Workforce Equality Monitoring Report 2019–21

Contents

Introduction

This document should be read alongside SQA's Equality Mainstreaming Report 2019–21. SQA's Equality Mainstreaming Report 2019–21 and Equality Outcomes 2021–25 provide detail about the actions we have taken and intends to take to meet our equality obligations and achieve our commitments.

Under the Public Sector Equality Duty, we are required to publish information on the composition of our workforce every two years. This includes the relevant protected characteristics of individuals throughout the employment lifecycle (recruitment, development, and retention) and the progress we have made in gathering and using the information to enable us to better perform the general equality duty. You will find an overview of this information in the sections below.

Workforce equality monitoring: colleagues

As at 31 January 2021, SQA had 956 colleagues, which equates to 912.17 full time equivalents (FTE). This is an increase of 0.89% when compared to the previous year. These figures include our Chief Executive and Directors. However, with the exception of gender, the Executive Management Team (EMT) data is not disclosed in the analysis below due to the size of this population and to ensure compliance with GDPR legislation to protect individuals' personal information. With EMT data omitted, the total number of colleagues included within this report is 949 of 956. In terms of gender statistics, there may be variances from those reported in the Equal Pay Audit Summary as at 31 January 2021 due to the workforce equality monitoring report using only the gender options that are reportable to HMRC . The Equal Pay Audit summary excludes colleagues who selected 'prefer not to say' or 'identify in another way' in relation to gender identity.

Throughout the report, 2019 data refers to the period 1 February 2019 to 31 January 2020 and 2020 data refers to the period 1 February 2020 through to 31 January 2021.

For the protected characteristics of race and religion or belief — due to the small sample size of colleagues from black and minority ethnic backgrounds and those with non-Christian religions or beliefs, and to provide meaningful analysis without breaching General Data Protection Regulations (GDPR) — we have combined the individual ethnic minorities as one category and have applied the same approach to non-Christian religions or beliefs.

All sections include separate columns for both 'not provided' and 'prefer not to say'. Transgender data is not disclosed in this report due to the limited sample size and to ensure compliance with GDPR legislation to protect individuals' personal information.

The table below illustrates the breakdown of colleague completion rates as at 31 January 2021. This has been split by colleagues who have completed the information (including 'prefer not to say') and those who have not yet completed it.

Protected characteristics	Gender (Sex)	Age	Relationship status	Race	Disability	Sexual Orientation	Identify as Transgender	Religion or belief
Completed	100.00%	100.00%	86.24%	87.04%	83.99%	83.35%	84.61%	86.73%
Not Completed			13.76%	12.96%	16.02%	16.02%	15.38%	13.28%

Grade

Colleagues by grade

Comparisons between 2019 and 2020 data show that there have been minor changes within each grade. This is to be expected due to colleague progression, recruitment and retention. The largest increase between 2019 and 2020 is at grade 8 (1.22%, 15 colleagues) and the largest decrease at grade 4 (1.06%, seven colleagues).

*Please note SQA no longer has Grade 2 posts, so this grade has been excluded from all tables and graphs below.

Table 1.00: Colleagues by grade

Grade	2019	2020	Variance
1	1.93%	1.90%	-0.03%
3	7.07%	6.32%	-0.75%
4	18.97%	17.91%	-1.06%
5	8.68%	9.59%	0.91%
6	21.01%	20.65%	-0.35%
7	17.58%	18.02%	0.44%
8	21.22%	22.44%	1.22%
HOS	3.54%	3.16%	-0.38%
Total	100.00%	100.00%	

Colleagues by Grade (as in table 1.00)
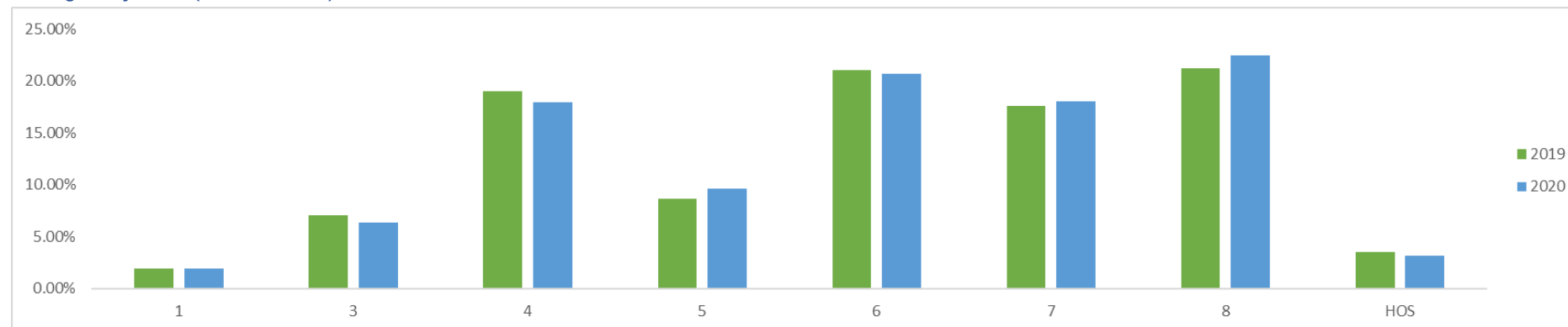
Gender

Colleagues by gender

There has been only a slight change to the breakdown of colleagues by HMRC gender between 2019 and 2020. The proportion of male colleagues reduced by 0.44% from 364 to 362, and that of female colleagues has increased by 0.44% from 571 to 585.

Table 1.01 Colleagues by gender

Gender (Sex)	2019	2020	Variance
Female	61.20%	61.64%	0.44%
Male	38.80%	38.36%	-0.44%
Total	100.00%	100.00%	

Colleagues by Gender (as in Table 1.01)
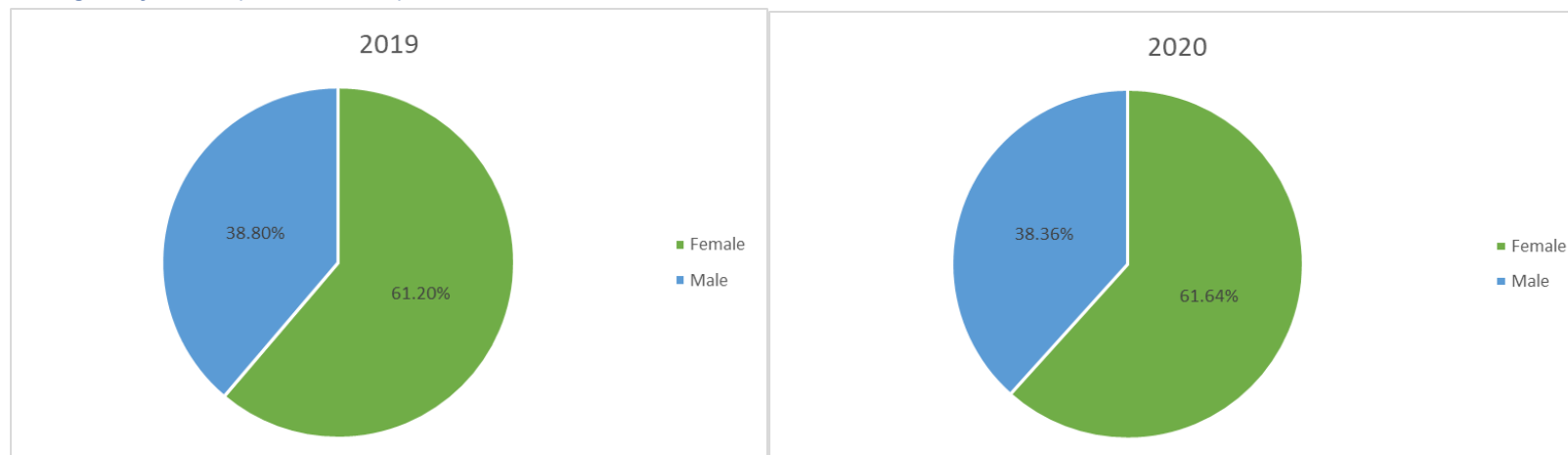
Colleagues by gender (sex) and grade

The proportion of colleagues by gender changed within each grade, with exception of grade 6, between 2019 and 2020. Changes are mainly attributable to internal movements and turnover. The largest fluctuation was within grade 1, with the number of male colleagues doubling over the two years from three to six and a reduction of three female colleagues from 15 to 12. These changes mostly occurred within Modern Apprentice roles.

Head of Service is the only grade to have a higher proportion of male colleagues than female. In 2020, the male to female colleague ratio at this grade was 60:40, a reduction in male colleagues since 2019 of 0.61%. At the Executive Management Team level, however, 57.14% are female and 42.86% are male.

Although the largest upward shift in the proportion of female colleagues was 3.51% at grade 5, this only represents nine more female colleagues. Grade 8 saw the largest number of new female colleagues, with an increase of 14.

Table 1.02: Colleagues by Gender (Sex) and Grade

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%	
Total	61.20%	61.64%	0.44%	38.80%	38.36%	-0.44%

Colleagues by Gender (Sex) and Grade 2020 (as in Table 1.02)
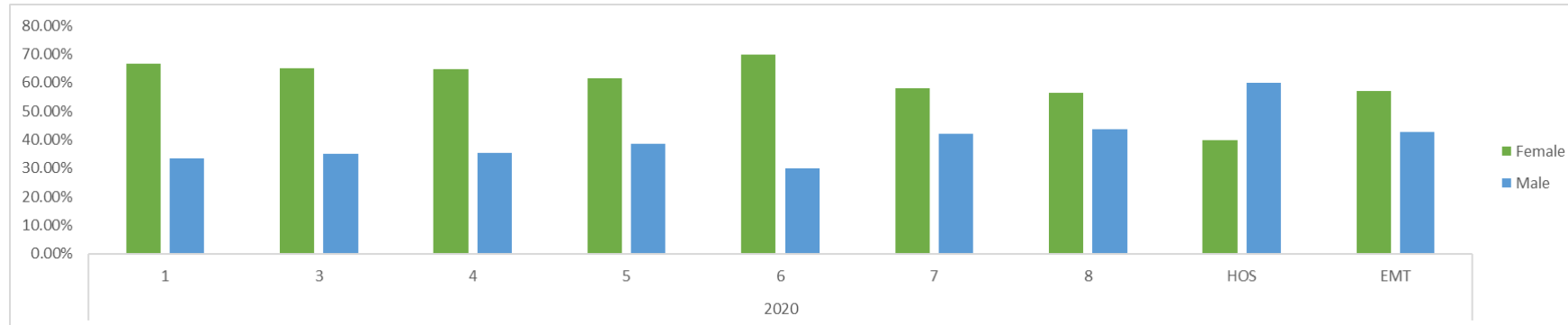
Board of Management: gender (sex)

The Board of Management structure has not changed in terms of number of members or breakdown of gender over the course of the reporting period 1 February 2019 to 31 January 2021, as shown in table 1.03:

There has been a reduction of one female Board Member since the previous workforce equality monitoring report covering the period 01 February 2017 to 31 January 2019. Board members are appointed by the Scottish Government and are therefore not SQA employees. As such, no further equality and diversity data is held for this group.

Table 1.03: Board of Management

Time Period	Total number of Board Members	Number of females	Number of males
From 1 February 2019 to 31 January 2020	10	4	6
From 1 February 2020 to 31 January 2021	10	4	6

Age

Colleagues by age band

The age distribution of colleagues remained similar between 2019 and 2020 with the majority of colleagues (79.24%) aged between 30 and 59. The largest increase is in the proportion of colleagues who are age 60-64, (1.91%) which equates to 19. The greatest decrease was seen in the 30-34 age band with 1.70% fewer colleagues, a reduction of 14.

These changes can be attributed to a number of factors over the two-year period including:

♦   Length of service
♦   Variances between new start and leaver age

Table 1.04: Colleagues by age band

Age band	2019	2020	Variance
16-24	6.32%	5.27%	-1.05%
25-29	6.97%	6.32%	-0.64%
30-34	13.18%	11.49%	-1.70%
35-39	14.04%	15.28%	1.24%
40-44	13.83%	14.23%	0.40%
45-49	12.43%	11.06%	-1.37%
50-54	13.40%	14.86%	1.46%
55-59	12.75%	12.33%	-0.43%
60-64	5.68%	7.59%	1.91%
65+	1.39%	1.58%	0.19%
Total	100.00%	100.00%	

Colleagues by age band (as in Table 1.04)
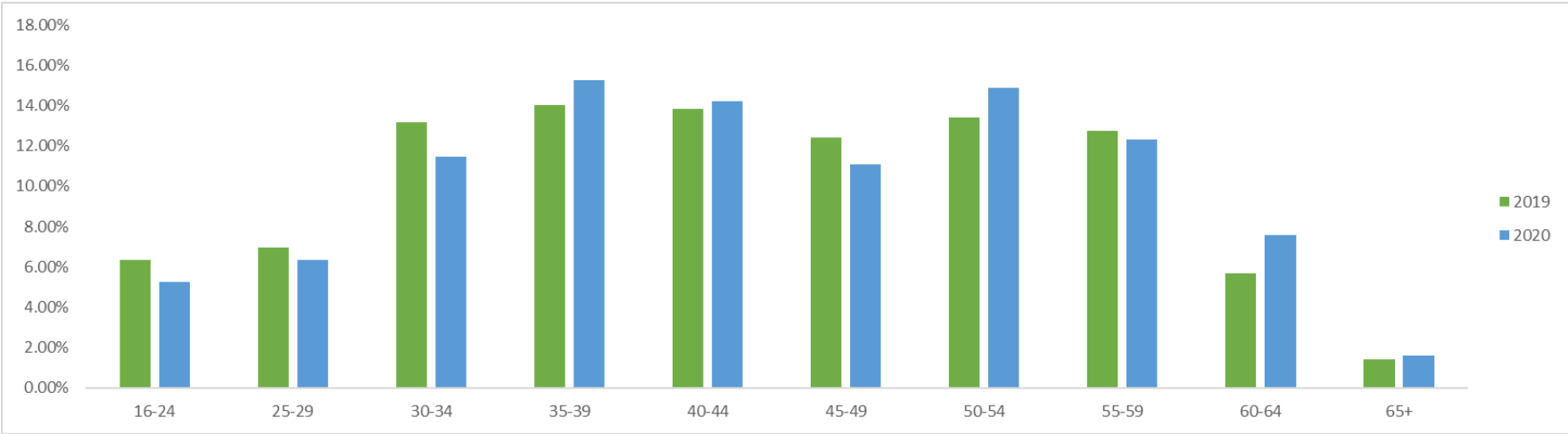
Colleagues by age band and gender (Sex)

Comparisons between 2019 and 2020 data show that the greatest increase in the proportion of female colleagues is within the 60–64 age band, 1.91%, an increase of 12 colleagues. The 30–34 age band saw the largest fall of 1.50% (seven) amongst female colleagues.

Over the period there was an increase in the proportion of male colleagues within the 50-54 age band, with 2.39% more male colleagues, an increase of nine. The largest decline in the proportion of male colleagues was in the 30-34 age band, with 2.00% (seven) fewer.

The largest decrease was seen in the 30–34 age band for both male and female colleagues, with a reduction of 14 colleagues. This appears to be offset by an increase of 14 colleagues in the 35–39 age band.

Table 1.05: Colleagues by age band and gender (sex)

Age Band	Female			Male			Total		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
16-24	6.65%	5.47%	**-1.18%**	5.80%	4.95%	**-0.86%**	6.32%	5.27%	**-1.05%**
25-29	7.01%	6.32%	**-0.68%**	6.91%	6.32%	**-0.59%**	6.97%	6.32%	**-0.64%**
30-34	12.78%	11.28%	**-1.50%**	13.81%	11.81%	**-2.00%**	13.18%	11.49%	**-1.70%**
35-39	14.19%	15.38%	**1.20%**	13.81%	15.11%	**1.30%**	14.04%	15.28%	**1.24%**
40-44	13.66%	14.36%	**0.70%**	14.09%	14.01%	**-0.08%**	13.83%	14.23%	**0.40%**
45-49	11.56%	10.09%	**-1.47%**	13.81%	12.64%	**-1.17%**	12.43%	11.06%	**-1.37%**
50-54	12.78%	13.68%	**0.89%**	14.36%	16.76%	**2.39%**	13.40%	14.86%	**1.46%**
55-59	14.01%	13.68%	**-0.34%**	10.77%	10.16%	**-0.61%**	12.75%	12.33%	**-0.43%**
60-64	5.78%	7.69%	**1.91%**	5.52%	7.42%	**1.89%**	5.68%	7.59%	**1.91%**
65+	1.58%	2.05%	**0.48%**	1.10%	0.82%	**-0.28%**	1.39%	1.58%	**0.19%**
Total	100.00%	100.00%		100.00%	100.00%		100.00%	100.00%	

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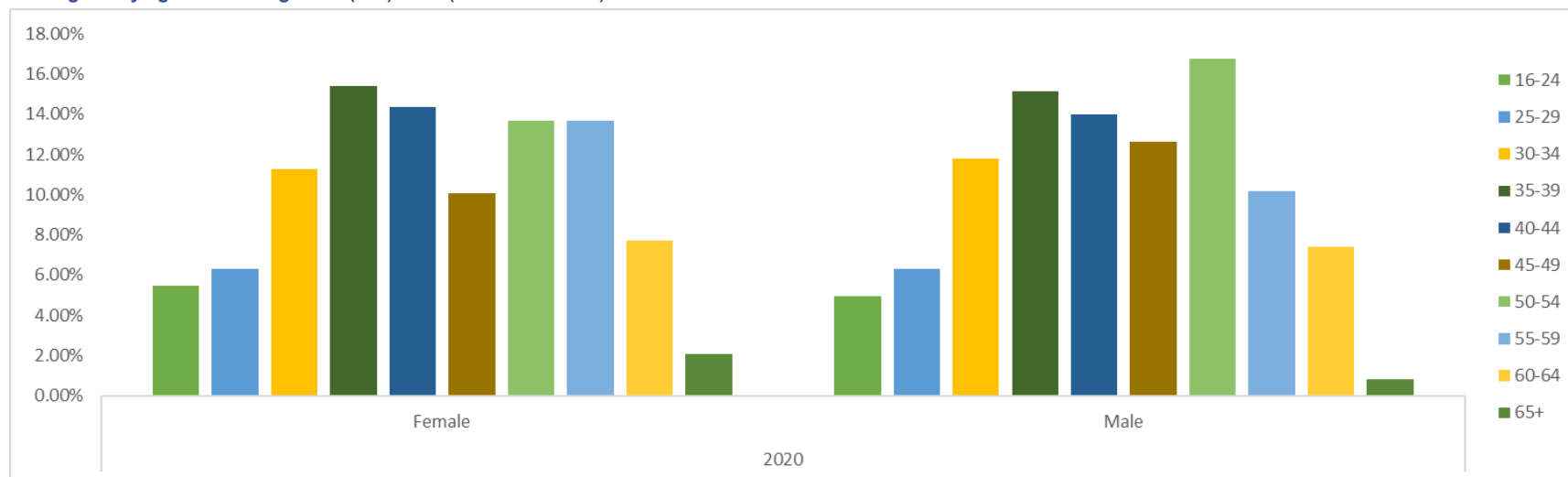
Colleagues by age band and grade

In total, 499 colleagues are aged 16–44 and 450 are aged 45–65+. Grades 3 to 6 have the most even spread of colleagues within each age band. The highest proportion of current colleagues are between the ages of 35 and 39, a total of 145 colleagues. The lowest proportion is seen in those aged 65+, with a total of 15 colleagues within this age band.

At grade 1 (which includes roles such as Modern Apprentice and Cleaner), the majority of colleagues are either under 30 or over 50, with only 5.56% of colleagues included in the age bands 30–49. A review of higher-level grades would indicate that fewer colleagues hold posts at grade 7 and above within the 16–34 age bands. This is most likely due to the requirement of experience, skills and professional qualifications required for roles at higher grades.

All Head of Service colleagues are in the 40+ age bands, with 76.67% over 50. This is most likely due to the requirement for significant experience at senior management level for these posts. There is an increase in Head of Service colleagues of 13.03% (two) in the 50+ age band from 2019 to 2020.

