Selection – V1.0

**What evidence about equality groups do you have to support this assessment? (continued)**

**Religion or Belief**

Religion or Belief	2019	2020	Variance
Christian	20.69%	29.82%	9.13%
Non-Christian	11.47%	17.28%	5.81%
None	20.69%	29.29%	8.61%
Prefer not to say	3.75%	10.33%	6.58%
Not Provided	43.41%	13.28%	-30.13%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	

The above table shows SQA colleagues by religion or belief. Table 1.16 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

An improved declaration rate was also shown for this characteristic in 2020. *Christian* and *No Religion* account for nearly 60% of all responses.

**Sex**

Grade	Gender (Sex)					
	Female			Male		
	2019	2020	Variance	2019	2020	Variance
1	83.33%	66.67%	-16.67%	16.67%	33.33%	16.67%
3	65.15%	65.00%	-0.15%	34.85%	35.00%	0.15%
4	63.28%	64.71%	1.43%	36.72%	35.29%	-1.43%
5	58.02%	61.54%	3.51%	41.98%	38.46%	-3.51%
6	69.90%	69.90%		30.10%	30.10%	
7	59.76%	57.89%	-1.86%	40.24%	42.11%	1.86%
8	53.54%	56.34%	2.80%	46.46%	43.66%	-2.80%
HOS	39.39%	40.00%	0.61%	60.61%	60.00%	-0.61%
EMT	57.14%	42.86%		57.14%	42.86%	
<b>Total</b>	<b>61.20%</b>	<b>61.64%</b>	<b>0.44%</b>	<b>38.80%</b>	<b>38.36%</b>	<b>-0.44%</b>

The above table shows SQA colleagues by gender (sex) and grade. Table 1.02 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf).

A greater number of SQA employees overall are female - 62% female versus 38% male. A 60% representation of females across most grades is evident with a decrease to circa 40% for more senior grades.



**What evidence about equality groups do you have to support this assessment? (continued)**

**Sexual Orientation**

<b>Sexual Orientation</b>	<b>2019</b>	<b>2020</b>	<b>Variance</b>
<b>Bisexual</b>	0.96%	1.26%	<b>0.30%</b>
<b>Gay man</b>	1.39%	2.11%	<b>0.71%</b>
<b>Gay woman / Lesbian</b>	0.96%	1.05%	<b>0.09%</b>
<b>Heterosexual/straight</b>	46.20%	70.60%	<b>24.41%</b>
<b>In another way</b>	0.11%	0.21%	<b>0.10%</b>
<b>Not sure</b>	0.11%	0.11%	<b>0.00%</b>
<b>Prefer not to say</b>	2.79%	8.01%	<b>5.22%</b>
<b>Not Provided</b>	47.48%	16.65%	<b>-30.83%</b>
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	

The above table shows SQA colleagues by sexual orientation. Table 1.18 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)



Equality Impact Assessment Recruitment and Selection – V1.0

What evidence about equality groups do you have to support this assessment? (continued)																					
<b>Gender Re-assignment (Gender identity and transgender)</b>	<p>No equality profiling data is currently captured by the SQA.</p> <p><u>One of the recommendations from this Equality Impact Assessment is that the SQA adds <i>Gender Identity</i> (i.e. people who identify as more than one gender or none) to all future Equality Monitoring reporting.</u></p>																				
<b>Marriage/Civil Partnership</b>	<p>No equality profiling data is currently captured by the SQA.</p>																				
<b>Pregnancy / Maternity</b>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th colspan="3">Colleagues</th> </tr> <tr> <th>Pregnancy Status</th> <th>2019</th> <th>2020</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Not Pregnant</td> <td>98.25%</td> <td>98.95%</td> <td>0.70%</td> </tr> <tr> <td>Pregnant</td> <td>1.75%</td> <td>1.05%</td> <td>-0.70%</td> </tr> <tr> <td><b>Total</b></td> <td><b>100.00%</b></td> <td><b>100.00%</b></td> <td></td> </tr> </tbody> </table> <p>The above table shows SQA colleagues by pregnancy status. Table 1.20 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 <a href="https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf">https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</a></p>		Colleagues			Pregnancy Status	2019	2020	Variance	Not Pregnant	98.25%	98.95%	0.70%	Pregnant	1.75%	1.05%	-0.70%	<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	
	Colleagues																				
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<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>																			



