SRUC BSL Action Plan					
Widening access to services for BSL users					
Identified Action	**Current Position – August 2018**	**Responsible Department/Staff Member/Team**	**Evaluate Success Measure**	**Timescale**	**Achieved**
1.1 To identify and develop key information which makes use of BSL to demonstrate that our website is accessible to BSL users: • Create BSL section with links to videos for main web content	Introduction from Principal Currently we have no key information available in a BSL format and we wish to promote, as far as practicable, inclusivity, measure our progress and further develop materials.	Work with Communication/Marketing and Recruitment to provide a BSL Action Plan of the Principal's and SRUCSA's Welcome and host these on YouTube as well as within the student handbook. Include an 'I' icon which provides an explanatory box as to why a BSL version is available.	Plan: Marketing and Communications with local campus users. Main webpages Marketing and Communications Information Systems	ASAP	September 2018
1.2 Embed contactScotland into our website and information on how to contact us via e-mail signatures	Not available on current webpages; not currently promoted via e-mail signatures	Main webpages: Marketing and Communications Information Systems	Ensure that contactScotland link is included on all associated pages and e-mail signatures	December 2019	

1.3 Develop a BSL video (with written/sub-titles transcript) which details the personal support process/teaching materials when required	Work in partnership with Deaf Action to add BSL interpretation for course materials. This is to be hosted on the student support page of the website	Learner Engagement Team Academic and Support Staff Information Systems department	Visual Media available of website which includes BSL Translation which can be accessed when required for teaching materials.	September 2024	
1.4 BSL Interpretation at Applicant / Open Evenings and during Principal's Welcome.	No BSL interpretation available at these events.	Education Business Support Marketing & Recruitment Admissions Information Systems	BSL Interpretation available if required	December 2018	
1.5 BSL interpreters at Graduation ceremonies**.**	No BSL interpretation available at these events due to budgetary constraints and only if requested.	Education Business Support Marketing and Recruitment to promote availability if this service is required.	Where practicable, all key events should include BSL interpretation and staff can book Interpreters in advance.	December 2019	
1.6 Key Staff meetings include access to	BSL not currently		Include BSL	January 2019	

BSL interpretation where practicable to raise awareness of BSL to staff and where to access tis resource.	available at key staff meetings	Human Resources	Interpreters where practicable.		
1.7 Develop and implement a plan to ensure that BSL users are supported throughout the student journey from pre-entry to graduation and that all transitions into the college are adequately resourced.	No current BSL users to ascertain comprehensive support.	Learner Engagement Team Residential Manager Senior Tutors Business Support Team	A survey is sent to all BSL users and they progress equally the same as non BSL users	November 2018	

2. **Staff Development**					
Identified Action	**Current Position – August 2018**	**Responsible Department/Staff Member/Team**	**Evaluate Success Measure**	**Timescale**	**Achieved**
2.1 (a) Promote and deliver BSL awareness introduction level courses	Limited staff and students have little knowledge or experience of working with BSL.	Human Resources Equality Human Rights Information Committee – BSL Plan delivery group	Monitor delivery and uptake of staff development and build on existing staff knowledge and expertise in	(a) May 2019 (b) May 2019	

(b) Offer staff BSL 1 including progression levels where appropriate		Scottish Rural College Students Association	this area where required.		
2.2 Identify an on-line training course 'Working with Interpreters'	Limited staff have any experience of working with Interpreters	Learner Engagement Team Human Resources E-Learning Team	Monitor staff engagement and feedback	December 2019	
2.3 Raise awareness and understanding of how to access support for BSL users	At present this can only be accessed by the Learner Engagement Team or Study Skills Team	Learner Engagement Team Human Resources Equality and Human Information Committee Scottish Rural College Students Association	Information available and publicised in BSL and English	December 2019	
2.4 (a)Create an on-line Information guide of the BSL Act that includes our local Plan for staff and SRUCSA to promote awareness. (b) Time-table a calendar of events of BSL Roadshows to	At present only one campus has held a BSL Awareness Event	Learner Engagement Team Study Skills Human Resources Scottish Rural College Students Association Marketing and	(a) Guide Available (b) Events taken place at all campuses	December 2018	

Identified Action	Evidence	Responsible Department/Staff Member/Team	Evaluate Success Measure	Timescale	Achieved
raise awareness at all campuses		Recruitment			

Maximising our Curriculum and Research to support the delivery of the BSL National Plan

Identified Action	Evidence	Responsible Department/Staff Member/Team	Evaluate Success Measure	Timescale	Achieved
3.1 Establish a working group to identify opportunities that promote and support the National Plan and widen membership where required	Schedule quarterly meetings with key staff that cover Property and Estates Group, Procurement, Business Support, and Information Systems. E-Learning	Equality and Human Rights Information Committee Human Resources Learner Engagement Team	Group established Group established	2018	
3.2 Provide a report that recognises opportunities where our curriculum can support the National Plan	Report will be produced	Equality and Human Rights Information Committee Learner Engagement Team Quality Enhancement Team	Report will be available in BSL and English	2019	
3.3 Implement curricular recommendations		Key Academic and Support staff Learner Engagement Team	Any changes implemented and updated on both staff and student	2019	

Action	Evidence	Responsible Department/Staff Member/Team	Evaluate Success Measure	Timescale	
from the report and any changes to practice, where practicable.		Study Skills Team Quality Enhancement Team	portals		
3.4 Undertake research projects where required in keeping with the National Plan		Learner Engagement Team Study Skills Team	Projects Undertaken and initiated	2020	

4. Monitoring, Review and Evaluation

Action	Evidence	Responsible Department/Staff Member/Team	Evaluate Success Measure	Timescale	
4.1 All students and SRUC staff are aware of the BSL Plan including their responsibility in the local delivery.	Only some or no awareness at Campuses and off campus - field locations	Equality and Human Rights Information Committee

Marketing and Recruitment

Communications Human Resources | Ensure that staff and students at each campus have engaged and record and evaluate attendance at events and on-line hits. | Once per academic term | |
| **4.2** Review the statistics that we provide on BSL applicants, on course and pre-exit | No current or accurate evidence and insufficient established links with the BSL community. | Equality and Human Information Committee

Learner Engagement Team | Staff and students will have a good understanding of the challenges experienced by BSL users and | June 2019 | |

who are BSL users whilst monitoring their progress.		Human Resources Business Systems	feedback from the BSL community will influence and enhance our local plan.		
4.3 Annual Monitoring via the Equality and Human Rights Information CC		Equality and Human Rights Information Committee	Annual report presented at the Equality and Human Information Committee	Annual Basis	
4.4 Public Reporting every 2 years from the 2020 on the BSL Local Plan		Equality and Human Rights Information Committee	Update report	2020	