Table 1.06: Colleagues by age band and grade

	Grade											
	6			**7**			**8**			**HOS**		
Age Band	**2019**	**2020**	**Variance**	**2019**	**2020**	**Variance**	**2019**	**2020**	**Variance**	**2019**	**2020**	**Variance**
16-24	3.06%	3.06%			0.58%	**0.58%**						
25-29	8.16%	8.67%	**0.51%**	1.83%	1.75%	**-0.07%**	1.01%	0.47%	**-0.54%**			
30-34	17.86%	14.80%	**-3.06%**	16.46%	12.28%	**-4.18%**	8.08%	6.57%	**-1.51%**			
35-39	21.43%	21.94%	**0.51%**	14.63%	19.30%	**4.66%**	13.64%	14.55%	**0.92%**			
40-44	15.31%	14.29%	**-1.02%**	19.51%	17.54%	**-1.97%**	16.16%	15.96%	**-0.20%**	9.09%	10.00%	**0.91%**
45-49	9.69%	11.73%	**2.04%**	15.85%	13.45%	**-2.40%**	15.15%	12.21%	**-2.94%**	27.27%	13.33%	**-13.94%**
50-54	11.22%	11.22%		15.24%	18.13%	**2.88%**	21.21%	23.47%	**2.26%**	27.27%	30.00%	**2.73%**
55-59	11.73%	12.24%	**0.51%**	10.98%	10.53%	**-0.45%**	16.67%	14.55%	**-2.11%**	27.27%	33.33%	**6.06%**
60-64	1.53%	2.04%	**0.51%**	4.88%	5.26%	**0.39%**	5.56%	9.86%	**4.30%**	9.09%	10.00%	**0.91%**
65+				0.61%	1.17%	**0.56%**	2.53%	2.35%	**-0.18%**		3.33%	**3.33%**
Total	100%	100%		100%	100%		100%	100%		100%	100%	

Colleagues by age band and grade (as in Table 1.06)
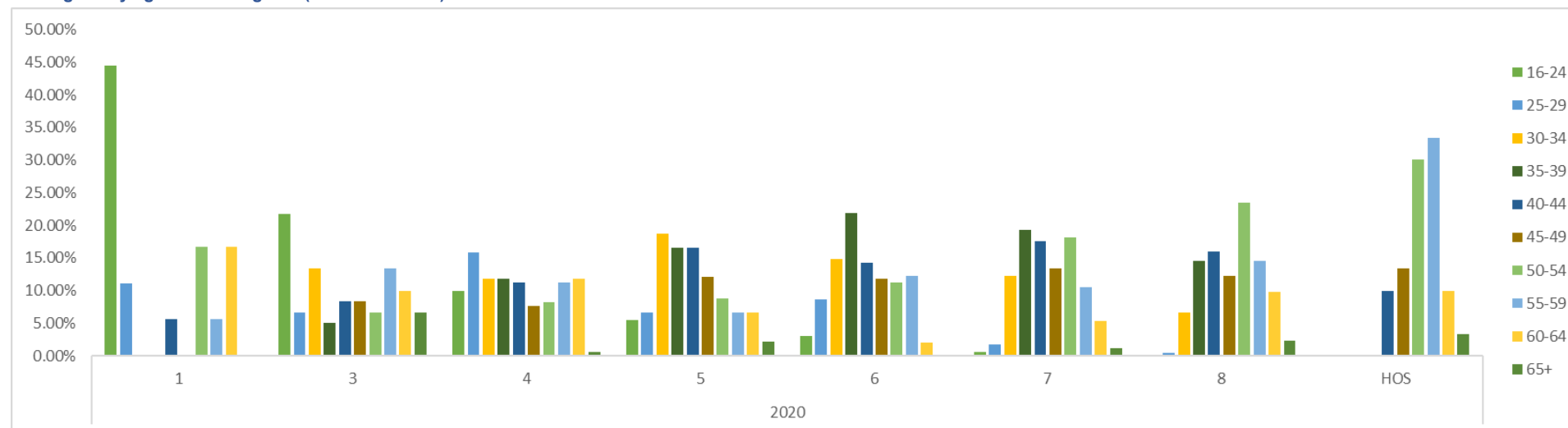
Disability

Colleagues by disability status

Overall, 31.57% more colleagues have chosen to provide information on disability status and, as at 31 January 2021 following the equality monitoring campaign, 8.22% of colleagues have declared they have a disability. This is a total of 78 colleagues and an increase of 2.75% (27 colleagues) from the previous year. There were also increases of 4.91%, (47) in those who declared they would 'prefer not to say' and 23.90% (234) who declared no disability.

The highest proportion of colleagues who have declared a disability, 52.56%, falls within the lowest age bands (16–44) and second highest (47.44%) within the upper age bands (45–64).

Table 1.07 Colleagues by disability status

Disability Status	2019	2020	Variance
Disabled	5.47%	8.22%	2.75%
Non-Disabled	44.69%	68.60%	23.90%
Prefer not to say	2.25%	7.17%	4.91%
Not Provided	47.59%	16.02%	-31.57%
Total	100.00%	100.00%	

Colleagues by disability status (as in Table 1.07)
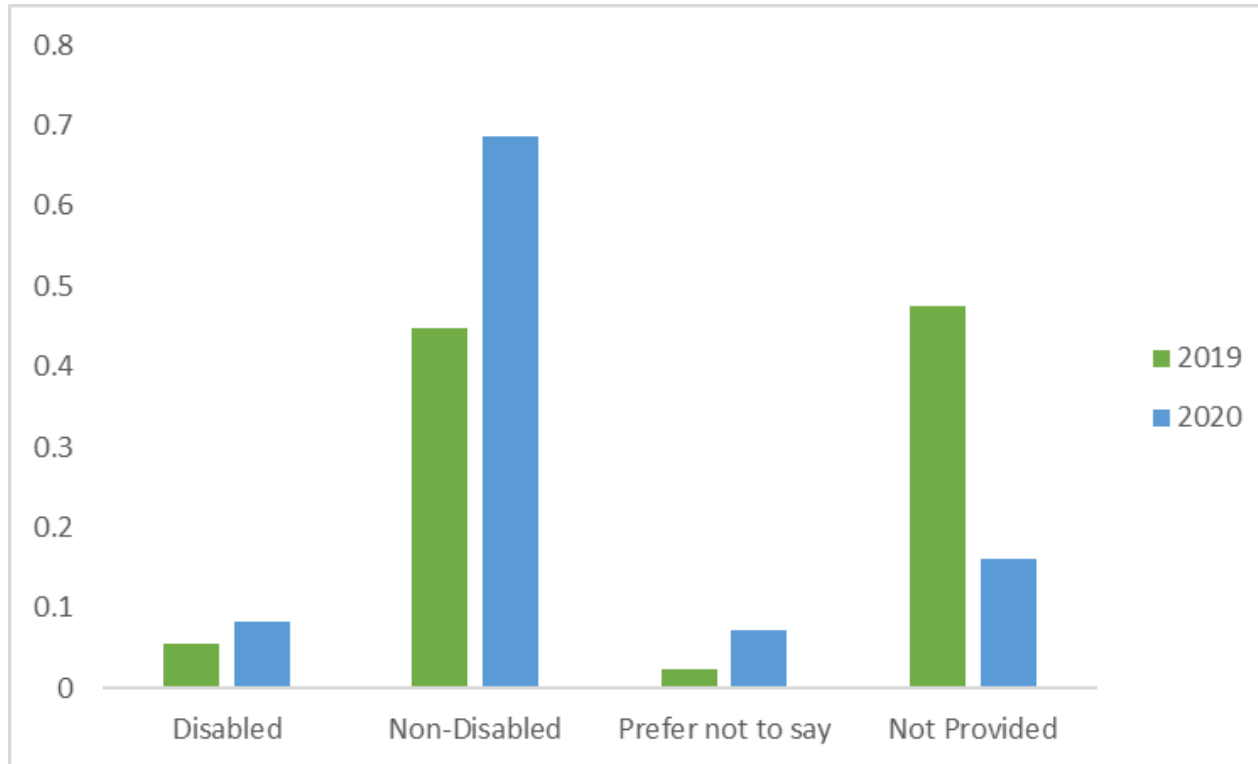
Colleagues by disability status and gender (sex)

Out of a total of 78 colleagues who have declared they have a disability, 43 (55.13%) are female and 35 (44.87%) are male. It is positive that more colleagues have provided a response to this section. Across all possible responses in relation to disability, the gender split is reflective of the overall gender breakdown of the organisation.

Table 1.08: Colleagues by disability status and gender (sex)

| | Gender (Sex) | | | | | |
| | Female | | | Male | | |
Disability	2019	2020	Variance	2019	2020	Variance
Yes	5.25%	7.35%	**2.10%**	5.80%	9.62%	**3.81%**
No	49.04%	71.62%	**22.59%**	37.85%	63.74%	**25.89%**
Prefer not to say	1.58%	5.98%	**4.41%**	3.31%	9.07%	**5.75%**
Not Provided	44.13%	15.04%	**-29.09%**	53.04%	17.58%	**-35.46%**
Total	100%	100%		100%	100%	

Colleagues by disability status and gender (sex) (as in Table 1.08)

Female Colleagues by Disability 2020

Legend: Yes / No / Prefer not to say / Not Provided

Male Colleagues by Disability 2020

Legend: Yes / No / Prefer not to say / Not Provided
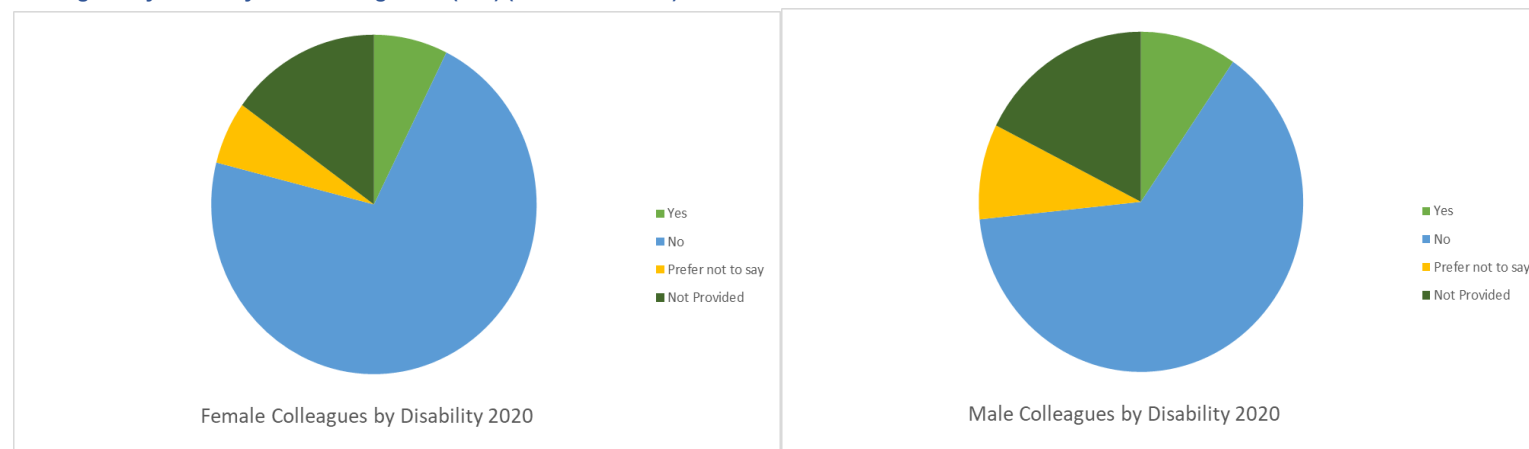
Colleagues by disability status and grade

62.82% of colleagues who have declared they have a disability are within grades 6 to Head of Service. Head of Service has the largest percentage (13.33%) of colleagues declaring a disability (four), however, grade 6 has the largest overall number of colleagues declaring a disability (18).

Table 1.09: Colleagues by disability status and grade

Grade	Disability Status											
	Disabled			Non-Disabled			Prefer not to say			Not Provided		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
1	5.56%	5.56%			38.89%	**38.89%**				94.44%	55.56%	**-38.89%**
3	4.55%	10.00%	**5.45%**	46.97%	55.00%	**8.03%**	4.55%	13.33%	**8.79%**	43.94%	21.67%	**-22.27%**
4	5.08%	7.65%	**2.56%**	45.20%	68.82%	**23.63%**	2.82%	7.06%	**4.23%**	46.89%	16.47%	**-30.42%**
5	4.94%	9.89%	**4.95%**	43.21%	74.73%	**31.52%**	2.47%	5.49%	**3.03%**	49.38%	9.89%	**-39.49%**
6	7.14%	9.18%	**2.04%**	47.45%	67.86%	**20.41%**	1.53%	6.12%	**4.59%**	43.88%	16.84%	**-27.04%**
7	3.66%	7.02%	**3.36%**	43.90%	68.42%	**24.52%**	2.44%	8.77%	**6.33%**	50.00%	15.79%	**-34.21%**
8	5.05%	7.04%	**1.99%**	43.43%	72.77%	**29.34%**	1.52%	6.57%	**5.06%**	50.00%	13.62%	**-36.38%**
HOS	12.12%	13.33%	**1.21%**	60.61%	70.00%	**9.39%**	3.03%	6.67%	**3.64%**	24.24%	10.00%	**-14.24%**
Total	**5.47%**	**8.22%**	**2.75%**	**44.69%**	**68.60%**	**23.90%**	**2.25%**	**7.17%**	**4.91%**	**47.59%**	**16.02%**	**-31.57%**

Colleagues by disability status and Grade 2020 (as in Table 1.09)
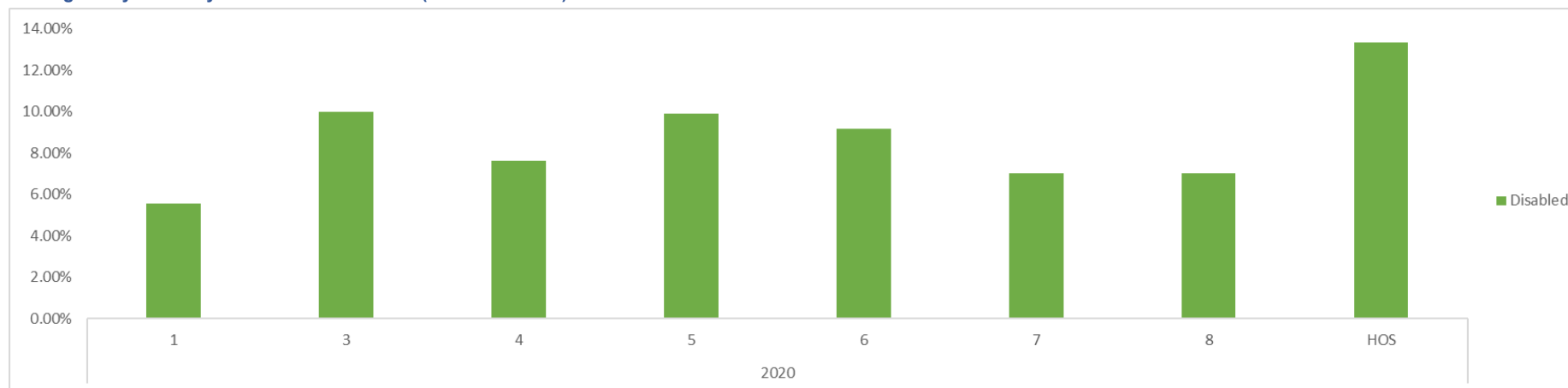
Relationship status

Colleagues by relationship status

86.24% of colleagues declared their relationship status in 2020, an increase of 29.87% compared to 2019. Of those who provided this information, there are more colleagues who have declared they are married or in a civil partnership (44.66%) compared to those who have declared they are single (35.87%). For the purposes of this report, those who have declared their relationship status as married or in a civil partnership have been grouped together to compare with those who fall within the category of single, which groups the following: single, cohabiting/in a relationship, separated, widowed/surviving partner from civil partnership, divorced/dissolved civil partnership and other. 54 colleagues (5.71%) declared they would prefer not to say in 2020, which is an increase of 3.79%.

The increase in the level of data enables more meaningful analysis to be carried out in future reports once trends can be established.

Table 1.10: Colleagues by relationship status

Relationship status	2019	2020	Variance
Married/Civil Partnership	30.01%	44.66%	14.65%
Single	24.44%	35.87%	11.44%
Prefer not to say	1.93%	5.71%	3.79%
Not Provided	43.62%	13.76%	-29.87%
Total	100.00%	100.00%	

Colleagues by relationship status (as in Table 1.10)
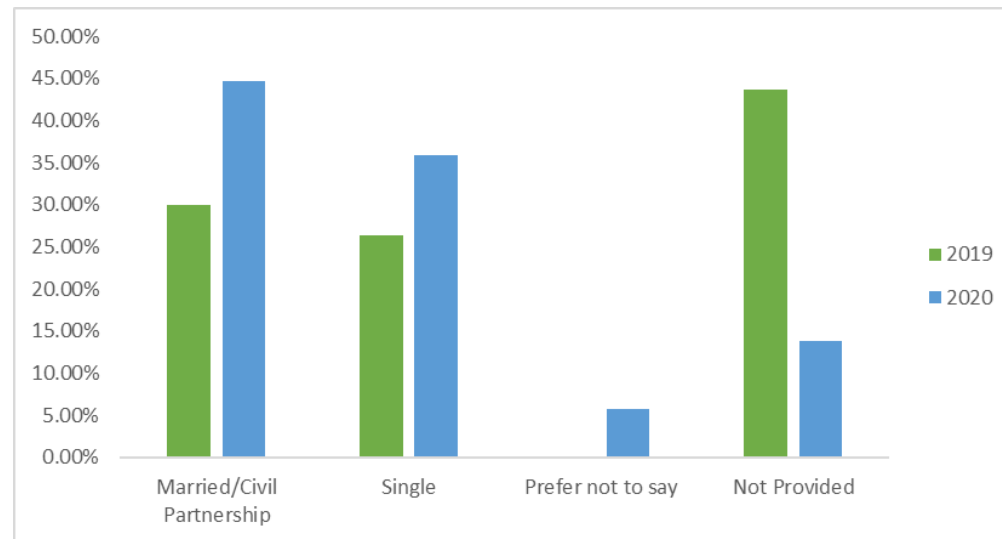
Colleagues by relationship status and grade

As previously stated, more colleagues have declared their relationship status in 2020 compared to 2019. This data shows that a higher proportion of colleagues in grades 6 and above have declared they are married or in a civil partnership than have declared themselves as single. The opposite is true of grades 1 to 5, where a higher proportion of employees have declared they are single.

Table 1.11 Colleagues by Relationship status and Grade

Grade	Relationship status											
	Married/Civil Partnership			**Single**			**Prefer not to say**			**Not Provided**		
	2019	**2020**	**Variance**	**2019**	**2020**	**Variance**	**2019**	**2020**	**Variance**	**2019**	**2020**	**Variance**
1	5.56%	5.56%		44.44%	72.22%	**27.78%**				50.00%	22.22%	**-27.78%**
3	16.67%	31.67%	**15.00%**	31.82%	41.67%	**9.85%**	1.52%	3.33%	**1.82%**	50.00%	23.33%	**-26.67%**
4	26.55%	37.65%	**11.09%**	32.77%	44.71%	**11.94%**	1.69%	5.29%	**3.60%**	38.98%	12.35%	**-26.63%**
5	24.69%	37.78%	**13.09%**	30.86%	50.00%	**19.14%**		2.22%	**2.22%**	44.44%	10.00%	**-34.44%**
6	31.12%	40.72%	**9.60%**	27.04%	37.63%	**10.59%**	2.04%	7.73%	**5.69%**	39.80%	13.92%	**-25.88%**
7	35.98%	52.94%	**16.97%**	14.63%	26.47%	**11.84%**	2.44%	6.47%	**4.03%**	46.95%	14.12%	**-32.83%**
8	33.33%	56.34%	**23.00%**	15.15%	23.94%	**8.79%**	3.03%	6.57%	**3.54%**	48.48%	13.15%	**-35.34%**
HOS	45.45%	50.00%	**4.55%**	27.27%	36.67%	**9.39%**		3.33%	**3.33%**	27.27%	10.00%	**-17.27%**
Total	**30.01%**	**44.66%**	**14.65%**	**24.44%**	**35.87%**	**11.44%**	**1.93%**	5.71%	**3.79%**	**43.62%**	**13.76%**	**-29.87%**

Colleagues by Relationship status and Grade 2020 (as in table 1.11)
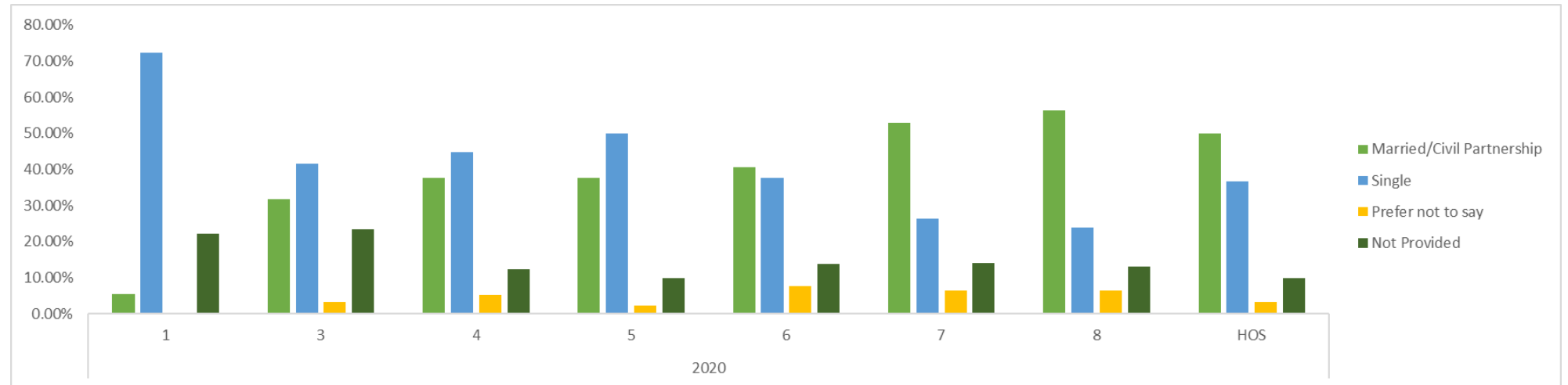
Race

Colleagues by race

For the purposes of this section, colleagues have been split into groups of minority ethnicity, white ethnicity, prefer not to say, and not provided. A further breakdown of black and minority ethnicity colleagues follows later in the report. Although we have seen an overall increase in ethnicity data, 12.96% of colleagues (123), have chosen not to provide an answer and 3.48%, 33 colleagues, have declared they would prefer not to say. This illustrates that there is more work to be done to educate colleagues on the importance of providing equality data.

As illustrated in table 1.12, the number of ethnic minority colleagues has increased since 2019 to 30 which equates to an increase of 1.34%.