Equality Impact Assessment Recruitment and Selection – V1.0

<b>What evidence about equality groups do you have to support this assessment? (continued)</b>	
<b>Care experience (where relevant)</b>	<u>Human Resources currently have no data for SQA that shows how many colleagues are Care Experienced.</u>



### **Impact and Opportunities for Action**

The impact that a policy or practice has on an equality group may be different and needs 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.

### **Use of the term Discrimination:**

Please note that for the purposes of this document we have used the term Discrimination as a generic descriptor which takes into account six discrete elements:

- Direct Discrimination
- Indirect Discrimination
- Harassment
- Victimisation
- Discrimination by perception
- Associative discrimination



Equality Impact Assessment Recruitment and Selection – V1.0

Protected Characteristic	General Equality Duty
Age	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the <i>Equality Act 2010</i>.</p> <p>Whilst the policy applies equally to all applicants, there may be a risk that people drawn from certain age profiles may find a recruitment and selection process more difficult than others. For example, older applicants may face prejudicial views regarding their skills, health or future potential, younger people may find providing evidence of work experience (for competency-based selection) more difficult due to less overall time spent in the workplace.</p> <p>In the SQA, an analysis of applicant by Age status shows that in the majority of age bands, the stage reached by applicants is comparable and <u>no significant disproportionate impact are recorded</u>.</p> <p>A small exception to this situation exists in the 65+ age band where no applicants progressed beyond the application stage in either 2019 or 2020. However, candidates in the 65+ age band accounted for only 0.16% of all applications (a total of 8 people) in 2020 and we conclude this is a statistically insignificant sample to accurately analyse from Equality perspectives.</p> <p>(For information, the largest number of applicants last year (1241) were from the 16–24 age band, of whom 87.59% did not progress beyond the application stage. A total of 748 (68.88%) of these unsuccessful applicants were for posts at grades 3 or 4 in SQA.)</p> <p>(Source workforce equality monitoring report 2019-2021).</p> <p><b>Risks of Discrimination – Direct and Indirect:</b></p> <p>Current data shows no significant evidence of direct or indirect age discrimination.</p>



Equality Impact Assessment Recruitment and Selection – V1.0

<b>Age (continued)</b>	
	Advance equality of opportunity
	<p>SQA should continue to collect and analyse age related data regarding recruitment and selection and act appropriately should any significant age discriminatory trends become emerge. <u>We recommend the future collection and analysis of applicant success rates by age and grade</u>, to ensure we are not unfairly discriminating against the younger workforce. We will also continue our work with the <i>Modern Apprentice, Graduate and Intern Schemes</i> along with the SQA's Young Person's Network to advance Equality of Opportunity towards younger people in SQA.</p> <p>The SQA currently delivers comprehensive training and issues very detailed guidance in respect of recruitment and selection to all managers / recruiting staff prior to conducting any recruitment activities. This includes the exploration of age bias, and discrimination and promoting Age positive recruitment processes.</p> <p>A summary of the training and guidance given is included as an appendices to this EqIA.</p> <p>.</p>
	Foster good relations
<p>Fostering good relations involves tackling prejudice and promoting understanding between people who share, or may not share, a protected characteristic.</p> <p>This policy does not explicitly reference <i>Age</i>. There is little evidence to indicate that this policy actually fosters good relations between employees of different age groups.</p> <p><u>It is recommended that in 2023, the SQA develops a specific <i>Age Positive</i> policy with the aim of providing greater awareness of and greater support to, workers aged 55+ during their SQA career.</u></p>	