Table 1.12 Colleagues by Race

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

Colleagues by Race (as in table 1.12)
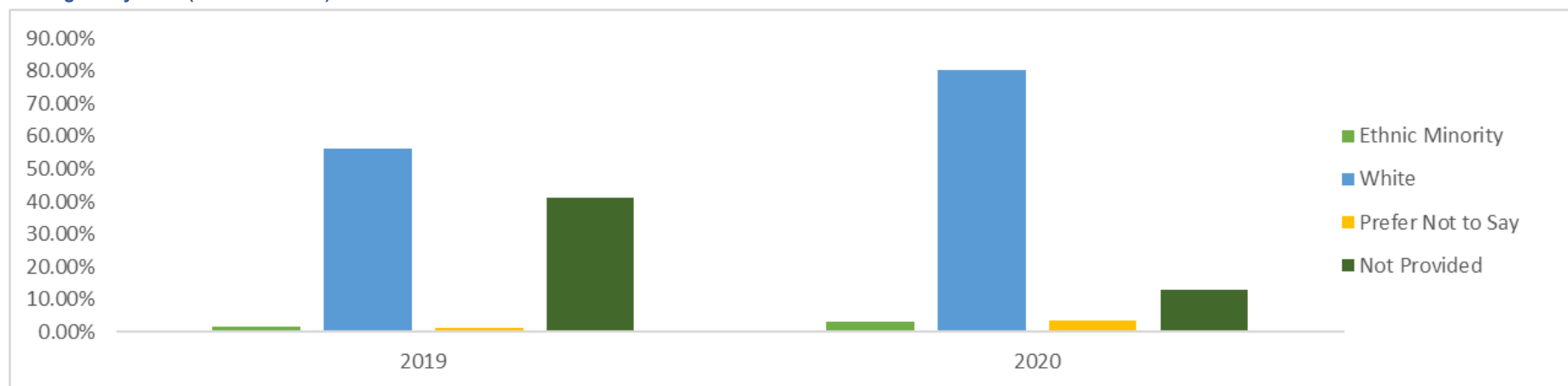
Colleagues by grade and race

The increase in the proportion of colleagues who have declared they are of ethnic minority are split relatively evenly across grades 3 to eight. The largest percentage increase in ethnic minority colleagues is seen at grade 3 (1.82%), however, this equates to only one colleague. Nine of the 13 additional colleagues declaring as ethnic minority occupy posts in grades 6 to eight. All those declaring as ethnic minority are aged 25–54. This is consistent with the overall observations in the colleagues by age band and grade section.

The 28.09% increase in response rate has contributed towards a more accurate reflection of the makeup of our workforce. However, this is only a baseline to measure future progress in this area. Trends will be more easily identifiable as this data set grows.

Table 1.13: Colleagues by grade and race

Grade	Race											
	Ethnic Minority			White			Prefer Not to Say			Not Provided		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
1	5.56%	5.56%		50.00%	72.22%	22.22%				44.44%	22.22%	-22.22%
3	1.52%	3.33%	1.82%	59.09%	80.00%	20.91%		1.67%	1.67%	39.39%	15.00%	-24.39%
4	1.13%	2.94%	1.81%	62.15%	82.94%	20.79%		1.76%	1.76%	36.72%	12.35%	-24.37%
5	2.47%	3.30%	0.83%	54.32%	85.71%	31.39%		2.20%	2.20%	43.21%	8.79%	-34.42%
6	3.06%	4.59%	1.53%	59.18%	77.55%	18.37%	0.51%	3.06%	2.55%	37.24%	14.80%	-22.45%
7	1.83%	2.92%	1.09%	50.61%	78.36%	27.75%	2.44%	5.85%	3.41%	45.12%	12.87%	-32.26%
8	1.01%	2.35%	1.34%	49.49%	80.28%	30.79%	2.53%	4.69%	2.17%	46.97%	12.68%	-34.29%
HOS				72.73%	86.67%	13.94%		3.33%	3.33%	27.27%	10.00%	-17.27%
Total	1.82%	3.16%	1.34%	56.06%	80.40%	24.34%	1.07%	3.48%	2.41%	41.05%	12.96%	-28.09%

Colleagues by grade and race (as in Table 1.13)
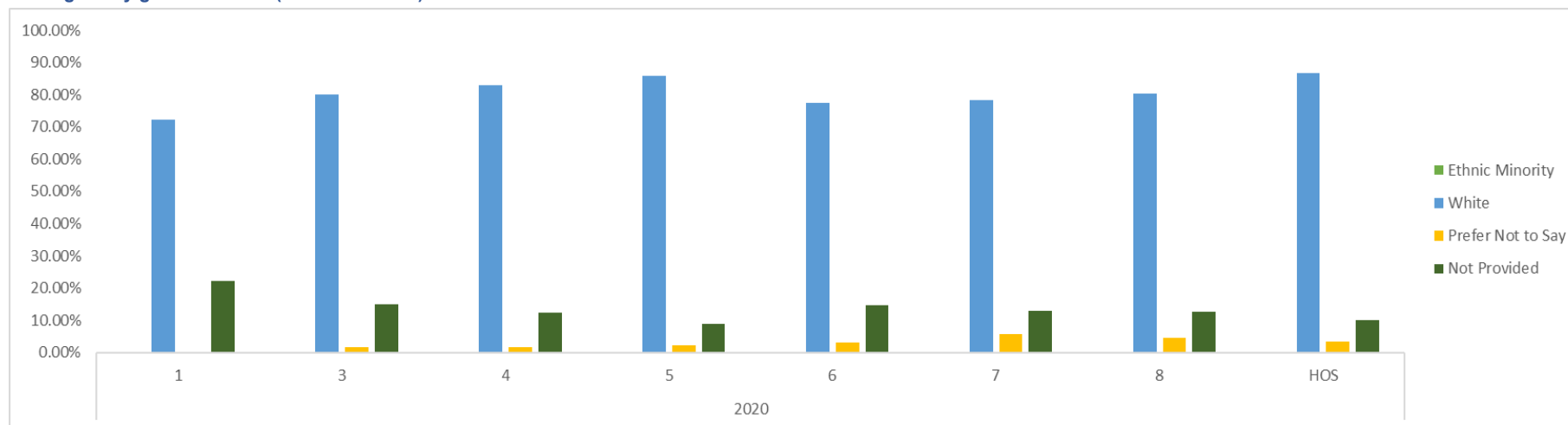
Colleagues by gender (sex) and race

Due to the increase in those declaring as ethnic minority, there has been a corresponding increase to each area by gender for this protected characteristic. There was a 1.33% (eight) increase of female colleagues and 1.36% (five) who declared an ethnic minority. 21.99% (137) more female colleagues and 28.02% (103) more male colleagues declared they are white. However, a total of 33 (2.48%) colleagues declared they would prefer not to say and 123 (12.96%) gave no response in 2020.

Table 1.14: Colleagues by gender (sex) and race

	Gender (Sex)					
	Female			**Male**		
Race	**2019**	**2020**	**Variance**	**2019**	**2020**	**Variance**
Ethnic Minority	1.58%	2.91%	1.33%	2.21%	3.57%	1.36%
White	59.54%	81.54%	21.99%	50.55%	78.57%	28.02%
Prefer Not to Say	0.70%	3.08%	2.38%	1.66%	4.12%	2.46%
Not Provided	38.18%	12.48%	-25.70%	45.58%	13.74%	-31.84%
Total	100%	100%		100%	100%	

21
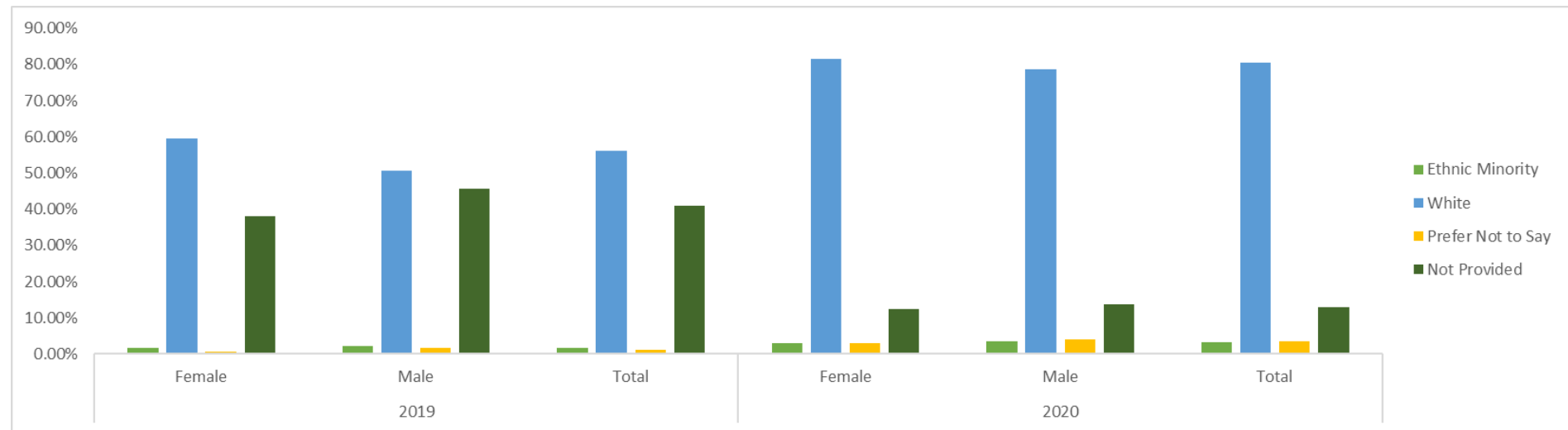
Race: colleagues by ethnic minorities

This section provides an overview of black and minority ethnicities within SQA. Only high-level information can be shared to ensure compliance with GDPR legislation protecting individuals' personal information.

Two additional minority ethnicities were declared by three colleagues in 2020 compared to 2019. As a result, the composition of black and minority ethnicities has changed across the organisation, in part, due to these additional ethnicities being declared in addition to changes to the number of colleagues who declared as ethnic minority. This data will provide a basis to identify trends over longer periods within future reports.

The race with the highest proportion of colleagues within black and minority ethnicities was Pakistani, Pakistani Scottish or Pakistani British in both 2019 and 2020. Despite four more colleagues declaring they are of Pakistani, Pakistani Scottish or Pakistani British ethnicity, the overall proportion decreased by 4.51% as a result of the change in composition of ethnic minorities across SQA through a mixture of new colleagues and additional ethnic minorities being declared.

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%	

Race: colleagues by black and minority ethnicities 2020 (as in Table 1.15)
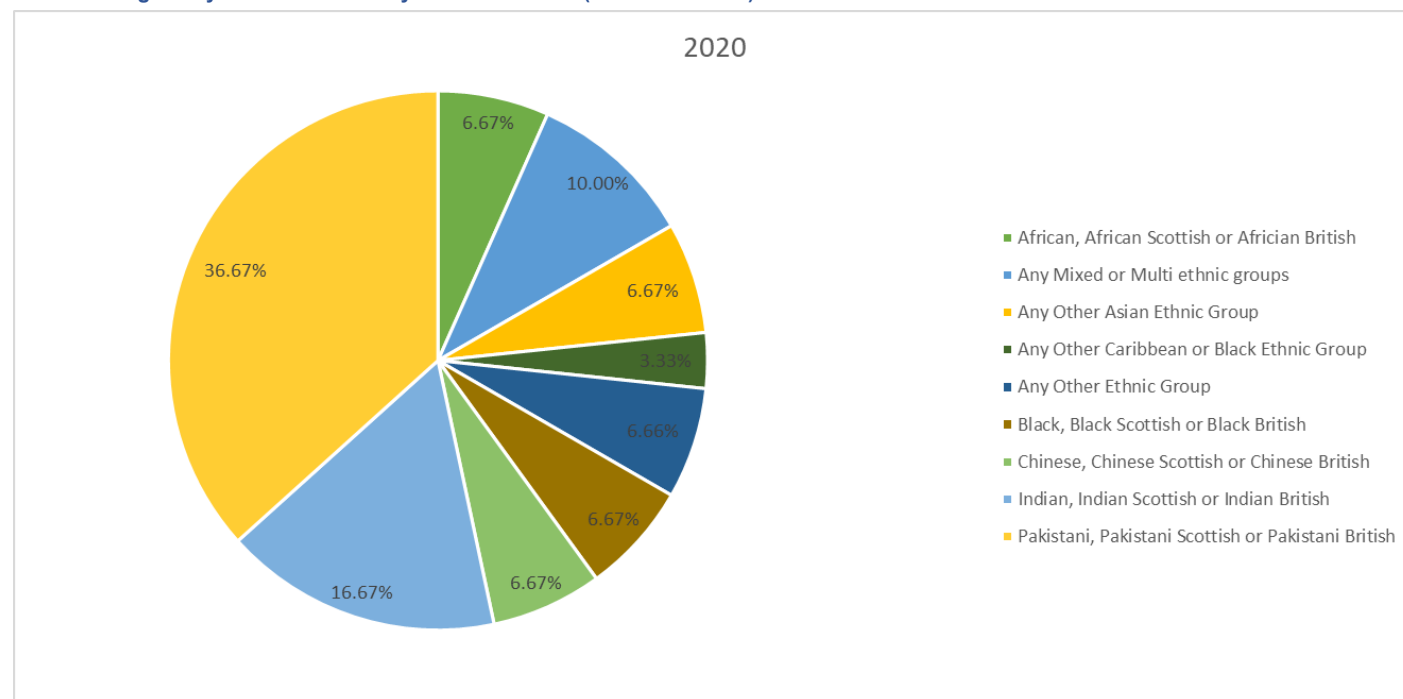
Religion or belief

Colleagues by religion or belief

86.72% of colleagues have provided information relating to their religious beliefs in 2020. This represents a total of 823 colleagues and an increase of 30.13% on 2019. The increase is spread across all religions or beliefs.

283 colleagues declared Christian as their religion or belief in 2020. This is an increase of 9.13% (90 colleagues) from 2019. 164 colleagues declared non-Christian religion or belief, an increase of 57 (5.81%) from 2019. 287 colleagues declared no religion or belief, which is an additional 8.61% (94). There was an increase of 6.58% colleagues (63) declaring they would 'prefer not to say'.

Table 1.16 Colleagues by 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%
Total	**100.00%**	**100.00%**	

Colleagues by religion or belief (as in table 1.16)
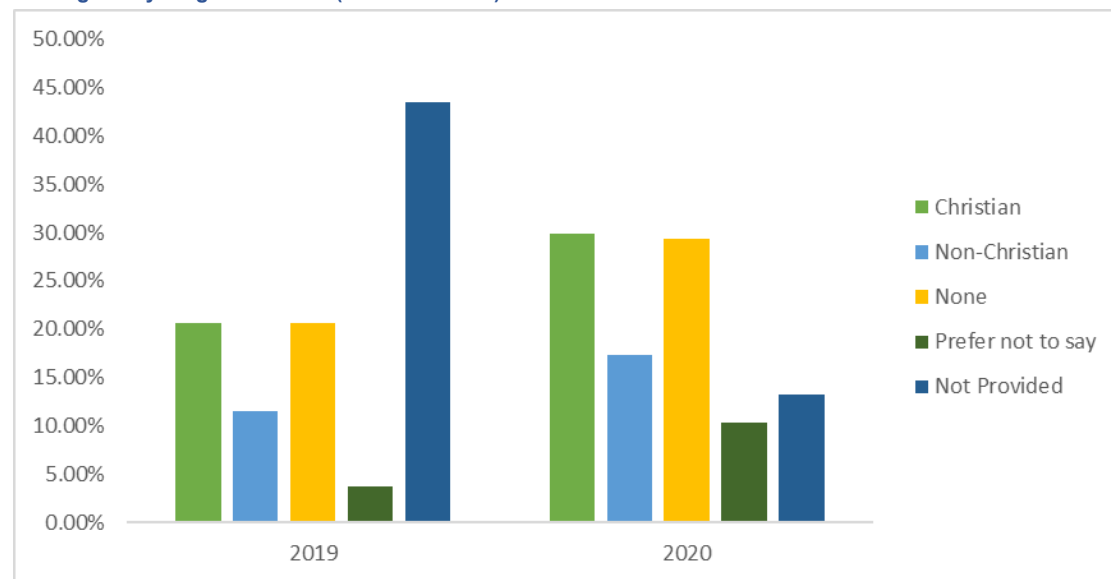
*For the purposes of this report those who have declared their religion or belief as Roman Catholic, Church of Scotland, Christian: Other have been grouped as Christian religion or belief to provide comparison to those who fall within the category of non-Christian, which comprises colleagues who have declared their religion or belief as Muslim, Hindu, Sikhism, Buddhist, Hinduism, other philosophical belief and another religion or body.

Colleagues by grade and religion or belief

The largest increase in colleagues declaring Christian religion or belief was at Grade 8, with 32 more colleagues (13.12%) since 2019. The largest increase in colleagues of non-Christian religion or belief was also within grade 8, with 19 more colleagues (8.28%). There was a decrease of 3.94% of grade 3 colleagues declaring Non-Christian religion or beliefs, however this only equates to three colleagues. The largest increase in those declaring they would prefer not to say was within grade 6. This was 8.67% greater than in 2019 with an additional 22 colleagues.

Table 1.17: Colleagues by grade and religion or belief

Grade	Christian			Non-Christian			None			Prefer not to say			Not Provided		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
1	16.67%	22.22%	**5.56%**	5.56%	5.56%	**0.00%**	27.78%	50.00%	**22.22%**			**0.00%**	50.00%	22.22%	**-27.78%**
3	15.15%	23.33%	**8.18%**	10.61%	6.67%	**-3.94%**	33.33%	43.33%	**10.00%**	1.52%	8.33%	**6.82%**	39.39%	18.33%	**-21.06%**
4	18.08%	26.47%	**8.39%**	12.99%	17.65%	**4.65%**	25.42%	34.12%	**8.69%**	3.95%	9.41%	**5.46%**	39.55%	12.35%	**-27.20%**
5	20.99%	28.57%	**7.58%**	7.41%	15.38%	**7.98%**	20.99%	35.16%	**14.18%**	4.94%	9.89%	**4.95%**	45.68%	10.99%	**-34.69%**
6	19.39%	24.49%	**5.10%**	14.29%	21.43%	**7.14%**	21.94%	28.06%	**6.12%**	3.06%	11.73%	**8.67%**	41.33%	14.29%	**-27.04%**
7	17.07%	28.07%	**11.00%**	12.20%	18.13%	**5.93%**	18.90%	29.82%	**10.92%**	5.49%	11.11%	**5.62%**	46.34%	12.87%	**-33.48%**
8	25.76%	38.97%	**13.21%**	9.09%	17.37%	**8.28%**	13.64%	20.66%	**7.02%**	3.03%	10.33%	**7.30%**	48.48%	12.68%	**-35.81%**
HOS	42.42%	50.00%	**7.58%**	12.12%	16.67%	**4.55%**	9.09%	10.00%	**0.91%**	6.06%	13.33%	**7.27%**	30.30%	10.00%	**-20.30%**
Total	**20.69%**	**29.82%**	**9.13%**	**11.47%**	**17.28%**	**5.81%**	**20.69%**	**29.29%**	**8.61%**	**3.75%**	**10.33%**	**6.58%**	**43.41%**	**13.28%**	**-30.13%**

Colleagues by grade and religion or belief 2020 (as in table 1.17)

26
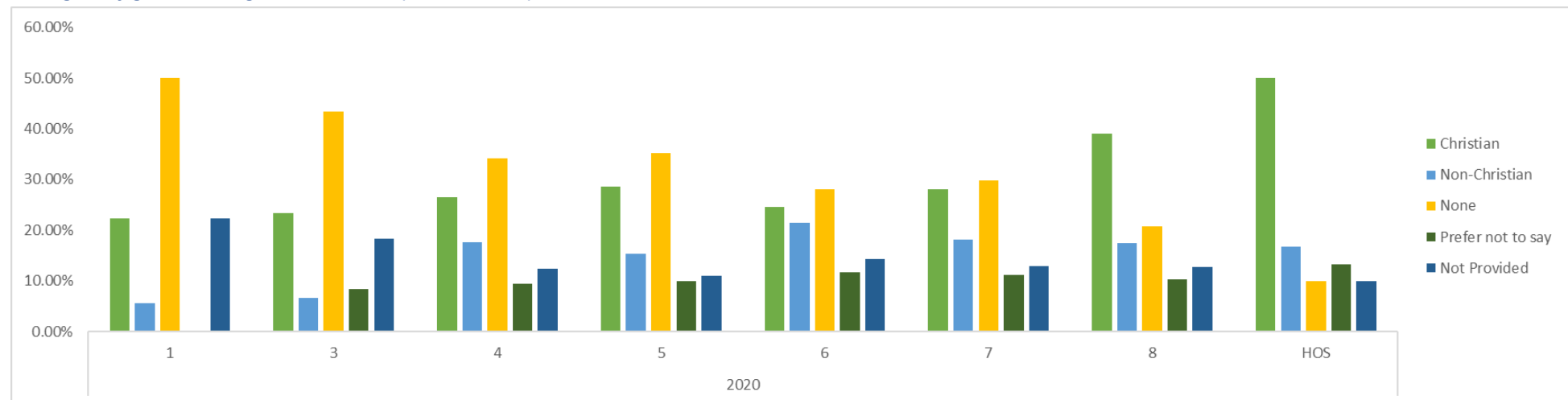
Sexual orientation

Colleagues by sexual orientation

A further 30.83% (285) colleagues have declared their sexual orientation in 2020 compared to 2019.

Colleagues identifying as heterosexual/straight showed the largest increase at 24.41% (239). There was also an increase of 5.22% (50) in colleagues selecting 'Prefer not to say'. This highlights that there is further work to be done to educate colleagues on the benefits of declaring their equality data.

Table 1.18 Colleagues by Sexual Orientation

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

Colleagues by Sexual Orientation 2020 (as in Table 1.18)

Colleagues by Sexual Orientation and Grade

A total of 791 colleagues have declared their sexual orientation in 2020. This may be a result of the equality campaign encouraging colleagues to complete equality and diversity data in the second half of 2020. There was an increase in colleagues declaring they would 'prefer not to say', with the largest increase (6.97%, four) among grade 3.

Grade	Bisexual			Gay man			Gay woman / Lesbian			Heterosexual/straight		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
1	5.56%		-5.56%							11.11%	44.44%	33.33%
3	1.52%	5.00%	3.48%							48.48%	63.33%	14.85%
4	1.69%	1.76%	0.07%	1.13%	1.76%	0.63%	1.69%	0.59%	-1.11%	46.33%	70.00%	23.67%
5		1.10%	1.10%	1.23%	4.40%	3.16%		1.10%	1.10%	49.38%	76.92%	27.54%
6	1.02%	1.53%	0.51%	1.53%	2.55%	1.02%	1.02%	1.53%	0.51%	50.51%	68.88%	18.37%
7				0.61%	0.58%	-0.02%	1.22%	1.17%	-0.05%	46.95%	74.27%	27.32%
8	1.01%	0.94%	-0.07%	2.53%	2.82%	0.29%		0.47%	0.47%	41.41%	71.36%	29.95%
HOS				3.03%	3.33%	0.30%	6.06%	6.67%	0.61%	51.52%	70.00%	18.48%
Total	0.96%	1.26%	0.30%	1.39%	2.11%	0.71%	0.96%	1.05%	0.09%	46.20%	70.60%	24.41%

Grade	In another way			Not sure			Prefer not to say			Not Provided		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
1										83.33%	55.56%	-27.78%
3							3.03%	10.00%	6.97%	46.97%	21.67%	-25.30%
4	0.56%		-0.56%	0.56%		-0.56%	2.82%	8.82%	6.00%	45.20%	17.06%	-28.14%
5								4.40%	4.40%	49.38%	12.09%	-37.29%
6					0.51%	0.51%	2.04%	7.65%	5.61%	43.88%	17.35%	-26.53%
7		0.58%	0.58%				3.05%	8.77%	5.72%	48.17%	14.62%	-33.55%
8		0.47%	0.47%				4.04%	8.45%	4.41%	51.01%	15.49%	-35.52%
HOS							6.06%	10.00%	3.94%	33.33%	10.00%	-23.33%
Total	0.11%	0.21%	0.10%	0.11%	0.11%	0.00%	2.79%	8.01%	5.22%	47.48%	16.65%	-30.83%

Sexual Orientation and Grade (as in Table 1.19)
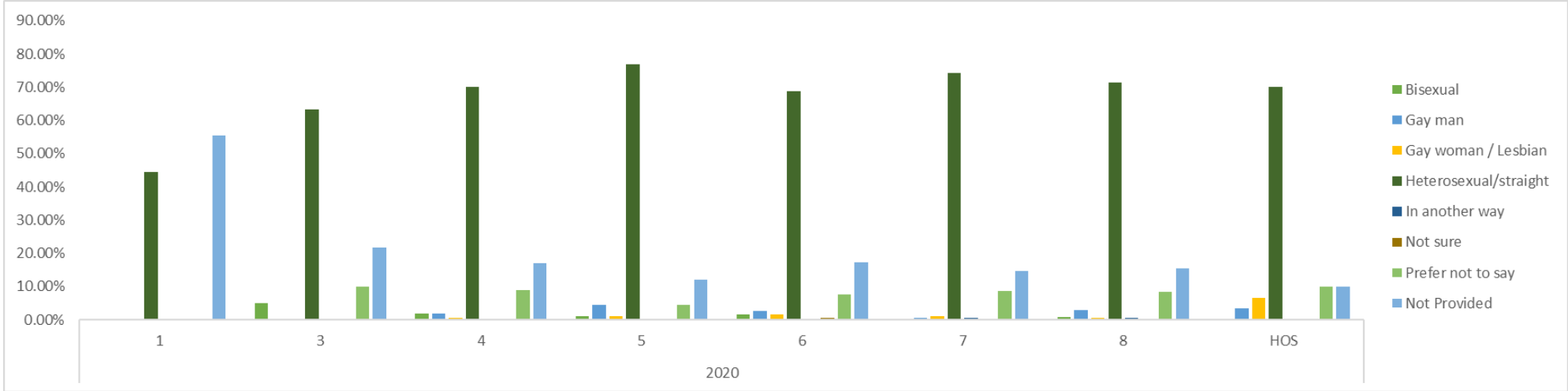
Pregnancy and maternity

This section illustrates the percentage of female colleagues who had a period of maternity leave across the two reporting years and the return rate following pregnancy in the same period.

The data compares all female colleagues and has been split into the following:

♦ Female colleagues who were pregnant in 2019 or 2020 (table 1.20)
♦ Female colleagues who had a period of maternity leave in 2019 or 2020 (table 1.21)
♦ Female colleagues who returned to work following a period of maternity leave in 2019 or 2020 (table 1.22)

*Please note that adoption and shared parental leave has been excluded from these figures as neither were taken within the reporting period.

In 2020 1.05% or six female colleagues had a period of maternity leave in 2020. This was a reduction of 0.70% from 2019. The majority of colleagues who had a period of maternity leave in either year were grades 4 to six.

In 2019, 95.24% of colleagues who had a period of maternity leave returned to work. Two did not return to work following maternity leave in 2019 (grade 3 and grade 4). For 2020, this figure increases to a 100% return to work rate following a period of maternity leave. Only high-level information can be shared to ensure compliance with GDPR legislation protecting individuals' personal information.

Table 1.20: Colleagues by pregnancy status

Pregnancy Status	Colleagues		
	2019	**2020**	**Variance**
Not Pregnant	98.25%	98.95%	0.70%
Pregnant	1.75%	1.05%	-0.70%
Total	100.00%	100.00%	

Colleagues by pregnancy status (as in table 1.20)
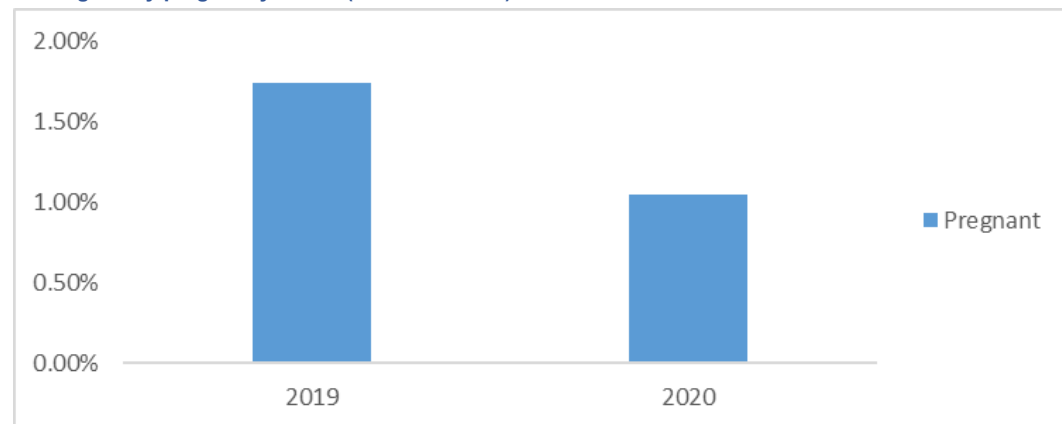
Table 1.21: Colleagues by Pregnancy and Grade

| Grade | Pregnancy | | | | | |
| | **Pregnant** | | | **Not Pregnant** | | |
	2019	**2020**	**Variance**	**2019**	**2020**	**Variance**
1				100.00%	100.00%	
3				100.00%	100.00%	
4	2.68%	0.89%	**-1.79%**	97.32%	99.11%	**1.79%**
5	4.08%		**-4.08%**	95.92%	100.00%	**4.08%**
6	1.46%	0.72%	**-0.74%**	98.54%	99.28%	**0.74%**
7	3.06%	1.01%	**-2.05%**	96.94%	98.99%	**2.05%**
8		2.70%	**2.70%**	100.00%	97.30%	**-2.70%**
HOS				100.00%	100.00%	
Total	**1.75%**	**1.05%**	**-0.70%**	**98.25%**	**98.95%**	**0.70%**

Colleagues by pregnancy and grade (as in table 1.21)
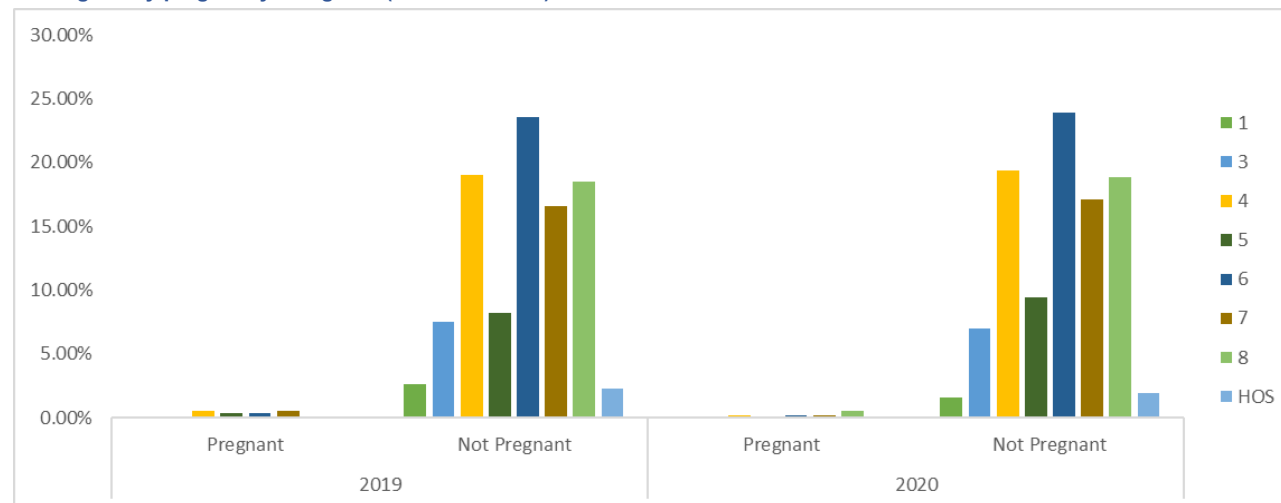
Table 1.22: Colleagues returning from maternity leave and grade

Grade	Colleagues Returning					
	Returned			Not returned		
	2019	2020	Variance	2019	2020	Variance
1						
3				2.38%		-2.38%
4	21.43%	20.00%	-1.43%	2.38%		-2.38%
5	9.52%	12.50%	2.98%			
6	26.19%	27.50%	1.31%			
7	28.57%	30.00%	1.43%			
8	9.52%	10.00%	0.48%			
HOS						
Total	95.24%	100.00%	4.76%	4.76%		-4.76%

Colleagues returning from maternity leave (as in table 1.22)
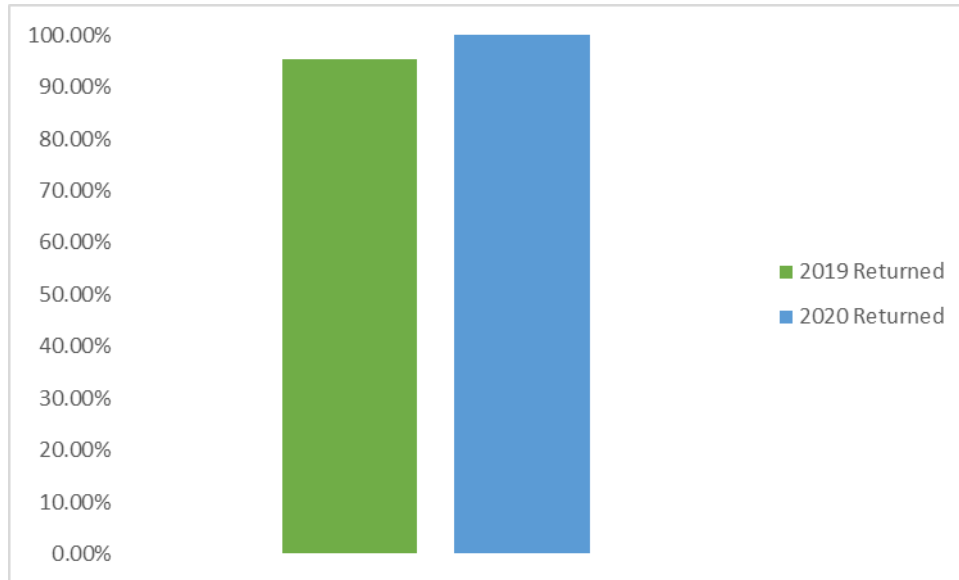
Caring Responsibilities

This is a new category for this reporting period, and will be included in future reports. The table below illustrates the breakdown of colleague responses in relation to caring responsibilities. Further work is required to ensure colleagues understand the reasons for and importance of collecting this data.

Table 1.23: Caring responsibilities

Caring Responsibilities	2019	2020	Variance
Yes	23.37%	23.60%	0.24%
No	45.87%	48.16%	2.28%
Prefer not to say	4.61%	4.64%	0.03%
Not Provided	26.15%	23.60%	-2.55%
Total	100.00%	100.00%	

Caring responsibilities (as in table 1.23)
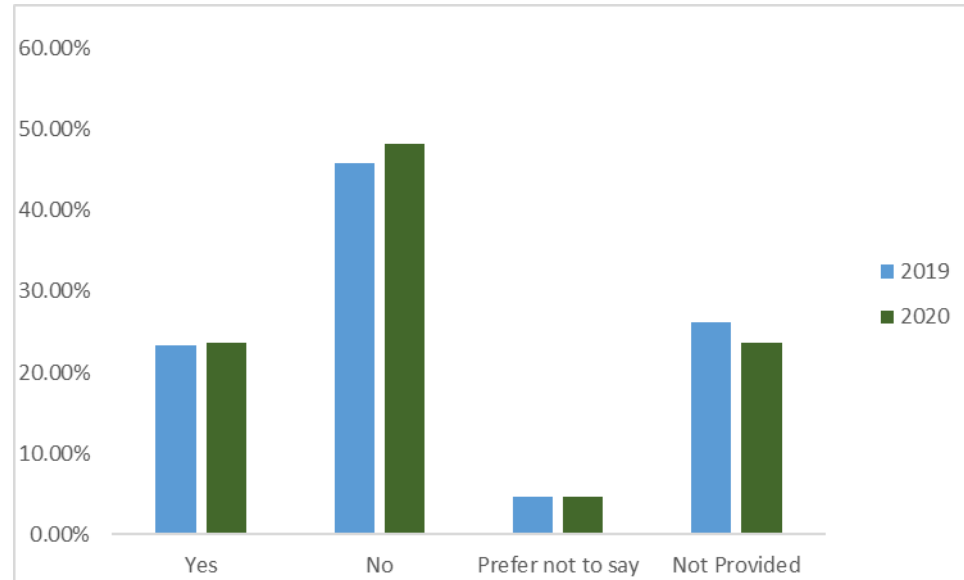
Retention

This section measures the retention of colleagues sharing particular characteristics over a specified period of time. It complements the leavers data, illustrating the stability of the workforce, providing a more complete view of colleague movement. Shown below is retention data for the period 1 February 2019 to 31 January 2021 for colleagues with up to two years continuous service with SQA. This data will provide a base to analyse retention trends of new employees in future reports.

Colleague retention by age

Of the 160 colleagues with up to two years continuous service, SQA retained 86.25% (138). The lowest retention figure was within the 55–59 age band where 75% (nine) of colleagues with up to two years continuous service where retained. The highest proportion of retained colleagues was in the 40–44 age band with 100% retention.

Table 1.24: Colleague retention by age

Age Band	Retention	
	Leaver	**Retained**
16-24	29.41%	70.59%
25-29	14.29%	85.71%
30-34	9.52%	90.48%
35-39	12.90%	87.10%
40-44		100.00%
45-49	6.67%	93.33%
50-54	15.79%	84.21%
55-59	25.00%	75.00%
60-64	25.00%	75.00%
65+		100.00%
Total	**16.29%**	**83.71%**

Colleague retention by age (as in table 1.24)
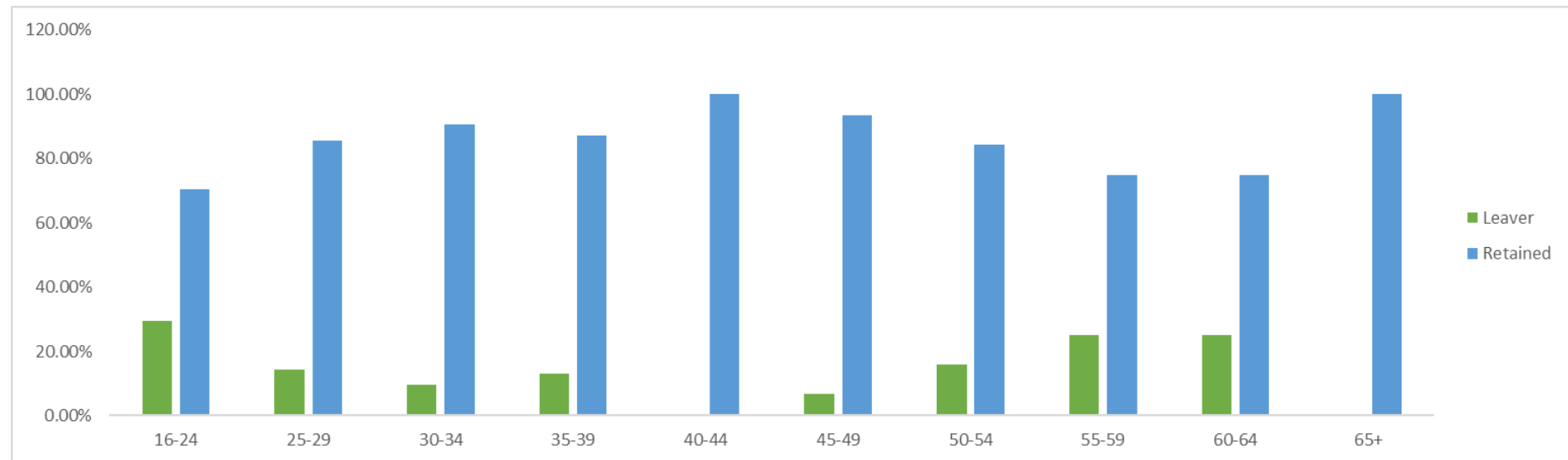
Colleague retention by disability

Of the seven colleagues with two or less years' service who declared a disability, 100% were retained over the period 1 February 2019 to 31 January 2021.

Table 1.25: Colleague retention by disability

Disability	Retention	
	Leaver	Retained
Yes		100.00%
No	5.41%	94.59%
Prefer not to say		100.00%
Not Provided	44.44%	55.56%
Total	16.29%	83.71%

Colleague retention by disability (as in Table 1.25)
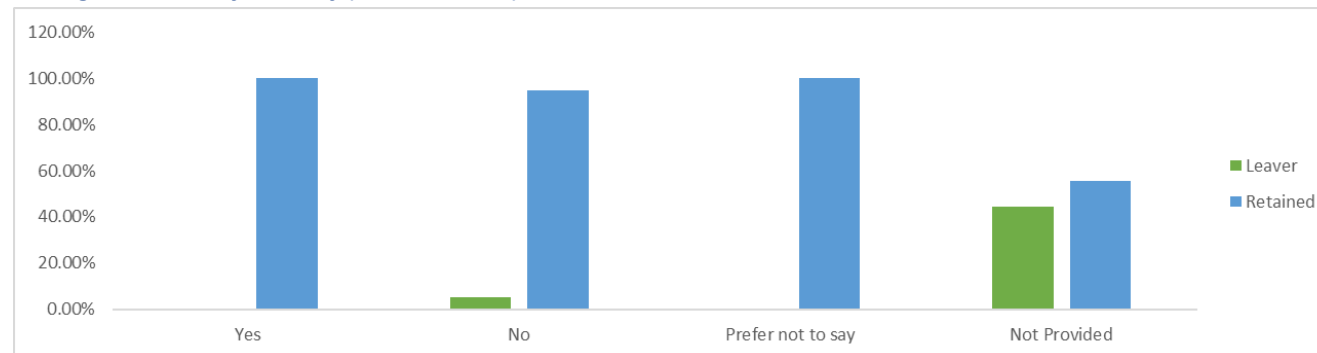
Colleague retention by relationship status

Over the period 1 February 2019 to 31 January 2021, retention of colleagues by relationship status showed that 100% of colleagues who declared they were either married or in a civil partnership are still employed with the organisation. Of those colleagues who left the organisation, the highest proportion (61.76%) did not declare this information. This equates to 12 colleagues, seven of whom left prior to the equality campaign.

Table 1.26: Colleague retention by Relationship status

	Retention	
Relationship	**Leaver**	**Retained**
Married/Civil Partnership		100.00%
Single	52.17%	47.83%
Other		
Prefer not to say	52.17%	47.83%
Not Provided	61.76%	38.24%
Total	**16.29%**	**83.71%**

Relationship status (as in Table 1.26)
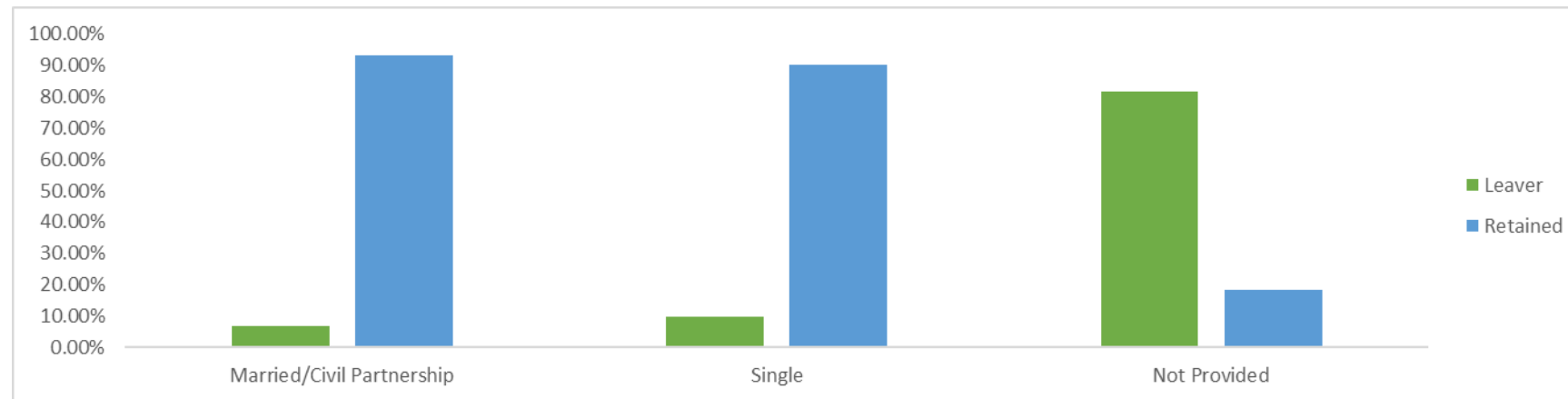
Colleague retention by race

SQA retained 91.04% (122) of new colleagues who declared they are of white ethnicity, and 100% (seven) of those who declared as ethnic minority within the reporting period.