Equality Impact Assessment Recruitment and Selection – V1.0

Protected Characteristic	General Equality Duty
<p><b>Disability</b></p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>As stated in an earlier section of this document, a total of 6% of job applicants in 2020 declared they had a disability.</p> <p>SQA is accredited as a Level 2 <i>Disability Confident</i> employer. We continue to review good practice and identify improvements that can be made, and we have committed to the achievement of Level 3 status by 2025.</p> <p>Statistically, there was an overall increase in the number of appointments made to candidates who have a disability - six people in 2020 compared to four people the previous year.</p> <p>A review of the status of applicants by disability status <b>tells us that very similar proportions of applicants who declared a disability go on to progress through the application and interview stages of the recruitment process</b> compared to applicants who declared no disability. A higher proportion of external applicants who declared a disability were actually appointed in 2020 compared with 2019 - an increase of 0.60% (two applicants).</p> <p><b>Risks of Discrimination in the SQA – Direct and Indirect:</b></p> <p><b><i>Discrimination arising from disability:</i></b> It would be unlawful for the SQA to treat a disabled applicant less favourably due to something arising from their disability (source ACAS). Therefore, rejecting an applicant under this policy for a reason linked to their disability could risk direct disability discrimination.</p> <p><b><i>Indirect Disability Discrimination:</i></b> This could occur when the SQA implements this policy to all applicants equally, but it disadvantages certain applicants who declare a disability, therefore risking indirect disability discrimination.</p> <p>We accept that applicants with a disability may experience barriers during the recruitment process. This includes accessibility to information (adverts and application forms) answering interview questions and physical barriers when attending interviews.</p>



Equality Impact Assessment Recruitment and Selection – V1.0

<p><b>Disability (continued)</b></p>	<p>Considerable guidance and training is currently offered to SQA recruiting managers in respect of implementing <i>Reasonable Adjustments</i> during the interview process (see appendices).</p> <p>We also state in the SQA <i>Recruitment and Selection</i> policy that, as a <i>Disability Confident</i> organisation we have committed to:</p> <ul style="list-style-type: none"> <li>○ ensuring our recruitment process is inclusive and accessible</li> <li>○ communicating and promoting vacancies to attract disabled candidates;</li> <li>○ offering a guaranteed interview to applicants with a disability if the minimum role requirements are met</li> <li>○ anticipating and providing reasonable adjustments as required;</li> <li>○ supporting any member of staff who acquires a disability or long-term health condition, enabling them to stay in work</li> </ul>
<p><b>Disability (continued)</b></p>	<p style="text-align: center;">Advance equality of opportunity</p> <p>SQA’s recruitment data shows that all SQA candidates and applicants for roles are entitled to use, access and be subjected to the <i>Recruitment and Selection Policy</i>, and that outcomes are similar for those who declare themselves <i>Disabled</i> compared to a non-disabled candidate.</p> <p>This recruitment data is critical to ensure that SQA is able to continue to offer equality of opportunity to candidates and is able to attract and appoint the best people. Recruitment data should continue to be gathered and analysed to help confirm that direct and indirect disability discrimination is not taking place and that any issues may be identified and remedied.</p> <p style="text-align: center;">Foster good relations</p> <p>Fostering good relations involves tackling prejudice and promoting understanding between people who share, or may not share, a protected characteristic.</p> <p>Reference to <i>Disability</i> is made in this policy and SQA’s Disability Confident Committed organisation status can help to recruit, retain and develop disabled people who will help SQA to succeed. The Disability Confident badge, displayed on</p>



Equality Impact Assessment Recruitment and Selection – V1.0

	our recruitment pages (internal and external) also shows disabled people that SQA recognise the value they can bring to the business which helps in the search for talent.																																																
<b>Protected Characteristic</b>	<b>General Equality Duty</b>																																																
<b>Race</b>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>In 2020, there was a 1.72% increase in applications from individuals who declared as ethnic minority compared to 2019. This equated to 153 more applications.</p> <table border="1"> <thead> <tr> <th rowspan="2">Race</th> <th colspan="6">Applicants</th> </tr> <tr> <th colspan="2">2019</th> <th colspan="2">2020</th> <th colspan="2">Variance</th> </tr> </thead> <tbody> <tr> <td><b>White</b></td> <td><b>3758</b></td> <td>82.94%</td> <td>4181</td> <td>82.82%</td> <td><b>423</b></td> <td><b>-0.11%</b></td> </tr> <tr> <td><b>Minority Ethnicity</b></td> <td><b>579</b></td> <td>12.78%</td> <td>732</td> <td>14.50%</td> <td><b>153</b></td> <td><b>1.72%</b></td> </tr> <tr> <td><b>Prefer not to say</b></td> <td><b>72</b></td> <td>1.59%</td> <td>93</td> <td>0.02</td> <td><b>21</b></td> <td><b>0.25%</b></td> </tr> <tr> <td><b>Not Provided</b></td> <td><b>122</b></td> <td>2.69%</td> <td>42</td> <td>0.83%</td> <td><b>-80</b></td> <td><b>-1.86%</b></td> </tr> <tr> <td><b>Total</b></td> <td><b>4531</b></td> <td><b>100%</b></td> <td><b>5048</b></td> <td><b>100%</b></td> <td><b>517</b></td> <td></td> </tr> </tbody> </table> <p>The above table shows applications by Race. Table 3.07 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 <a href="https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf">https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</a></p> <p>According to 2011 Scotland census 96% of the population is white <a href="https://www.scotlandscensus.gov.uk/census-results/at-a-glance/ethnicity/">https://www.scotlandscensus.gov.uk/census-results/at-a-glance/ethnicity/</a></p> <p>As previously stated, there appears to be a slight disparity in applicant (not appointments) success rates for people who are minority ethnicity and it is <u>recommended that SQA undertakes further work to investigate the potential reasons for this disparity.</u></p>	Race	Applicants						2019		2020		Variance		<b>White</b>	<b>3758</b>	82.94%	4181	82.82%	<b>423</b>	<b>-0.11%</b>	<b>Minority Ethnicity</b>	<b>579</b>	12.78%	732	14.50%	<b>153</b>	<b>1.72%</b>	<b>Prefer not to say</b>	<b>72</b>	1.59%	93	0.02	<b>21</b>	<b>0.25%</b>	<b>Not Provided</b>	<b>122</b>	2.69%	42	0.83%	<b>-80</b>	<b>-1.86%</b>	<b>Total</b>	<b>4531</b>	<b>100%</b>	<b>5048</b>	<b>100%</b>	<b>517</b>	
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Equality Impact Assessment Recruitment and Selection – V1.0

Race	Hired (external)			Hired (internal)		
	2019	2020	Variance	2019	2020	Variance
White	1.52%	0.86%	-0.66%	2.21%	1.32%	-0.89%
Minority Ethnicity	0.86%	0.82%	-0.04%	0.69%	0.14%	-0.55%
Prefer not to say	1.39%		-1.39%	1.39%	1.08%	-0.31%
Not Provided	4.10%	9.52%	5.43%			
<b>Total</b>	<b>1.50%</b>	<b>0.91%</b>	<b>-0.59%</b>	<b>1.94%</b>	<b>1.13%</b>	<b>-0.81%</b>

The above table shows applicants by status and race. Table 3.08 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

The Recruitment and Selection Policy emphasises in its 'Introduction' and 'Purpose and Standards' the aim of recruiting without discrimination and states that training will be provided to those managers involved in leeting and interviewing candidates.

SQA should consider whether there is appropriate reference to the Scottish Credit and Qualifications Framework (SCQF) for candidates so that they are aware that non-Scottish based qualifications are recognised and what their comparator level is.

Advance equality of opportunity

Whilst all applicants are entitled to use, access and be subjected to the *Recruitment and Selection Policy*, the policy does not explicitly always promote / advance the 'same chance' to employees from different ethnicities: We need to ensure that all applicants understand the SCQF levels and how non-UK qualifications can be compared.

Dialogue should continue with SQA's internal ACE network for more ways of improving.