Race	Retention	
	Leaver	**Retained**
White	8.96%	91.04%
Minority		100.00%
Prefer Not to Say		100.00%
Not Provided	62.50%	37.50%
Total	**16.29%**	**83.71%**

Colleague retention by race (as in Table 1.27)
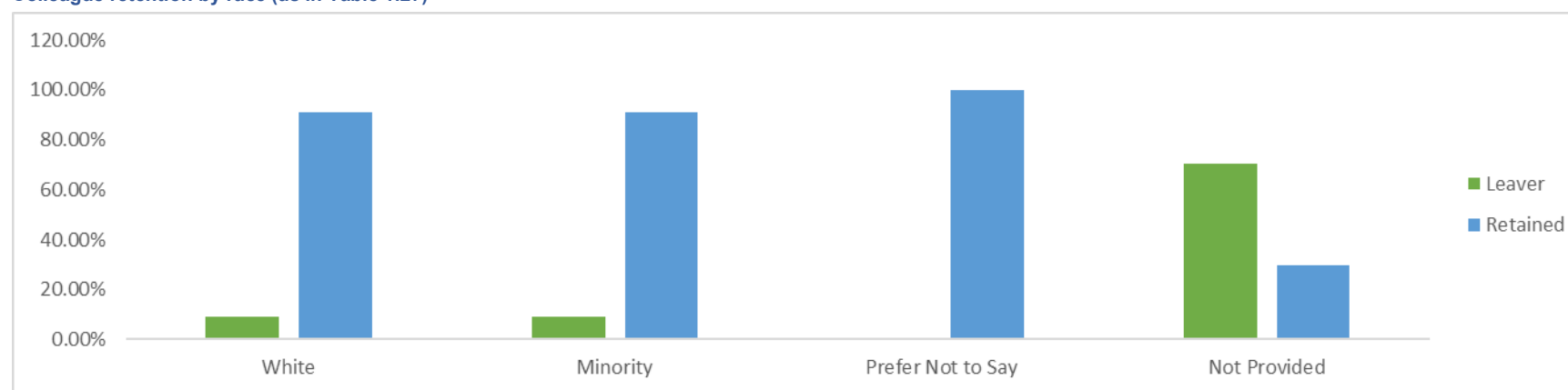
Colleague retention by religion or belief

Over the reporting period, the retention rate by religion or belief was broadly similar for Christian beliefs 90.91% (30), Non-Christian beliefs 92.31% (12) and of those who declared no religious beliefs 90.70% (78).

Religion or Belief	Retention	
	Leaver	Retained
Christian	9.09%	90.91%
Non-Christian	7.69%	92.31%
None	9.30%	90.70%
Prefer not to say	66.67%	33.33%
Not Provided		100.00%
Total	16.29%	83.71%

Colleague retention by Religion or Belief (as in Table 1.28)
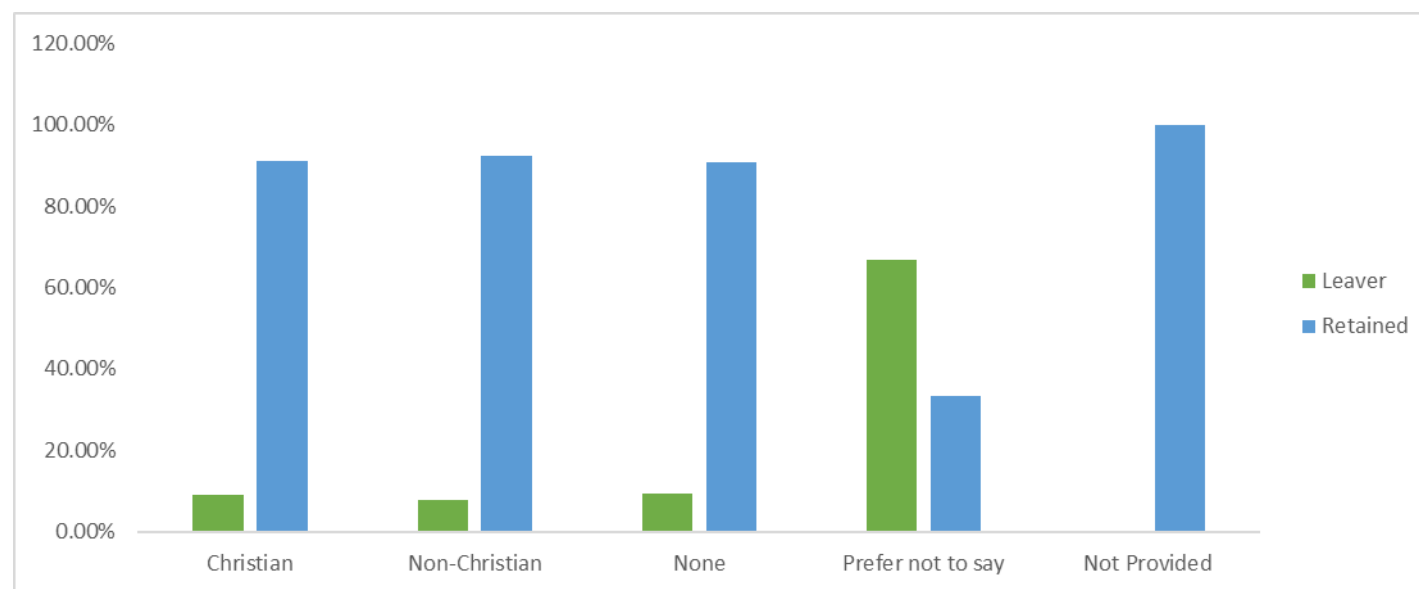
*For the purposes of this report, those who have declared their religion or belief as Roman Catholic, Church of Scotland, Christian: Other have been grouped (as Christian religion or belief) to provide comparison to those who fall within the category of non-Christian, which includes colleagues who have declared their religion or belief as Muslim, Hindu, Sikhism, Buddhist, Hinduism, other philosophical belief and another religion or body.

Colleague retention by gender (sex)

Retention levels were similar for male and female colleagues with up to two years continuous service with SQA. A total of 138 colleagues out of 160 remained with SQA in the reporting period. This included 86 (84.31%) out of 102 female colleagues and 52 (89.66%) out of 58 male colleagues.

Table 1.29: Colleague retention by gender (sex)

	Retention	
Gender (Sex)	Leaver	Retained
Female	15.69%	84.31%
Male	10.34%	89.66%
Total	**16.29%**	**83.71%**

Colleague retention by gender (sex) (as in table 1.29)
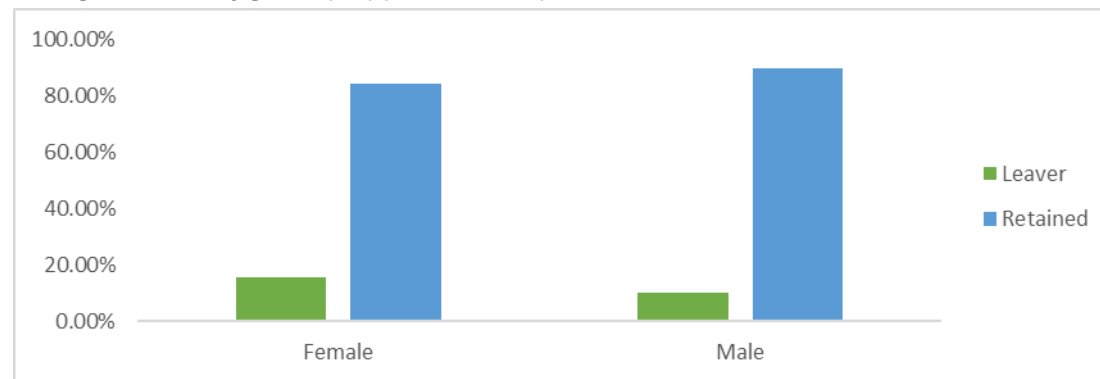
Colleague retention by sexual orientation

Retention levels based on sexual orientation showed that the highest proportion of turnover came from those who did not provide this data (42.86%, 15). Again, this will remain a key focus of future equality campaigns, to educate colleagues on the importance of equality data being collated.

The largest proportion of leavers who did provide this information declared as Gay woman/Lesbian, 50% (one colleague). However, this is from a much smaller pool of colleagues than from those leavers who declared as Heterosexual/straight, 5.56% (six).

Table 1.30: Colleague retention by sexual orientation

Sexual Orientation	Retention	
	Leaver	Retained
Bisexual		100.00%
Gay man		100.00%
Gay woman / Lesbian	50.00%	50.00%
Heterosexual/straight	5.56%	94.44%
In another way		100.00%
Not sure		100.00%
Prefer not to say		100.00%
Not Provided	42.86%	57.14%
Total	**16.29%**	**83.71%**

Colleague retention by Sexual Orientation (as in Table 1.30)
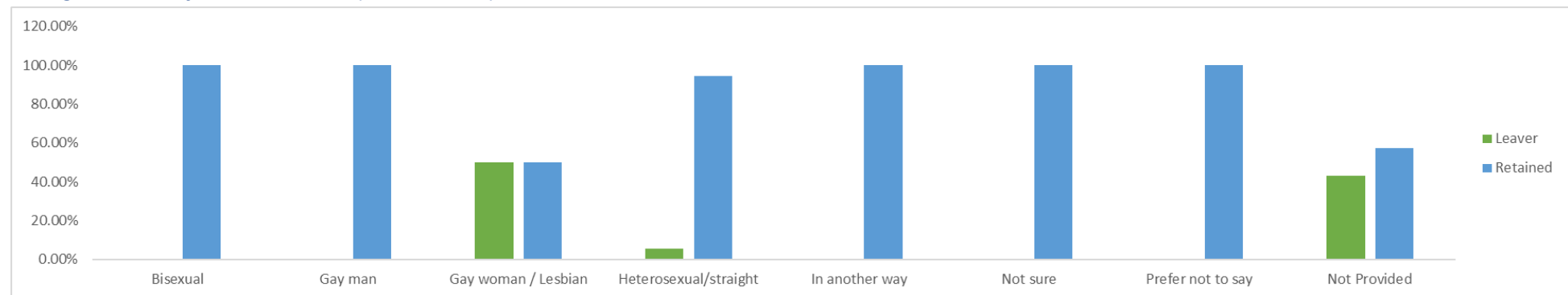
Leavers

This section reviews all leavers during the period 2019–20 in comparison to 2020–21 (excluding fixed term contracts) by protected characteristic.

Between 1 February 2020 and 31 January 2021, SQA recorded 53 leavers which is a reduction of 53.10% from 1 February 2019 to 31 January 2020 (113 leavers). For the rolling 12 months (January 2020 to December 2020) the staff turnover (excluding fixed term contracts) average was 4.81%.

For the 2019 leavers, 31 out of 113 were as a result of SQA's Voluntary Early release Scheme (VER). Excluding those leaving the organisation through VER, the reduction in leavers is 35.37% between the two years. The reduction in leavers can be attributed to a number of reasons, however, it is reasonable to assume that the slowdown of the employment market due to the economic impacts of Covid-19 could have contributed to this.

Only high-level information can be shared to ensure compliance with GDPR legislation protecting individuals' personal information.

Leavers by age

There were reductions in the number of leavers in each age band in 2020 compared to 2019. The largest reduction in leavers came from the 60–64 age band with 10.27% (15) fewer leavers.

Table 1.31: Leavers by Age

Age	Leavers		
	2019	**2020**	**Variance**
16-24	7.96%	11.32%	**3.36%**
25-29	8.85%	11.32%	**2.47%**
30-34	14.16%	15.09%	**0.94%**
35-39	17.70%	16.98%	**-0.72%**
40-44	5.31%	3.77%	**-1.54%**
45-49	9.73%	9.43%	**-0.30%**
50-54	8.85%	13.21%	**4.36%**
55-59	7.08%	9.43%	**2.35%**
60-64	15.93%	5.66%	**-10.27%**
65+	4.42%	3.77%	**-0.65%**
Total	**100.00%**	**100.00%**	
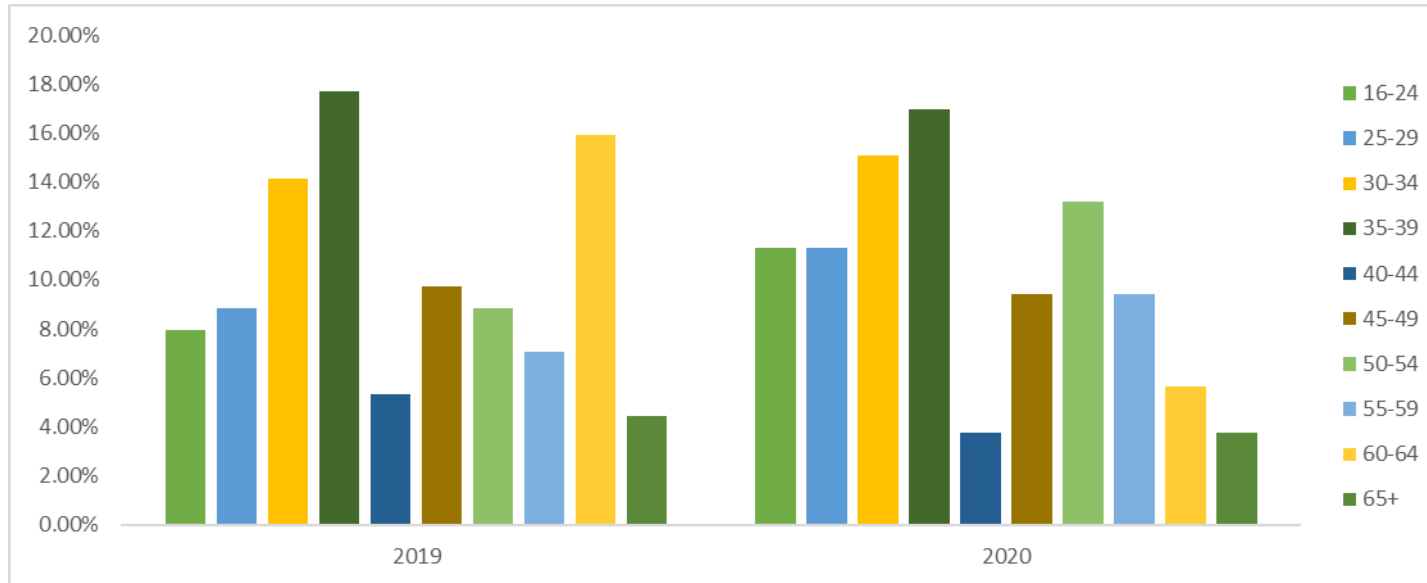
Leavers by grade

The greatest number of leavers in both years was among grade 8 colleagues, with 23 recorded in 2019 and 18 in 2020. This is a 21.74% decrease in the proportion of grade 8 leavers between the two years.

On further analysis, this included four leavers through VER in 2019. In 2020, SQA saw reductions in leavers at grades 3, 5, 6 and 7, with the largest reduction at grade 5. This was 7.21% lower in 2020 compared to 2019.

Table 1.32: Leavers by grade

Grade	Leavers		
	2019	**2020**	**Variance**
1	2.70%	3.92%	**1.22%**
3	15.32%	11.76%	**-3.55%**
4	19.82%	21.57%	**1.75%**
5	7.21%		**-7.21%**
6	18.02%	7.84%	**-10.17%**
7	15.32%	13.73%	**-1.59%**
8	20.72%	35.29%	**14.57%**
HOS	0.90%	5.88%	**4.98%**
Total	**100.00%**	**100.00%**	

Leavers by grade (as in table 1.32)
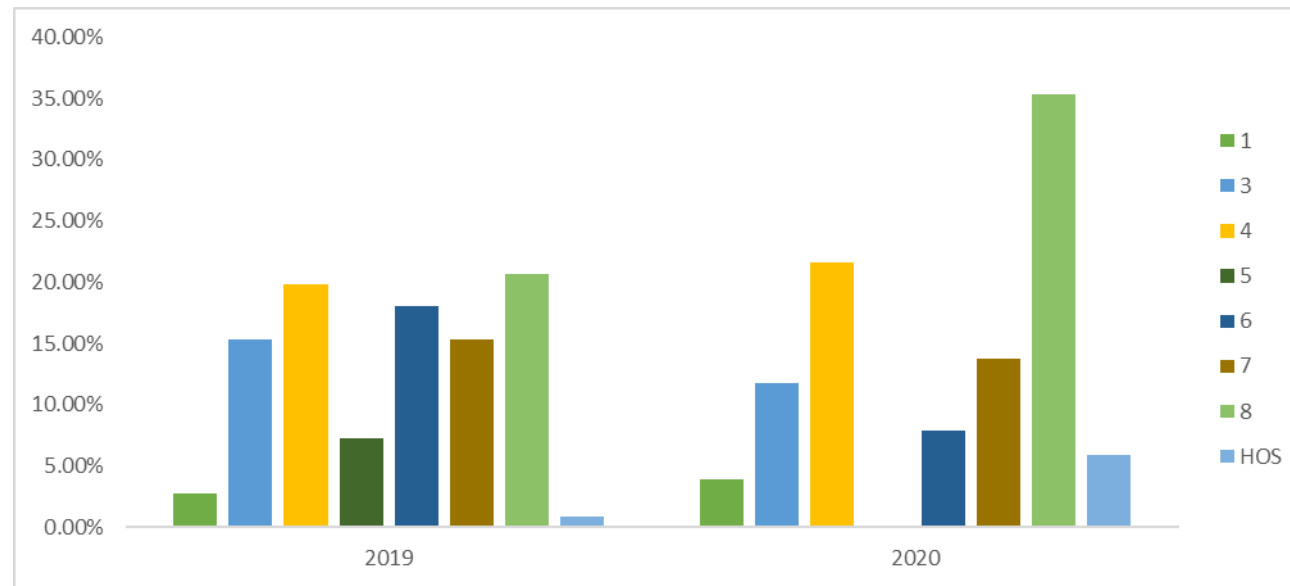
Leavers by disability status

There was a 3.89% increase in the proportion of leavers who had declared a disability. This equates to an increase of one colleague. The largest number of leavers did not provide their disability status in either year, most of whom left prior to the equality campaign commencing. 75.47% did not respond to this question in 2020, a reduction of 12.14% from 2019.

Leavers by relationship status

The majority of leavers in 2019 (91.15%, 103) and 2020 (67.92%, 36) did not provide their Relationship status. However, there was a large increase in colleagues who had provided this data, and this is reflected in the higher proportion of those who declared they were single (15.09%, eight) and those who were married/in a civil partnership (16.98%, nine).

Leavers by race

There has been an 23.46% (five) increase in this data being provided by all leavers in 2020 from 2019. Despite this, in both reporting years, SQA recorded no leavers who declared they were of ethnic minority.

Leavers by religion or belief

There was a 24.57% increase in leavers who had provided data relating to religion or belief. This led to an increase across all other categories in 2020 compared to 2019. Leavers who declared no religion or belief increased by the largest proportion of 12.79% (two) between 2019 and 2020.

Table 1.33: Leavers by religion or belief

Religion or Belief	Leavers		
	2019	2020	Variance
Christian	1.77%	9.43%	7.66%
Non-Christian	2.65%	3.77%	1.12%
None	7.96%	20.75%	12.79%
Not Provided	87.61%	66.04%	-21.57%
Total	100.00%	100.00%	

Leavers by religion or belief (as in table 1.33)
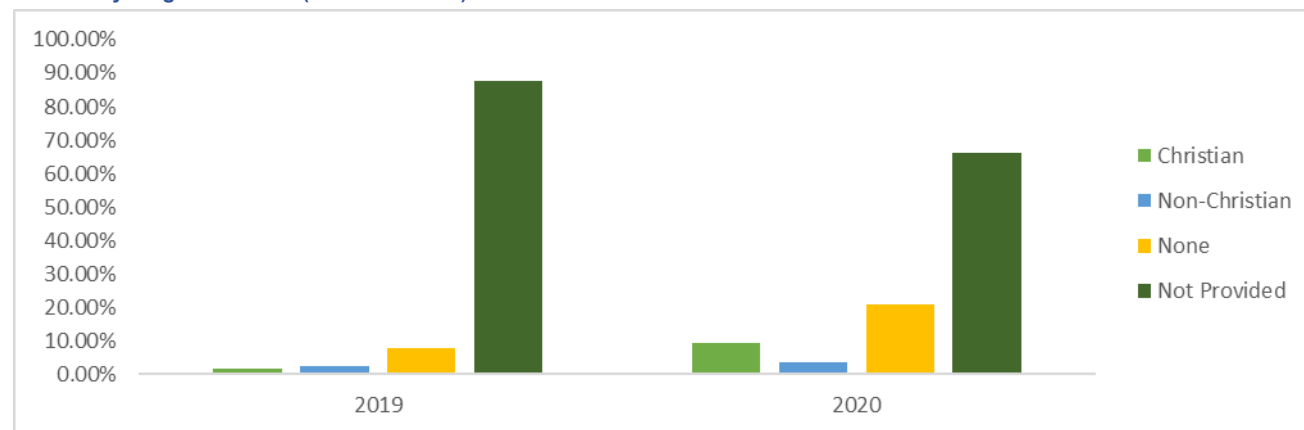
*For the purposes of this report, those who have declared their religion or belief as Roman Catholic, Church of Scotland, Christian: Other have been grouped as Christian religion or belief to provide comparison to those who fall within the category of non-Christian, which comprises colleagues who have declared their religion or belief as Muslim, Hindu, Sikhism, Buddhist, Hinduism, Other philosophical belief and Another religion or body.