In August 2020, SQA became a signatory of the Business in the Community (BITC) Race at Work Charter. This should be promoted by reference in the policy.



Equality Impact Assessment Recruitment and Selection – V1.0

<p><b>Race (continued)</b></p>	<p>Foster good relations</p>																										
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different ethnicities.</p> <p><u>Further work should be undertaken to encourage SQA staff to declare their protected characteristics including race to assist SQA to enhance the quality of workforce data.</u></p>																										
<p><b>Protected Characteristic</b></p>	<p><b>General Equality Duty</b></p>																										
<p><b>Religion or Belief</b></p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>We conclude there is no evidence to suggest this policy may impact unfairly on people of different <i>Religions</i> or <i>Beliefs</i>.</p> <p><b>Neutral Equality related impact is therefore recorded in this area.</b></p> <p>However, the following advisory comment has been made:</p> <ul style="list-style-type: none"> <li>• Consideration should be made of cultural sensitivities – particularly in respect of the need for flexible working to recognise religious commitments, holidays or festivals.</li> </ul> <p>SQA’s internal data analysis shows that 1.86% (597) more applications included a response in the religion or belief section in 2020 compared to 2019. The largest increase is seen in the Christian category, with 2.61% (276) more applications in 2020 compared to 2019. There was a 0.28% (44) increase in applicants declaring as Non-Christian.</p> <table border="1" data-bbox="521 1257 1563 1377"> <thead> <tr> <th rowspan="2">Religious Belief (Religion or Belief)</th> <th colspan="6">Applicants</th> </tr> <tr> <th colspan="2">2019</th> <th colspan="2">2020</th> <th colspan="2">Variance</th> </tr> </thead> <tbody> <tr> <td>Christian</td> <td>1265</td> <td>27.92%</td> <td>1541</td> <td>30.53%</td> <td>276</td> <td>2.61%</td> </tr> </tbody> </table>							Religious Belief (Religion or Belief)	Applicants						2019		2020		Variance		Christian	1265	27.92%	1541	30.53%	276	2.61%
Religious Belief (Religion or Belief)	Applicants																										
	2019		2020		Variance																						
Christian	1265	27.92%	1541	30.53%	276	2.61%																					





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	<b>Foster good relations</b>
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different religions or beliefs.</p> <p><u>Consideration should be given to encourage applicants to disclose their religion or belief as SQA data is incomplete. No further recommendations are made in respect of this at this stage.</u></p>

<b>Protected Characteristic</b>	<b>General Equality Duty</b>																																									
<b>Sex</b>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>There was an overall increase in 2020 of 7% (629 people) of female job applicants compared to 2019. A 5% reduction of male applicants (32 people) was also recorded for the same period.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">Gender (Sex)</th> <th colspan="6">Applicants</th> </tr> <tr> <th colspan="2">2019</th> <th colspan="2">2020</th> <th colspan="2">Variance</th> </tr> </thead> <tbody> <tr> <td><b>Female</b></td> <td>2395</td> <td>52.86%</td> <td>3024</td> <td>59.90%</td> <td><b>629</b></td> <td><b>7.05%</b></td> </tr> <tr> <td><b>Male</b></td> <td>2014</td> <td>44.45%</td> <td>1982</td> <td>39.26%</td> <td><b>-32</b></td> <td><b>-5.19%</b></td> </tr> <tr> <td><b>Not Provided</b></td> <td>122</td> <td>2.69%</td> <td>42</td> <td>0.83%</td> <td><b>-80</b></td> <td><b>-1.86%</b></td> </tr> <tr> <td><b>Total</b></td> <td><b>4531</b></td> <td><b>100%</b></td> <td><b>5048</b></td> <td><b>100%</b></td> <td><b>517</b></td> <td><b>100%</b></td> </tr> </tbody> </table> <p>National statistics – Scotland census 2011 showed the composition of workforce as – 1.4 million males, 1.3 million females. 52% male, 48% female.</p>	Gender (Sex)	Applicants						2019		2020		Variance		<b>Female</b>	2395	52.86%	3024	59.90%	<b>629</b>	<b>7.05%</b>	<b>Male</b>	2014	44.45%	1982	39.26%	<b>-32</b>	<b>-5.19%</b>	<b>Not Provided</b>	122	2.69%	42	0.83%	<b>-80</b>	<b>-1.86%</b>	<b>Total</b>	<b>4531</b>	<b>100%</b>	<b>5048</b>	<b>100%</b>	<b>517</b>	<b>100%</b>
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**Sex  
(continued)**

Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010

Statistically, women are more likely to be carers of children/relatives than men and may therefore be in part-time employment or require a flexible working pattern. Data extracted from the House of Commons Research Briefing (Women and the UK economy) 2022 tells us that 38% of women in employment are working part-time, compared to just 13% of males.

**Risks of Discrimination in the SQA:**

Applicant Success Rates:

Table 3.04: Applicants by Application Status and Gender (Sex)

Gender (Sex)	Reject after application			Reject after interview			Candidate withdrawn			Job withdrawn		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
Female	78.04%	83.60%	5.56%	12.19%	7.87%	-4.32%	3.38%	2.12%	-1.27%	1.25%	2.58%	1.33%
Male	77.26%	84.11%	6.85%	13.26%	8.22%	-5.03%	3.77%	2.02%	-1.76%	1.94%	2.57%	0.64%
Not Provided	65.57%	78.57%	13.00%	21.31%	11.90%	-9.41%	4.92%		-4.92%	2.46%		-2.46%
Total	77.36%	83.76%	6.40%	12.91%	8.04%	-4.87%	3.60%	2.06%	-1.54%	1.59%	2.56%	0.97%

Gender (Sex)	Offer Declined			Hired (external)			Hired (internal)		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
Female	1.34%	1.65%	0.32%	1.59%	1.06%	-0.53%	2.21%	1.12%	-1.09%
Male	0.79%	1.41%	0.62%	1.24%	0.50%	-0.74%	1.74%	1.16%	-0.58%
Not Provided	1.64%		-1.64%	4.10%	9.52%	5.43%			
Total	1.10%	1.55%	0.44%	1.50%	0.91%	-0.59%	1.94%	1.13%	-0.81%

The above table shows applicants by application status and gender. Table 3.04 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 [https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

The recorded differences in application success rates between Men and Women are statistically insignificant and do indicate evidence of Sex discrimination in SQA recruitment.





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	For example, <i>Rejection after Application</i> is currently 83.6% for women compared to 84.1% for men. <i>Rejection after Interview</i> is 7.9% for women versus 8.2% for men.
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Protected Characteristic	General Equality Duty
<b>Sex (continued)</b>	Advance equality of opportunity
	All SQA employees and external candidates are entitled to use, access and be subjected to the Recruitment and Selection Policy. Given the breakdown of the SQA workforce and previously referenced applicant success rates, the assessment has identified no obvious actions in this area.
<b>Sex (continued)</b>	Foster good relations
	There is no evidence to indicate that this policy currently fosters good relations between employees of different sexes.  SQA should continue to: <ul style="list-style-type: none"> <li>• Monitor the equality data and take any remedial action if appropriate</li> <li>• Use non-gender specific wording in recruitment adverts</li> <li>• Promote 'Happy to talk flexible working'</li> </ul>



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Protected Characteristic	General Equality Duty
<b>Sexual Orientation</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>We conclude there is no evidence to suggest that this policy may impact directly on people of different <i>Sexual Orientations</i> and therefore make no further recommendations in this area.</p> <p><b>Neutral Equality related impact is therefore recorded in this area.</b></p>
	Advance equality of opportunity
	<p>All SQA employees and external candidates are entitled to use, access and be subjected to the <i>Recruitment and Selection Policy</i> and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Sexual Orientation</i>.</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different sexual orientation.</p> <p>SQA should continue to monitor the equality data and take any remedial action if appropriate.</p>



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Protected Characteristic	General Equality Duty
<p><b>Gender Identity.</b></p> <p><b>This includes:</b></p> <p><b>Gender Re-assignment</b></p> <p><b>Non Binary</b></p> <p><b>Gender Fluid</b></p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>It is possible that individuals may feel that the culture of SQA and its acceptance of their gender identity is a hurdle to their use of the Recruitment and Selection Policy.</p> <p><u>SQA should encourage all applicants and colleagues to disclose their pronouns whilst going through the application process and their employment with SQA.</u></p> <p>There is no evidence however to suggest that this policy may impact directly on people based on gender identity and therefore make no further recommendations in this area.</p> <p><b>Neutral Equality related impact is therefore recorded in this area.</b></p>
<p><b>Gender Identity.</b></p> <p><b>This includes:</b></p> <p><b>Gender Re-assignment</b></p> <p><b>Non Binary</b></p> <p><b>Gender Fluid</b></p> <p><b>(continued)</b></p>	<p>Advance equality of opportunity</p> <p>The SQA currently does not have a <i>Gender Identity</i> policy providing background information to SQA managers and employees in respect of:</p> <ul style="list-style-type: none"> <li>• People who identify as the Gender they were assigned at birth. (<i>Cisgender</i>)</li> <li>• People who identify with Gender that is different to that assigned at birth. (<i>Transgender</i>)</li> <li>• People who identify with multiple Genders. (e.g. <i>Non Binary</i> and <i>Gender Fluid</i>.)</li> </ul> <p>(Note this list is illustrative and is not intended to be definitive.)</p>



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<p><b>Gender Identity.</b></p> <p><b>This includes:</b></p> <p><b>Gender Re-assignment</b></p> <p><b>Non Binary</b></p> <p><b>Gender Fluid</b></p> <p><b>(continued)</b></p>	<p>People who are LGBTQ+ are more likely to experience workplace harassment (Source: National Government LGBT survey 2019.). This may lead to concerns around their ability to have equal access to career opportunities presented under the Recruitment and Selection Policy.</p> <p>Whilst, with the exception of <i>Gender Reassignment</i>, there is currently no legal obligation placed on the SQA to provide Equality of Opportunity to people who identify as different Genders, it is a very relevant modern consideration – particularly in academic environments such as schools, colleges and universities. (Once again, highly relevant to the SQA.)</p> <p><u>We therefore recommend that the SQA create a new <i>Gender Identity</i> policy to facilitate and advance equality of opportunity to employees who are LGBTQ+.</u></p> <hr/> <p>Foster good relations</p> <hr/> <p>There is no evidence to indicate that this policy currently fosters good relations between people of different <i>Gender Identities</i> or who are LGBTQ+.</p> <p>Implementing the actions listed within this section of the document would begin to improve this situation.</p>
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Protected Characteristic	General Equality Duty
<b>Marriage/Civil Partnership</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>We conclude there is no evidence to suggest that this policy may impact directly / indirectly on people who are <i>Married</i> or in a <i>Civil Partnership</i> and therefore make no further recommendations in this area.</p> <p><b>Neutral Equality related impact is therefore recorded in this area.</b></p>
	Advance equality of opportunity
	<p>All SQA employees are entitled to use, access and be subjected to the <i>Recruitment and Selection Policy</i> and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Marital Status</i>.</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different <i>Marital Status</i>.</p> <p>No further recommendations are made in respect of this in relation to this policy.</p>



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Protected Characteristic	General Equality Duty
<b>Pregnancy / Maternity</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Those who are pregnant or on maternity leave may feel that opportunities are excluded to them.</p> <p>The <i>Recruitment and Selection</i> policy allows colleagues to set up their own notifications when vacancies are posted that may interest them, so remote workers can remain alerted to current opportunities.</p> <p><b>Risks of Discrimination in the SQA:</b></p> <p>Women are statistically more likely to have caring responsibilities than men and maternity related gaps in employment. This may result in indirect discrimination if a recruiting manager looks for a continuous relevant employment history.</p> <p>SQA should continue to ensure that managers involved in recruitment and selection complete training <b>which includes Gender bias in recruitment</b> prior to conducting any recruitment activities.</p>
	Advance equality of opportunity
	No actions identified.
	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different sexes.</p> <p>SQA should continue to:</p> <ul style="list-style-type: none"> <li>• Monitor the equality data and take any remedial action if appropriate</li> <li>• Use non-gender specific wording in recruitment adverts</li> <li>• Promote 'Happy to talk flexible working'</li> </ul>