Leavers by gender (sex)

In 2020, 53 employees left SQA, of whom 34 were female and 19 male. This was a reduction of 40 female and 20 male leavers when compared to 2019. The composition of leavers by gender did not change significantly between the two years — the proportion of male leavers increased by 1.34% and female leavers reduced by 1.34%. There is a larger proportion of female leavers, but this corresponds to the total headcount by gender.

Table 1.34: Leavers by Gender (Sex)

	Leavers		
Gender (Sex)	**2019**	**2020**	**Variance**
Female	65.49%	64.15%	**-1.34%**
Male	34.51%	35.85%	**1.34%**
Total	**100.00%**	**100.00%**	

47

Leavers by gender (sex) (as in table 1.34)
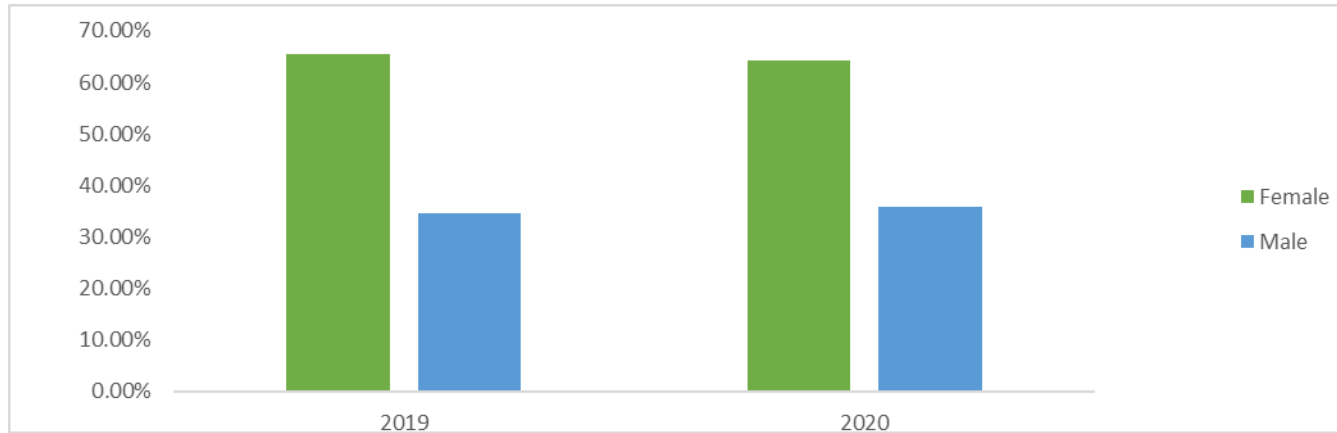
Leavers by sexual orientation

There was a 27.19% increase in leavers who provided this data in 2020 compared to 2019.

In 2019, 87.61% of leavers did not provide a response to sexual orientation — a total of 99 out of 113 leavers. In 2019, 11 leavers declared they were heterosexual/straight and in 2020 22 leavers, which represents the largest increase for this characteristic (31.77%).

Table 1.35: Leavers by sexual orientation

	Leavers		
Sexual Orientation	**2019**	**2020**	**Variance**
Bisexual	0.88%		**-0.88%**
Gay woman / Lesbian	0.88%	1.35%	**0.47%**
Heterosexual/straight	9.73%	41.51%	**31.77%**
In another way	0.88%		**-0.88%**
Not Provided	87.61%	60.81%	**-26.80%**
Total	**100.00%**	**100.00%**	

Leavers by sexual orientation (as in table 1.35)
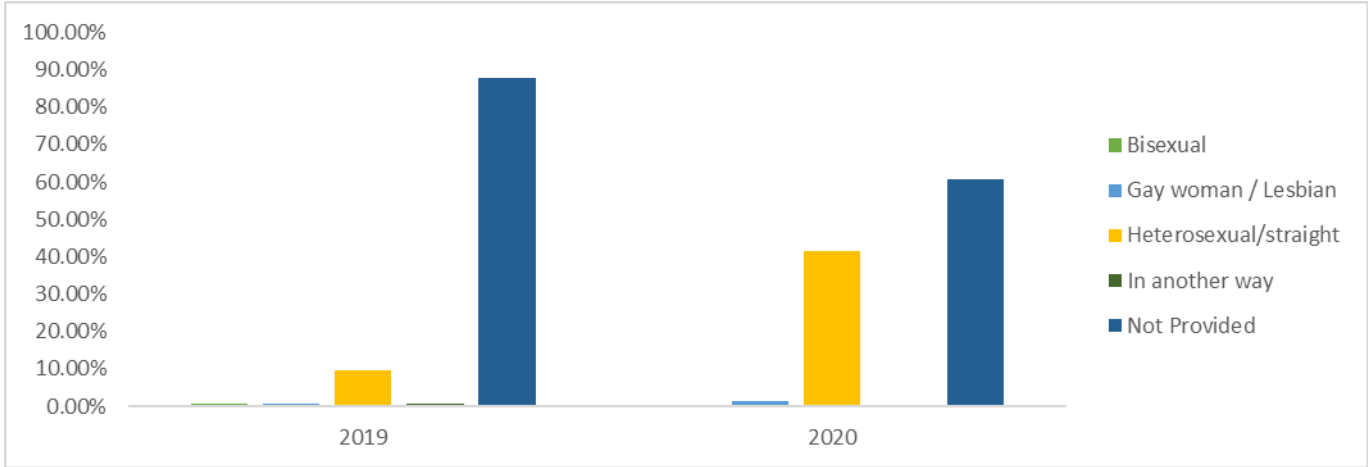
Workforce equality monitoring: promotions

There were a total of 97 promotions over the two-year period, 43 in 2019 and 55 in 2020. This represents an increase of 27.90%. The table below illustrates the permanent and temporary promotions per grade which have taken place in 2019 and 2020:

Table 2.00 Promotions by grade

| Grade | Grade before promotion | | | | | |
| | Permanent | | | Temporary | | |
	2019	2020	Variance	2019	2020	Variance
1		2	2	2		-2
3		8	8	4	5	1
4	1	6	5	5	10	5
5	1	1		16	5	-11
6	1	6	5	7	4	-3
7		4	4	5	4	-1
8						
HoS						
Total	3	27	24	39	28	-11

The 16–24 age band had the highest number of promotions in the reporting period, with 11 permanent and 11 temporary promotions. Although the majority of these promotions were at lower grades, six were grade 6 posts, split evenly between permanent and temporary promotions.

Of colleagues who received permanent promotions during the reporting period, 66.67% (20) were female. Across all grades, the same number or more female colleagues received permanent promotions than male colleagues at all grades except 5 and 7. Of those receiving temporary promotions during the reporting period, 44.78% (30) were female colleagues.

Five promoted colleagues declared they have a disability, three received a permanent promotion and two a temporary one.

There were no ethnic minority colleagues who received either a permanent or temporary promotion during the reporting period. This could, however, have been impacted by the following:

♦ Not all promoted colleagues provided data in relation to race
♦ Some colleagues declared they would prefer not to say
♦ Accuracy of extrapolation of internal from external applicants

This has highlighted the requirement to complete further analysis to identify if there are any potential barriers to progression for ethnic minority colleagues.

Most promotions were gained by colleagues who declared they are heterosexual/straight, 63 in total (64.95%). Three promoted colleagues (3.09%) declared their sexual orientation as gay woman/lesbian. One colleague (1.03%) who was promoted in the reporting period declared a sexual orientation of gay man and another declared bisexual. Seven (8.25%) colleagues declared they would prefer not to say and 21 (21.65%) did not provide a response.

Workforce equality monitoring: colleague training

During the review period April to March, all colleagues agree a set of objectives with their line managers and document them on our self-service portal. Training requests are in line with the individual's job role, objectives or expressed aspirations, and are agreed with their line manager and approved by SQA's Organisational Development and Change Management team. These approved requests may not convert into actual activity for several reasons, for example:

♦ availability of external training
♦ suitability of dates or location for the candidate
♦ change in business priorities
♦ colleagues moving within the business or leaving SQA
♦ number of candidates requesting internal training and the viability of running such a course
♦ change in circumstances since the request was made
♦ performance issues which supersede the training need
♦ long-term absence

Table 2.01 below shows that fewer colleagues requested training in 2020 compared to 2019. However, those who did request training made several requests. There was a 5.33% decrease in the number of colleagues requesting training and an increase of 70.44% in the number of training requests.

The main reasons for the decrease in the number of colleagues requesting training include:

♦ An increase in on-the-job training, involving knowledge sharing within a team.
♦ Restrictions on travel due to the coronavirus pandemic.
♦ Limited availability of training taking place where there was a need for face-to-face training or training through an external provider due to the coronavirus pandemic.

No training requests were declined in 2019, but some were moved to 2020 as part of the next development review due to timing of the requests or availability of the training at that time.

Table 2.01: Training Requests by number of colleagues and number of requests

	Training Requests		
	2019	**2020**	**Variance**
Number of Colleagues	394	373	**-5.33%**
Number of Requests	724	1234	**70.44%**

Training requests by age

In 2020, the majority of colleagues requesting training (108 equating to 28.95%) were in the 40–49 age band. The largest increase from 2019 was in the 60–64 age band (six colleagues — 1.78%). The largest decrease in training requests was within the 30–34 age band (12 colleagues equating to 2.32%).

Table 2.02: Training requests by age

Age Band	Requested training		
	2019	**2020**	**Variance**
16-24	4.31%	5.63%	**1.32%**
25-29	6.09%	6.43%	**0.34%**
30-34	15.99%	13.67%	**-2.32%**
35-39	13.45%	13.14%	**-0.32%**
40-44	17.01%	16.62%	**-0.38%**
45-49	12.44%	12.33%	**-0.10%**
50-54	16.75%	16.89%	**0.14%**
55-59	10.66%	9.38%	**-1.28%**
60-64	3.30%	5.09%	**1.79%**
65+		0.80%	**0.80%**
Total	**100.00%**	**100.00%**	

Training requests by age (as in table 2.02)
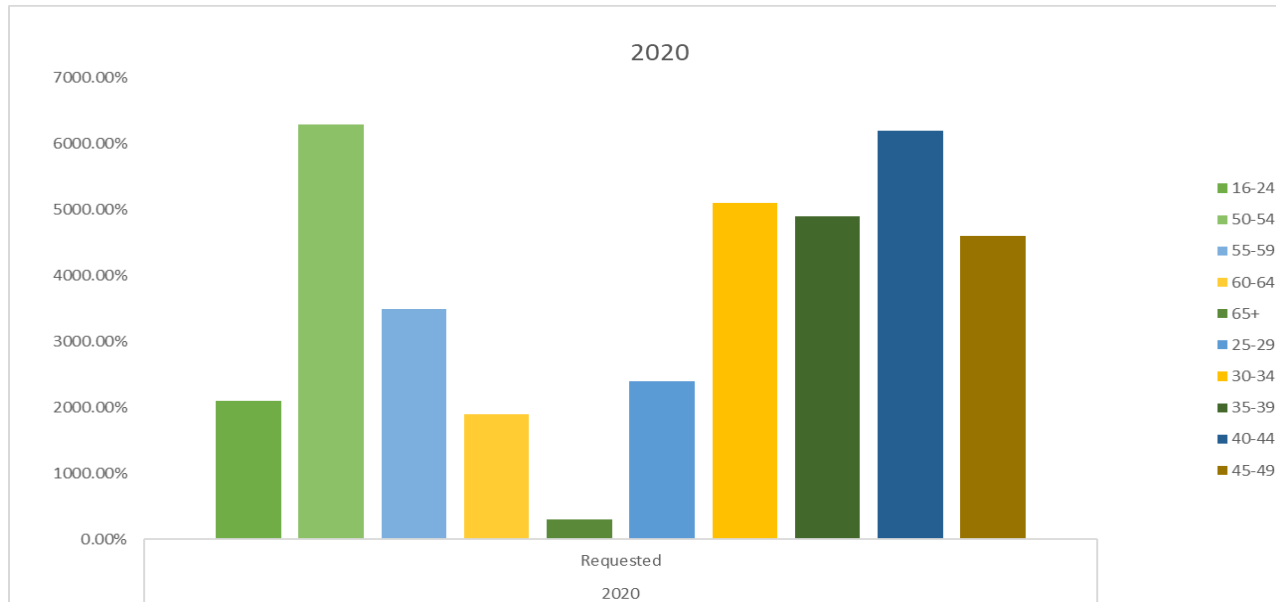
The proportion of training requests approved decreased by 3.51%, but this needs to be taken in context of the total number of requests made and approved. In 2019, of the 724 requests, 723 were approved. In 2020, 1234 requests were made and 1189 approved. This represents a 60.81% increase in the actual number of requests approved in comparison to 2019. This is in line with the overall increase in the number of training requests.

Table 2.03: Training approval by age

Age Band	Training Approval Status								
	Approved			Declined			TBC*		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
16-24	100.00%	84.62%	**-15.38%**		4.62%	**4.62%**		10.77%	**10.77%**
25-29	100.00%	96.30%	**-3.70%**		1.23%	**1.23%**		2.47%	**2.47%**
30-34	100.00%	96.69%	**-3.31%**					3.31%	**3.31%**
35-39	100.00%	96.03%	**-3.97%**					3.97%	**3.97%**
40-44	100.00%	95.92%	**-4.08%**		0.51%	**0.51%**		3.57%	**3.57%**
45-49	100.00%	98.43%	**-1.57%**					1.57%	**1.57%**
50-54	100.00%	96.13%	**-3.87%**		0.55%	**0.55%**		3.31%	**3.31%**
55-59	98.00%	98.01%	**0.01%**				2.00%	1.99%	**-0.01%**
60-64	100.00%	99.12%	**-0.88%**					0.88%	**0.88%**
65+		100.00%	**100.00%**						
Total	**99.86%**	**96.35%**	**-3.51%**		**0.49%**	**0.49%**	**0.14%**	**3.16%**	**1.78%**

*Training awaiting approval.

Training approval by age (as in table 2.03)

2020 Approved Training by Age
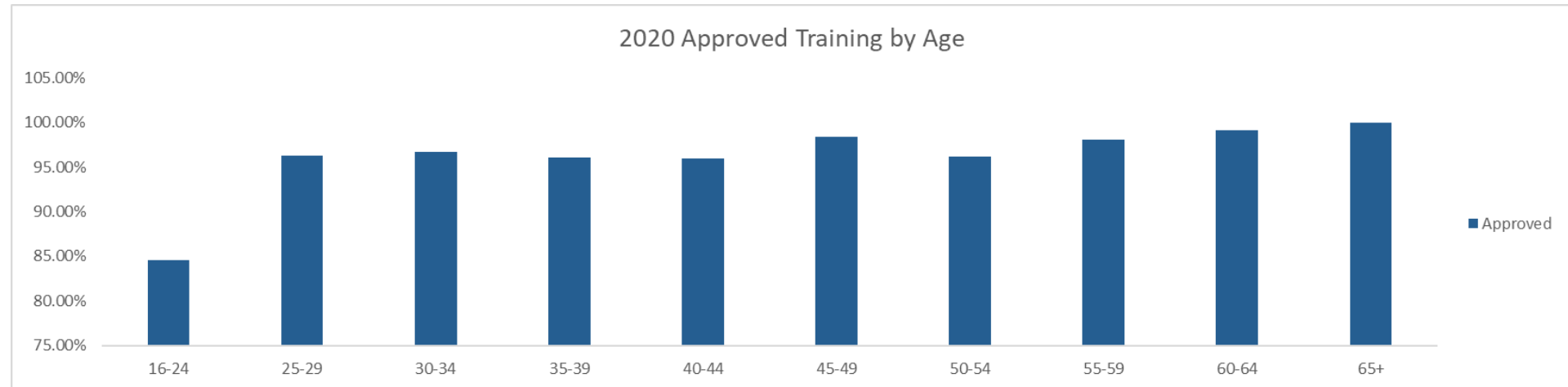
Training requests by gender (sex)

In 2020, the proportion of female colleagues requesting training decreased by 3.18% (18 colleagues) and male colleagues decreased by 0.47% (three colleagues) compared to 2019.

Table 2.04 Training requests by gender (sex)

Gender (Sex)	Requested Training		
	2019	**2020**	**Variance**
Female	40.90%	37.72%	**-3.18%**
Male	43.29%	42.82%	**-0.47%**
Total	**41.83%**	**39.68%**	**-2.15%**

Training requests by gender (sex) (as in table 2.04)
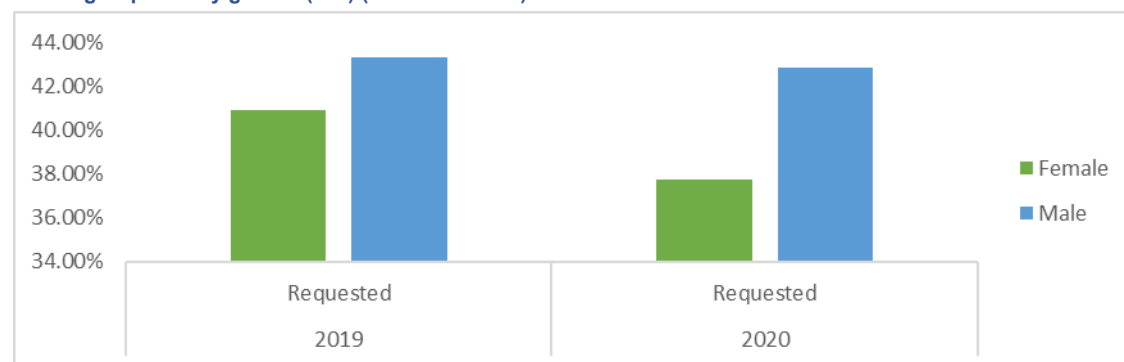
The proportion of declined training requests in 2020 was higher for females than males. The reasons for this vary. However, delays in training or TBC (training to be confirmed) were higher for female colleagues than male colleagues. In 2020, six training requests were declined and 39 were to be confirmed due to one of the following:

♦ timing of the request
♦ delays due to circumstances with provider availability
♦ COVID-19 restrictions

Table 2.05: Training approval by gender (sex)

| Gender (Sex) | Training Approval Status | | | | | | | | |
| | Approved | | | Declined | | | TBC* | | |
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
Female	99.77%	95.60%	-4.17%		0.52%	0.52%	0.23%	3.88%	3.66%
Male	100.00%	97.61%	-2.39%		0.43%	0.43%		1.95%	1.95%
Total	**99.86%**	**96.35%**	**-3.51%**		**0.49%**	**0.49%**	**0.14%**	**3.16%**	**3.02%**

*Training awaiting approval.

Training approval by gender (sex) (as in table 2.05)
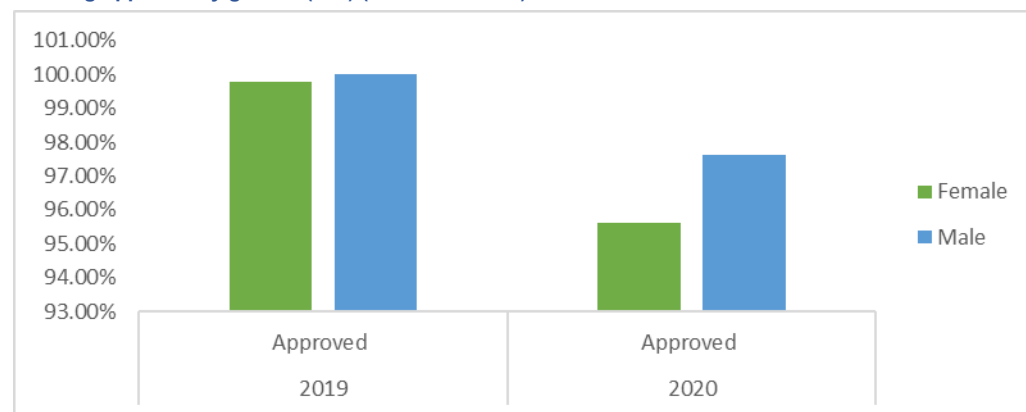
Training requests by grade

There was an overall decrease of 19 colleagues (1.95%) requesting training between 2019 and 2020. Changes to the proportion of training requests within each grade are due to:

♦ Colleague progression, recruitment and turnover
♦ training requirements based on personal and professional development objectives.
♦ availability of training

Table 2.06: Training requests by Grade

Grade	Requested Training		
	2019	**2020**	**Variance**
1	5.56%	16.67%	**11.11%**
3	22.73%	45.90%	**23.17%**
4	25.42%	40.23%	**14.81%**
5	51.81%	38.20%	**-13.60%**
6	43.88%	37.95%	**-5.93%**
7	46.95%	39.53%	**-7.42%**
8	52.53%	42.79%	**-9.74%**
HOS	63.64%	37.93%	**-25.71%**
Total	**41.93%**	**39.98%**	**-1.95%**

Training requests by grade (as in table 2.06)
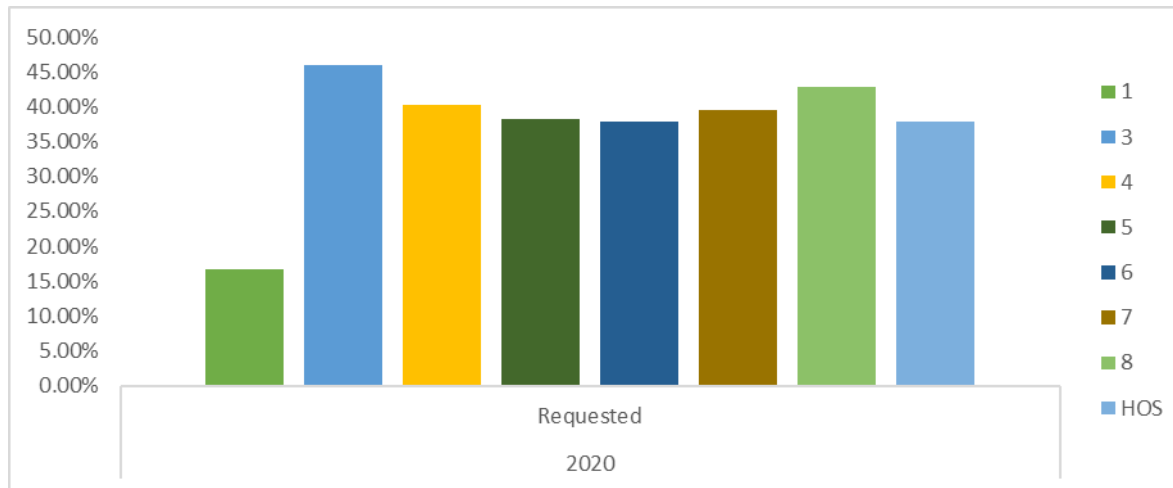
Grade	Training Approval Status								
	Approved			Declined			TBC*		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
1	100.00%	100.00%							
3	100.00%	99.50%	-0.50%					0.50%	0.50%
4	100.00%	99.04%	-0.96%		0.96%	0.96%			
5	100.00%	91.00%	-9.00%		1.00%	1.00%		8.00%	8.00%
6	99.35%	91.72%	-7.63%				0.65%	8.28%	7.63%
7	100.00%	94.96%	-5.04%		0.72%	0.72%		4.32%	4.32%
8	100.00%	94.59%	-5.41%					5.41%	5.41%
HOS		100.00%	100.00%						
Total	99.85%	96.35%	-3.50%		0.49%	0.49%	0.15%	3.16%	3.01%

*Training awaiting approval.

Training approval by grade (as in table 2.07)
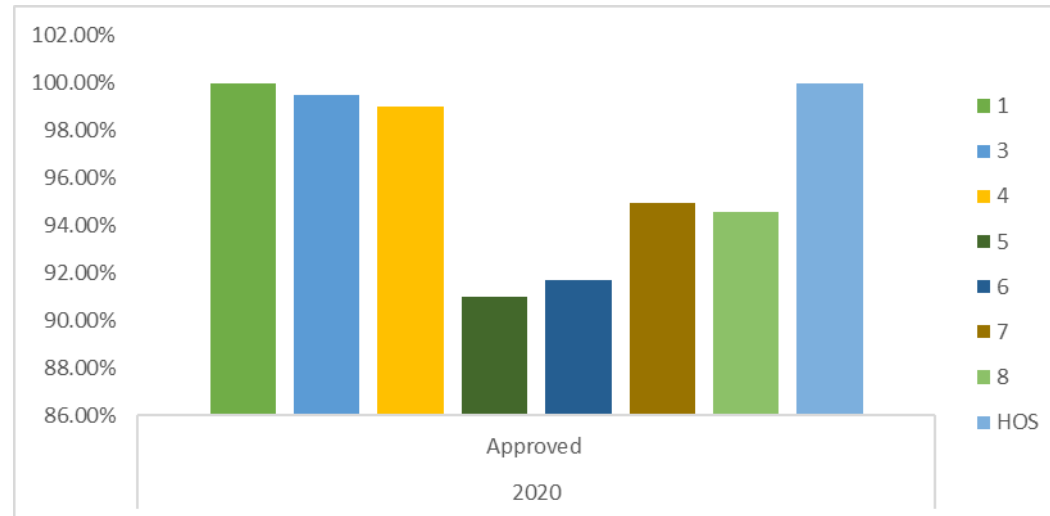
Training requests by race

The proportion of training requests from colleagues who had declared they are of white ethnicity increased by 22.42% (71 colleagues) between 2019 and 2020. Colleagues who declared they are of ethnic minority also saw an increase in the proportion of training requests of 3.03% (11 colleagues). This is broadly in line with the overall race demographic of the organisation.

Additionally, 62.96% of ethnic minority colleagues requested training in 2020. This was an increase of 27.67% (11 colleagues) compared to 2019.

Table 2.08: Training requests by race

Race	Requested Training		
	2019	**2020**	**Variance**
White	60.15%	82.57%	**22.42%**
Ethnic Minority	1.52%	4.56%	**3.03%**
Prefer Not to Say	1.27%	3.75%	**2.48%**
Not Provided	37.06%	9.12%	**-27.94%**
Total	**100.00%**	**100.00%**	

Training requests by race (as in table 2.08)
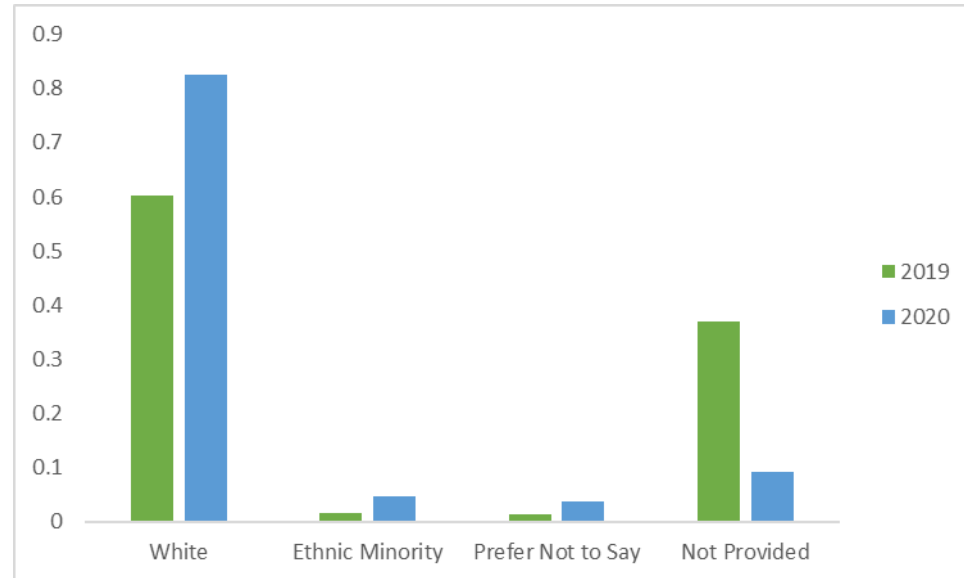
Training approval by race

Of the six declined training requests in 2020, five were for colleagues who had declared they are of white ethnicity and one was for a colleague who did not provide a response. 39 training requests were awaiting approval in 2020 due to the reasons stated at the head of this section. 25 of these were for colleagues who had declared they are of white ethnicity, three for colleagues who declared they are of ethnic minority and two for colleagues who declared they would prefer not to say. The remaining nine requests awaiting approval were for colleagues who had not provided a response.

Table 2.09: Training approval by race

Race	Training Approval Status								
	Approved			Declined			TBC*		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
White	100.00%	97.08%	**-2.92%**		0.49%	**0.49%**		2.44%	**2.44%**
Ethnic Minority	100.00%	95.89%	**-4.11%**					4.11%	**4.11%**
Prefer Not to Say	100.00%	91.67%	**-8.33%**					8.33%	**8.33%**
Not Provided	99.38%	90.99%	**-8.39%**		0.90%	**0.90%**	0.62%	8.11%	**7.49%**
Total	**99.86%**	**96.35%**	**-3.51%**		**0.49%**	**0.49%**	**0.14%**	**3.16%**	**3.02%**

*Training awaiting approval.

Training Approval by Race (as in Table 2.09)

61
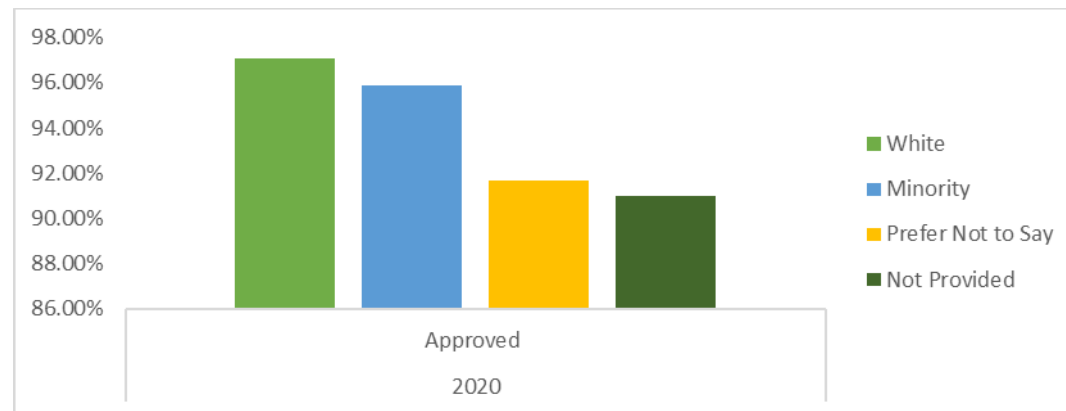
Training requests by disability status

There was an increase in training requests from colleagues who declared a disability between 2019 and 2020 of 1.23% (five colleagues).

Of the declined training requests, the majority of these, 83.33% (five requests), were for colleagues who declared no disability and one request was declined for a colleague who had not provided this information.

Table 2.10: Training Requests by Disability Status

	Requested Training		
Disability	**2019**	**2020**	**Variance**
Yes	6.85%	8.58%	**1.73%**
No	50.76%	71.05%	**20.28%**
Prefer not to say	1.78%	6.70%	**4.93%**
Not Provided	40.61%	13.67%	**-26.94%**
Total	**100.00%**	**100.00%**	

Training requests by disability (as in table 2.10)
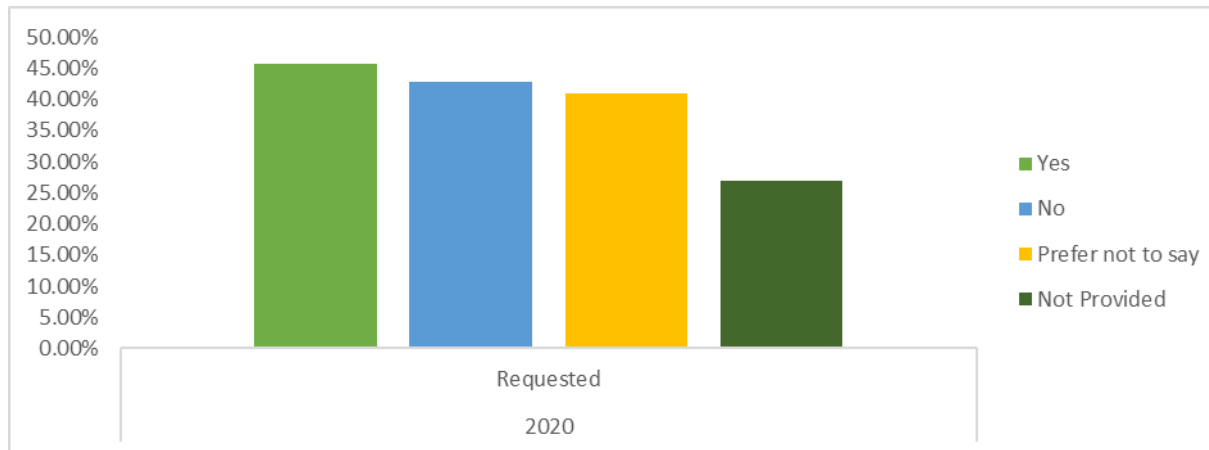
Table 2.11: Training approval by disability

Disability	2019			2020			Variance		
	Approved	Declined	TBC*	Approved	Declined	TBC*	Approved	Declined	TBC*
Yes	9.54			7.57		2.56	**-1.97**		**2.56**
No	63.35			68.54	83.33	64.10	**5.20**	**83.33**	**64.10**
Prefer not to say	3.87			10.93		10.26	**7.06**		**10.26**
Not Provided	23.24		100.00	12.95	16.67	23.08	**-10.28**	**16.67**	**-76.92**
Total	100.00		100.00	100.00	100.00	100.00		**100.00**	

*Training awaiting approval.

Training approval by disability (as in table 2.11)
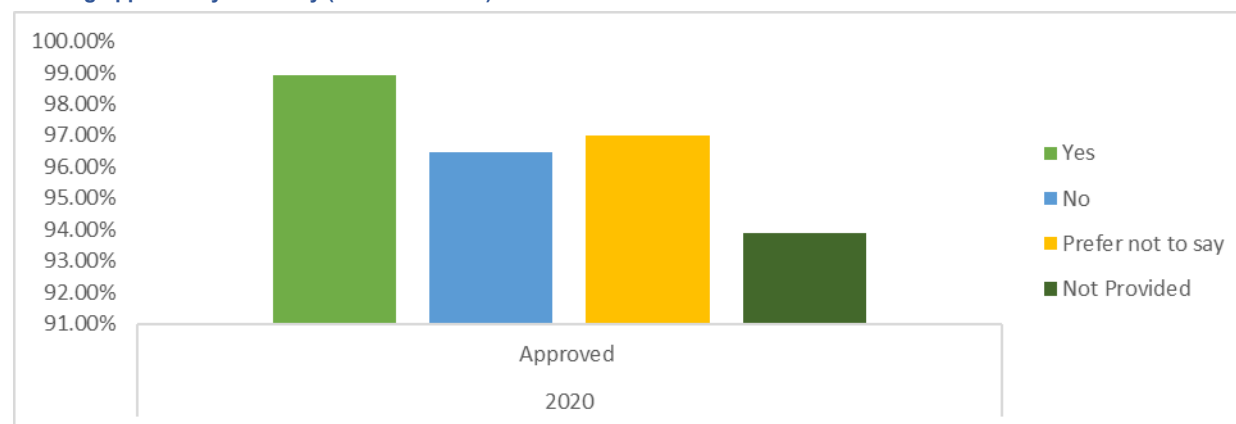
Workforce equality monitoring: applicants

This section provides an overview of applicant data by protected characteristic. Internal and external applications are combined in the total statistics. Through a planned review of our recruitment and selection process, it is hoped we can incorporate increased levels of reporting which will allow for additional analysis of both internal and external applications.

For the period 1 February 2020 to 31 January 2021, SQA received 5048 applications for employment, which represents an increase from 4531 (11.41%) 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.

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.

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%
Total	**4531**		**5048**		**517**	

Applicants by age (as in table 3.00)

65
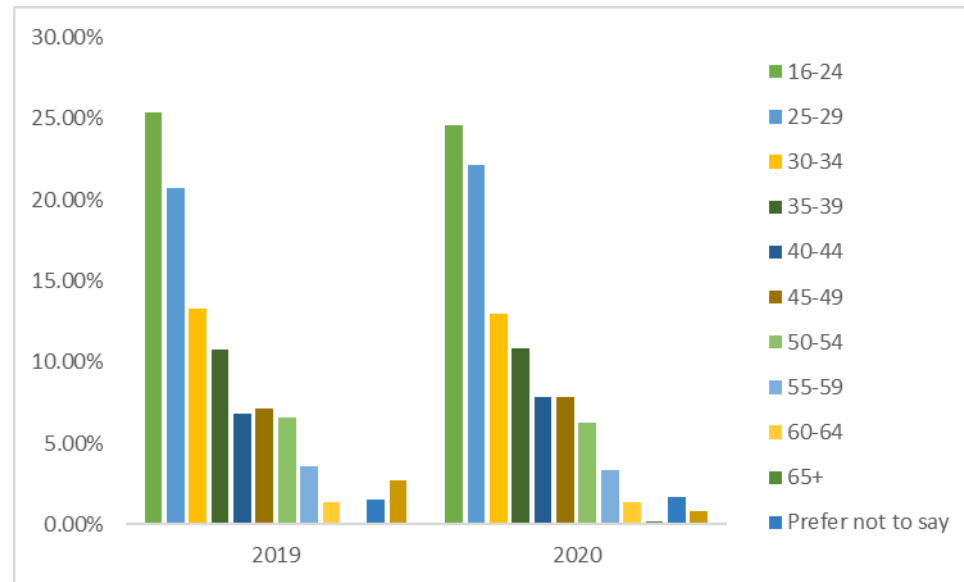
Applicants by age and grade

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.

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%**
Total	100%	100%		100%	100%		100%	100%		100%	100%	

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%**
Total	100%	100%		100%	100%		100%	100%		100%	100%	

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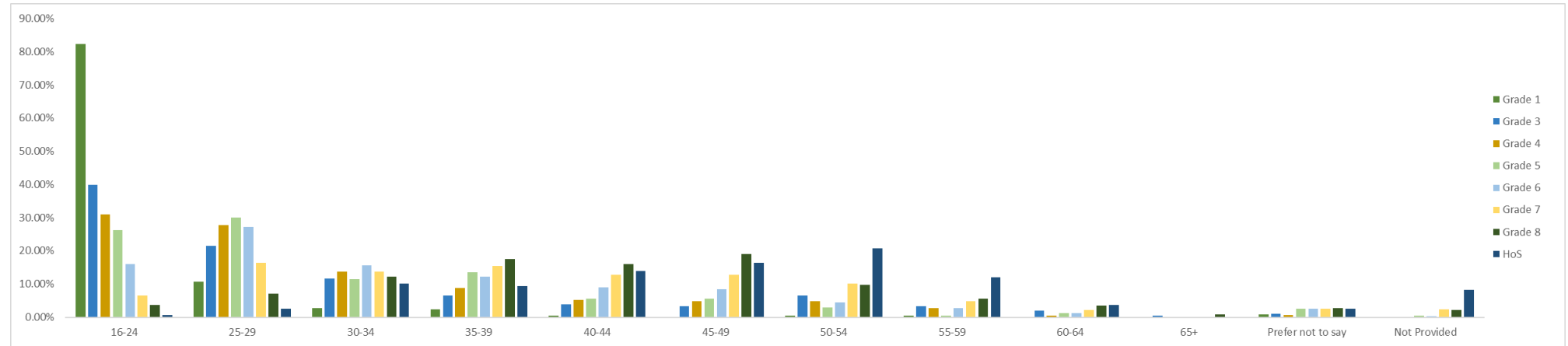
Applicants by application status and age

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 the 65+ age band accounted for only 0.16% (8 applicants) of all 5048 applications in 2020, as seen in table 3.00. 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.

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%	-1.39%	0.61%	3.55%	2.94%	1.30%	1.45%	0.15%	1.22%	0.48%	-0.73%	1.22%	0.81%	-0.41%
25-29	81.96%	87.84%	5.87%	9.82%	4.92%	-4.90%	4.06%	2.33%	-1.73%	1.17%	2.59%	1.42%	0.53%	1.25%	0.72%	0.75%	0.27%	-0.48%	1.71%	0.81%	-0.90%
30-34	74.04%	83.87%	9.82%	15.31%	7.76%	-7.55%	4.33%	2.28%	-2.04%	1.50%	2.59%	1.09%	1.00%	1.22%	0.22%	1.33%	0.61%	-0.72%	2.50%	1.67%	-0.82%
35-39	68.92%	78.61%	9.69%	19.63%	10.97%	-8.66%	3.89%	2.01%	-1.87%	1.43%	2.93%	1.49%	1.43%	2.19%	0.76%	2.25%	1.83%	-0.42%	2.45%	1.46%	-0.99%
40-44	72.49%	76.57%	4.08%	14.24%	12.59%	-1.65%	4.85%	3.27%	-1.58%	2.91%	2.02%	-0.90%	1.62%	2.27%	0.65%	1.62%	2.27%	-0.65%	2.27%	1.01%	-1.26%
45-49	73.15%	79.65%	6.50%	15.43%	12.56%	-2.87%	2.78%	2.76%	-0.01%	3.40%	1.26%	-2.14%	1.54%	1.01%	-0.54%	1.23%	1.01%	-0.23%	2.47%	1.76%	-0.71%
50-54	71.81%	81.96%	10.15%	16.11%	9.81%	-6.30%	4.70%	2.22%	-2.48%	1.68%	1.90%	0.22%	0.34%	1.58%	1.25%	2.68%	1.27%	-1.42%	2.68%	1.27%	-1.42%
55-59	70.12%	78.95%	8.83%	16.46%	12.87%	-3.60%	1.83%	1.75%	-0.07%	4.27%	1.75%	-2.51%	1.83%	2.34%	0.51%	1.83%	0.58%	-1.24%	3.66%	1.75%	-1.90%
60-64	69.35%	84.06%	14.70%	16.13%	10.14%	-5.98%	4.84%	1.45%	-3.39%	3.23%		-3.23%	1.61%	2.90%	1.29%	1.61%		-1.61%	3.23%	1.45%	-1.78%
65+	100.00%	100.00%																			
Prefer not to say	80.00%	76.19%	-3.81%	14.29%	15.48%	1.19%	1.43%	3.57%	2.14%	1.43%	1.19%	-0.24%		2.38%	2.38%	2.86%	1.19%	-1.67%			
Not Provided	65.57%	78.57%	13.00%	21.31%	11.90%	-9.41%	4.92%		-4.92%	2.46%		-2.46%	1.64%		-1.64%	4.10%	9.52%	5.43%			
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%	1.10%	1.55%	0.44%	1.50%	0.91%	-0.59%	1.94%	1.13%	-0.81%

Applicants by application status and age (as in table 3.02)
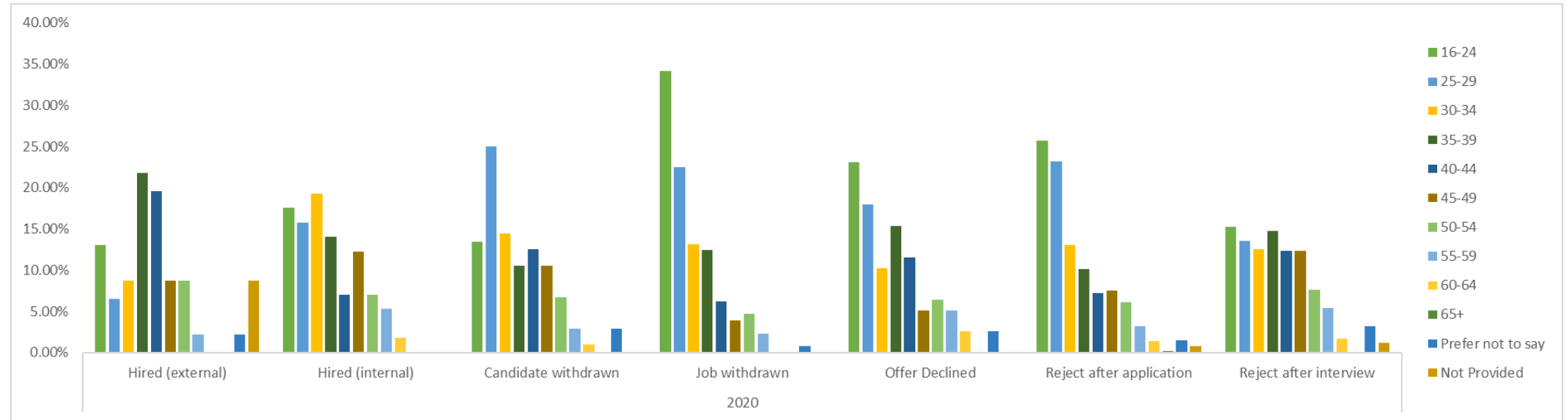
Applicants by gender (sex)

There was an increase in 2020 of 7.05% (629) in applications from individuals who declared they are female compared to 2019, and a reduction in applications of 5.19% (32) from those who declared they are male in the same period. 1.86% (597) more applications included gender data at the application stage.