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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 access employment opportunities.</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.</u></p>
	Advance equality of opportunity
	<p>All SQA employees and external candidates are entitled to use, access and be subjected to the <i>Recruitment and Selection Policy</i> and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of Care Experience. The absence of evidence should be rectified, if possible, by collection of data relating to care experience.</p>
	Foster Good Relations
No evidence identified.	



**Miscellaneous:**

**The SQA is committed to being a supportive and inclusive employer and its members of and/or accredited by various organisations these include:**

- Disability Confident Employer
- Hidden Disability Sunflower Scheme Member
- Employers Network for Equality & Inclusion Member
- Happy to Talk Flexible Working Employer
- Accreditation as a Scottish Living Wage Employer
- Business in the Community Race at Work Charter Signatory
- Stonewall Diversity Champion

The SQA also has a number of internal employee support networks which aim to provide a safe and confidential space:

- Women's Network
- Rainbow Network
- Parent & Carers
- Disability Network
- ACE Network (Appreciate Culture & Ethnicity)
- Young Person's Network



## Appendix 1

### Disability Confidence in recruitment



There are 7 million people of working age with a disability or long-term health condition in the UK and yet only around half of these people are in work.

The Disability Confident scheme has been designed by employers and disabled people's representatives to support and recognise businesses that are actively inclusive in their recruitment and retention practices.

By being a disability confident employer SQA can positively challenge and change the expectations of disabled people in the workplace and ensure fairness and opportunity for all.

SQA is committed to the Disability Confident Initiative and offers a guaranteed interview to any internal or external applicant who considers themselves to be disabled **and who meets the minimum requirements for the post**. The aim of this commitment is to encourage positive action, encouraging disabled people to apply for jobs and provide an opportunity to demonstrate their skills, talent and abilities at the interview stage.



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This means the hiring manager will assess the candidates' skills and experience with the same measure as other candidates and guarantee an interview to all applicants with a disability who meet the **minimum requirements for the role**.

To be considered under the Guaranteed Interview Scheme, applicants will need to declare that they have a disability by ticking the box in the Guaranteed Interview Section on the job application form.

Disabled candidates who meet the essential criteria on the job description / person specification are guaranteed an interview; they are not guaranteed a job offer.

The disabled candidate must be considered on the merits of their application. If they demonstrate they have met minimum requirements for the role based on the shortlisting criteria, and have ticked the Guaranteed Interview scheme box, then they should be invited for interview.

### Reasonable adjustments

By law, an employer must consider making reasonable adjustments when:

- they know, or could be expected to know, an employee or job applicant has a disability
- an employee or job applicant with a disability asks for adjustments

It's against the law for employers to ask applicants if they have a disability or the nature of the disability.

Employers must make reasonable adjustments to accommodate the needs of disabled job applicants in order to offset any disadvantage that their disability would otherwise cause them. The objective should be to take steps to ensure that a disabled applicant can compete for the job on a level playing field with other applicants.

What is deemed a reasonable adjustment is will be fact specific to every individual. The list of such adjustments is inexhaustible and should any adjustment request be sent by a candidate a member of the Recruitment team will discuss the implications with you.



## Appendix 2

### Line Manager training modules

- Being a line manager at SQA
- Disability confidence and awareness for line managers
- Diversity and inclusion
- Feedback conversations
- Holding difficult conversations
- HR essentials attendance management
- Hr essentials disciplinary and grievance
- Interview guidance
- Mental health awareness for line managers
- Recognition
- Remote interviewing guide