There may be variances from those gender statistics reported in the Equal Pay Audit Summary 31 January 2021 as this report references HMRC Gender. There is currently no option for gender identity within the SQA recruitment site.

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%**
Total	**4531**	**100%**	**5048**	**100%**	**517**	**100%**

Applicants by gender (sex) (as in table 3.03)
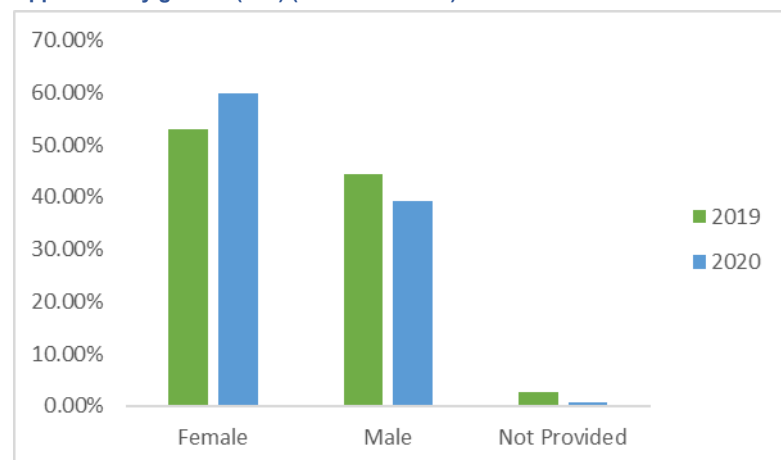
Applicants by application status and gender (sex)

There was a decrease in the number of external appointments in 2020 compared to 2019. The number of males appointed externally decreased from 25 to 10 and the number of females appointed externally decreased from 38 to 32. This impacted the proportion of both genders, with external male appointments only 21.74% overall, down 15.03% on the previous year. Internal appointments more closely mirrored the overall gender demographic within the organisation as well as the application breakdown by gender.

Comparing the progress of male and female applicants through the recruitment process, the rates at which applicants exit the process are similar at each stage except externally hired.

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%

Applicants by application status and gender (sex) 2020 (as in table 3.04)
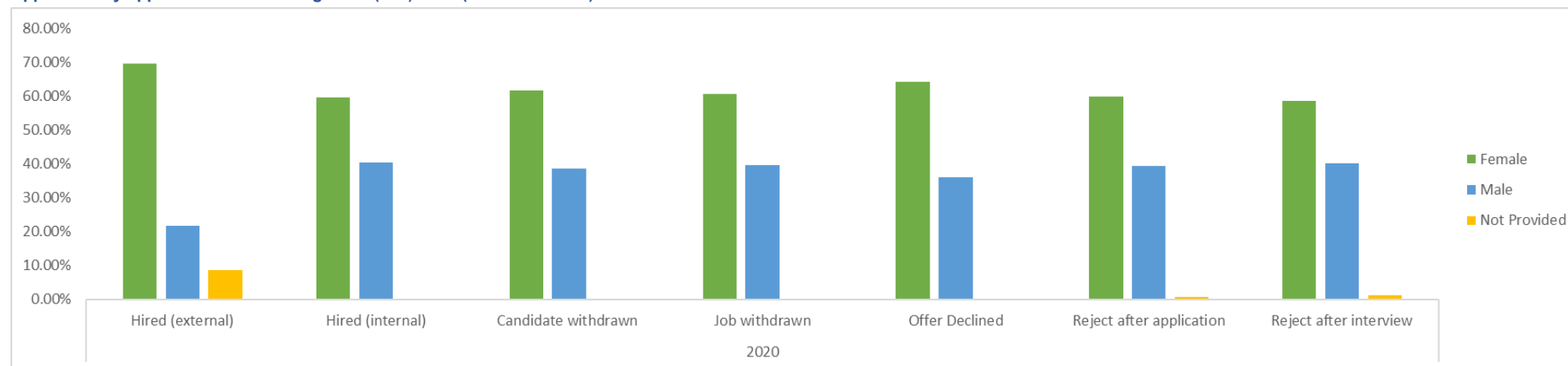
Applicants by disability status

SQA received 1.86% more applications (80) which included a response to disability status data. 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.

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%
Total	4531	100%	5048	100%	517	

Applicants by disability status (as in table 3.05)
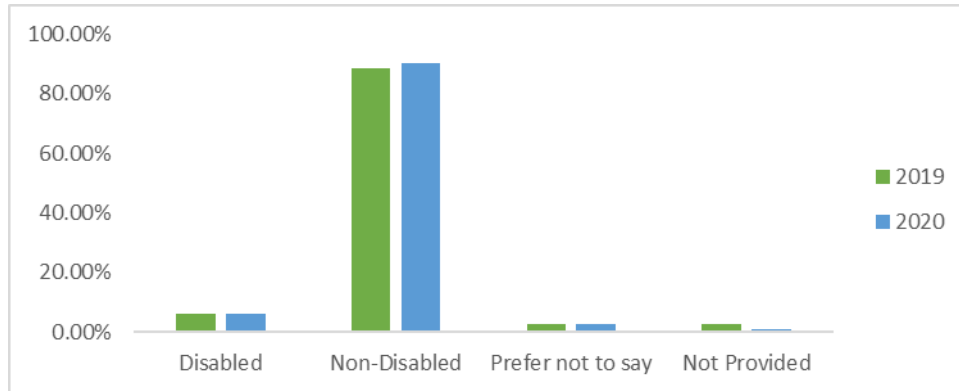
Applicants by application status and disability status

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.

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%**
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%**

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%**			
Total	1.10%	1.55%	**0.44%**	1.50%	0.91%	**-0.59%**	1.94%	1.13%	**-0.81%**
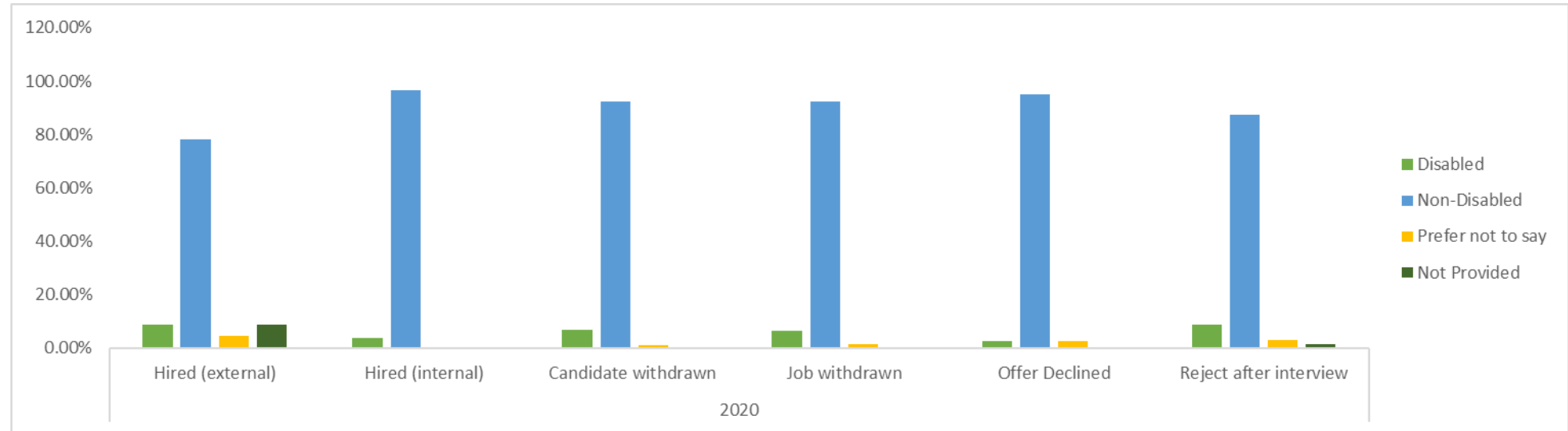
Applicants by race

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%**
Total	4531	100%	5048	100%	**517**	

Applicants by race (as in Table 4.07)
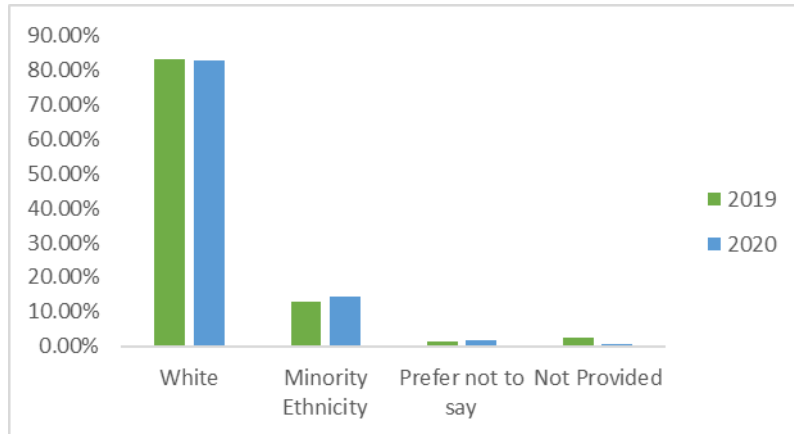
Applicants by status and race

There was a 0.04% decrease in the proportion of external appointments from applications made by individuals who declared they are of ethnic minority. However, this equated to one more appointment in 2020 compared to 2019 (six versus five individuals). This is in contrast to the proportion of external appointments from applications where individuals declared they are of white ethnicity, the proportion of which decreased by 0.66% from 2019 to 2020 (57 to 36 individuals).

Due to the reduction in appointments, there was an overall reduction in the number and proportion of successful internal applicants from all races as well as those who preferred not to say.

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%
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%**

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%			
Total	**1.10%**	**1.55%**	**0.44%**	**1.50%**	**0.91%**	**-0.59%**	**1.94%**	**1.13%**	**-0.81%**

Applicants by Status and Race (as in Table 3.08)
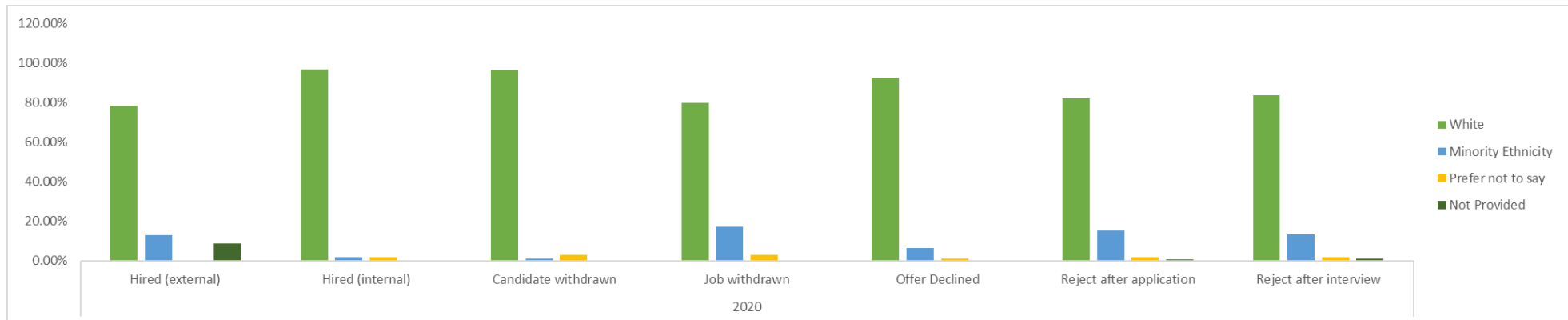
Applicants by religion or belief

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.

Table 3.09: Applicants by Religion or Belief

Religious Belief (Religion or Belief)	Applicants					
	2019		2020		Variance	
Christian	1265	27.92%	1541	30.53%	276	2.61%
Non-Christian	263	5.80%	307	6.08%	44	0.28%
None	2649	58.46%	2856	56.58%	207	-1.89%
Prefer not to say	232	5.12%	302	5.98%	70	0.86%
Not Provided	122	2.69%	42	0.83%	-80	-1.86%
Total	4531	100%	5048	100%	517	

Applicants by Religion or Belief (as in Table 3.09)
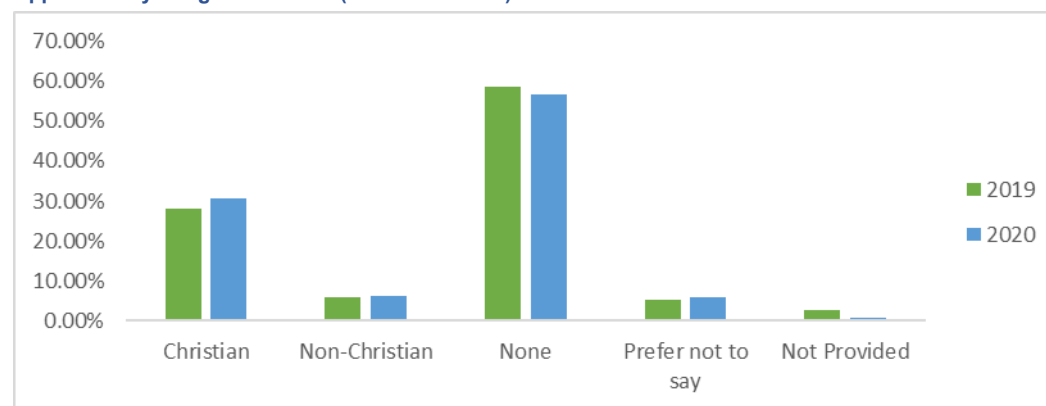
*For the purposes of this report those who have declared their religion or belief as Roman Catholic, Church of Scotland, Christian: Other have been grouped as Christian religion or belief to provide comparison to those who fall within the category of Non-Christian which comprises colleagues who have declared their religion or belief as Muslim, Hindu, Sikhism, Buddhist, Hinduism, Other philosophical belief and Another religion or body.

## Applicants by application status and religion or belief

When comparing data from 2019 and 2020, there was a 0.18% decrease of those hired externally who declared they are of Christian belief. This, however, reflects the decrease in the total number of external appointments rather than a change in the overall number who declared a Christian religion or belief. There was a total of 13 externally hired candidates who declared Christian religion or belief in both 2019 and 2020. There was a decrease of 0.81% (two individuals) in the proportion of those who declared they are of Non-Christian belief between 2019 and 2020.

Table 3.10: Applicants by application status and religion or belief

Religion or Belief	Reject after application			Reject after interview			Candidate withdrawn			Job withdrawn		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
Christian	79.84%	85.92%	**6.08%**	11.46%	6.81%	**-4.65%**	3.00%	2.14%	**-0.86%**	2.21%	2.08%	**-0.14%**
Non-Christian	84.41%	86.32%	**1.91%**	10.27%	7.49%	**-2.77%**	2.66%	0.33%	**-2.34%**	0.76%	4.23%	**3.47%**
None	76.33%	82.81%	**6.48%**	13.02%	8.40%	**-4.62%**	3.96%	2.14%	**-1.83%**	1.40%	2.66%	**1.26%**
Prefer not to say	73.71%	79.80%	**6.09%**	18.10%	10.93%	**-7.18%**	3.02%	2.98%	**-0.04%**	0.86%	2.65%	**1.79%**
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%**

| Religion or Belief	Offer Declined			Hired (external)			Hired (internal)		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
Christian	0.71%	1.36%	**0.65%**	1.03%	0.84%	**-0.18%**	1.74%	0.84%	**-0.90%**
Non-Christian	0.38%	0.65%	**0.27%**	1.14%	0.33%	**-0.81%**	0.38%	0.65%	**0.27%**
None	1.36%	1.79%	**0.43%**	1.62%	0.91%	**-0.71%**	2.30%	1.30%	**-1.01%**
Prefer not to say	0.86%	1.32%	**0.46%**	1.72%	0.66%	**-1.06%**	1.72%	1.66%	**-0.07%**
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%**
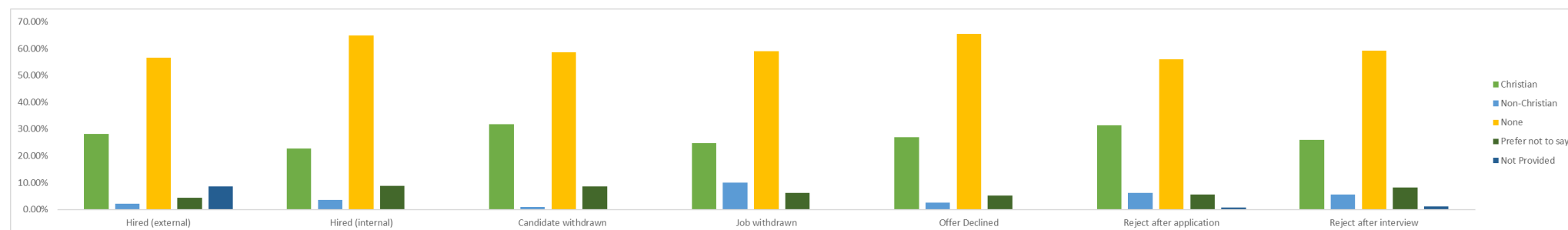
Applicants by sexual orientation

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).

Table 3.11: Applicants by sexual orientation

	Applicants					
Sexual Orientation	**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%**
Total	**4531**	**100%**	**5048**	**100%**	**517**	

81
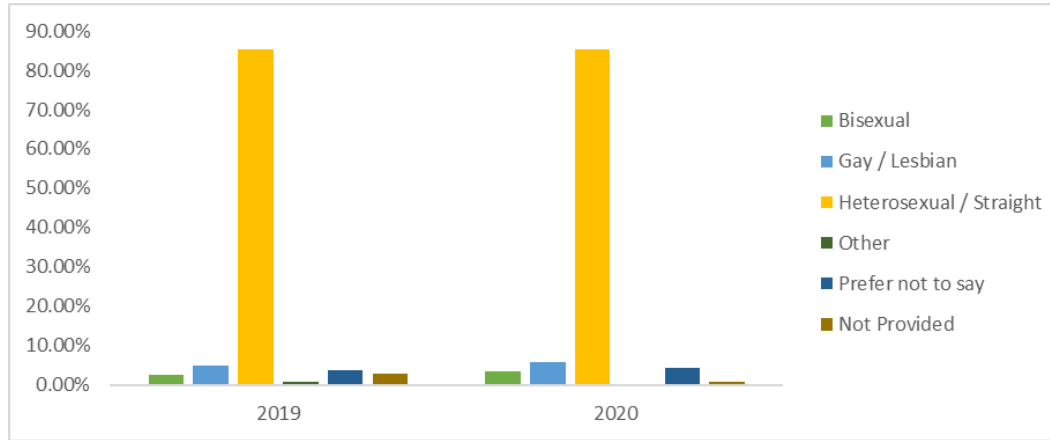
Applicants by application status and sexual orientation

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/straight not progressing beyond the application stage compared to 2019.

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
Bisexual	85.09%	87.35%	**2.26%**	8.77%	5.42%	**-3.35%**	0.88%		**-0.88%**	0.88%	4.22%	**3.34%**
Gay / Lesbian	79.11%	81.36%	**2.24%**	12.89%	10.17%	**-2.72%**	4.00%	1.69%	**-2.31%**	1.33%	3.39%	**2.06%**
Heterosexual / Straight	77.28%	84.17%	**6.89%**	12.79%	7.78%	**-5.02%**	3.67%	2.07%	**-1.60%**	1.63%	2.44%	**0.81%**
Other	93.75%	91.67%	**-2.08%**	3.13%		**-3.13%**		8.33%	**8.33%**	3.13%		**-3.13%**
Prefer not to say	76.92%	76.89%	**-0.03%**	14.20%	12.00%	**-2.20%**	2.96%	4.00%	**1.04%**	0.59%	3.11%	**2.52%**
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%**

Sexual Orientation	Offer Declined			Hired (external)			Hired (internal)		
	2019	2020	Variance	2019	2020	Variance	2019	2020	Variance
Bisexual	2.63%	1.81%	**-0.82%**	0.88%	1.20%	**0.33%**	0.88%		**-0.88%**
Gay / Lesbian	0.44%	0.68%	**0.23%**		0.34%	**0.34%**	2.22%	2.37%	**0.15%**
Heterosexual / Straight	1.09%	1.62%	**0.54%**	1.55%	0.86%	**-0.69%**	1.99%	1.07%	**-0.92%**
Other									
Prefer not to say	1.18%	1.33%	**0.15%**	1.18%	0.89%	**-0.29%**	2.96%	1.78%	**-1.18%**
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%**

Applicants by application status and sexual orientation (as in table 3.12)

Legend:
- Bisexual
- Gay / Lesbian
- Heterosexual / Straight
- Other
- Prefer not to say
- Not Provided

Categories (2020): Hired (external), Hired (internal), Candidate withdrawn, Job withdrawn, Offer Declined, Reject after application, Reject after interview