

DEPARTMENT FOR THE ECONOMY

SECTION 75 EQUALITY OF OPPORTUNITY SCREENING TEMPLATE

This form should be completed when considering options for a new policy, service or programme, or changing an existing policy, service or programme. Those policies identified as having significant implications for equality of opportunity must be subject to full EQIA.

The template will provide a record of the factors taken into account if a policy is screened out, or excluded for EQIA. It will be included in the quarterly Screening Report which is published on the Department's website.

Please complete the Cover Sheet Table below

Policy Title (in full):	ApprenticeshipsNI 2017
Policy Aim	ApprenticeshipsNI provides participants with the opportunity to take part and achieve an industry approved Level 2 / Level 3 Apprenticeship where the apprentice is in paid employment from day one. The eligibility criteria for the policy/programme will remain the same as in the 2010 contract.
Decision (delete as appropriate)	Policy screened out without mitigation or alternative policy adopted.
Business Area:	Training Programmes Branch, Business Engagement Division
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Date of form completion:	October 2016

Screening flowchart and template *(taken from Section 75 of the Northern Ireland Act 1998 – A Guide for public authorities April 2010 (Appendix 1)).*

Introduction

Part 1. Policy scoping – asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations.

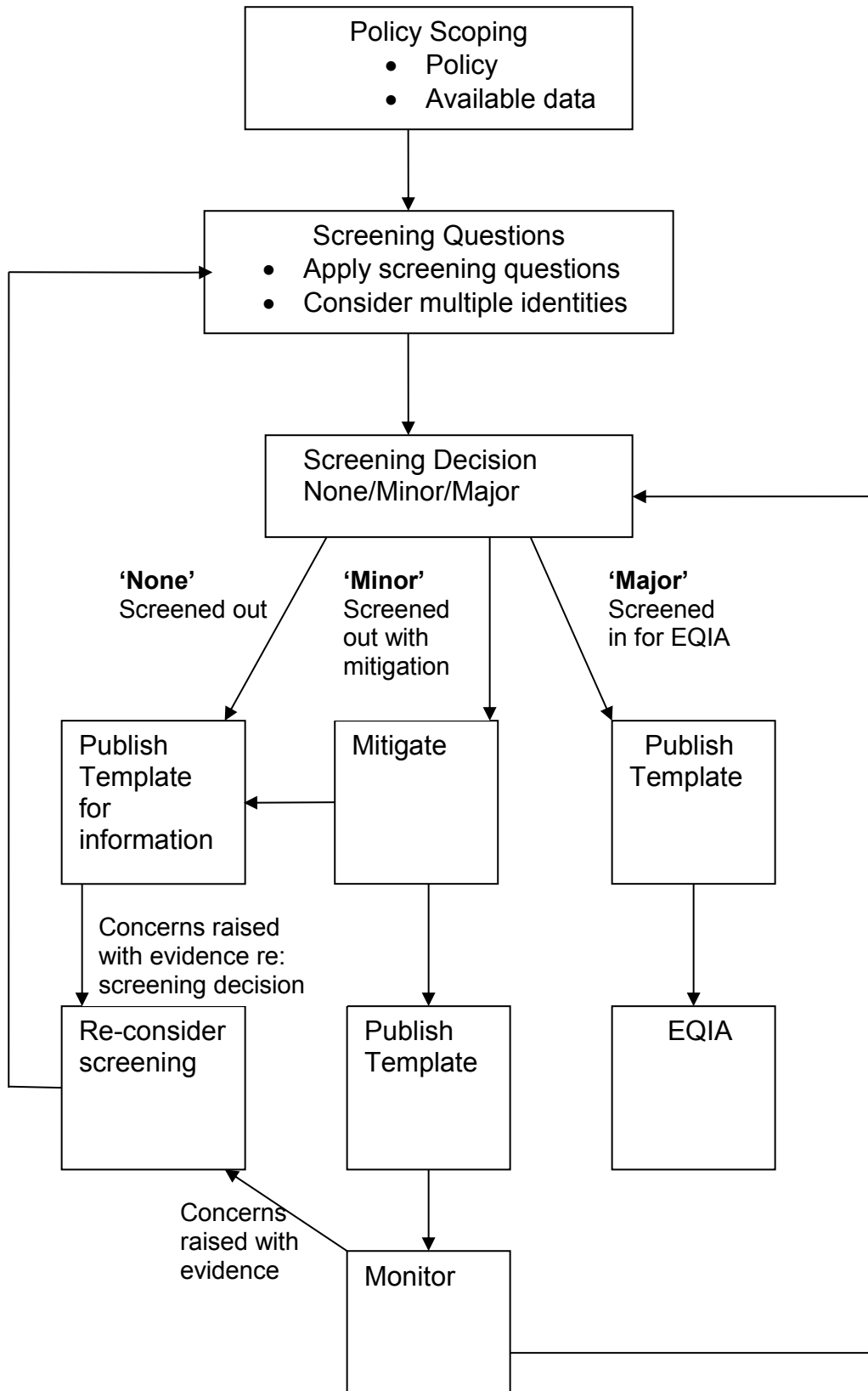
Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

Part 3. Screening decision – guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

Part 4. Monitoring – provides guidance to public authorities on monitoring for adverse impact and broader monitoring.

Part 5. Approval and authorisation – verifies the public authority's approval of a screening decision by a senior manager responsible for the policy.

A screening flowchart is provided overleaf.



Part 1. Policy scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

Information about the policy

Name of the policy ApprenticeshipsNI 2017
Is this an existing, revised or a new policy? Existing (re contracting of ApprenticeshipNI programme current contract ends 31/3/17)
<p>What is it trying to achieve? (intended aims/outcomes)</p> <p>ApprenticeshipsNI provides participants with the opportunity to take part and achieve an industry recognised Level 2 / Level 3 Apprenticeship where the apprentice is in paid employment from day one.</p> <p>The ApprenticeshipsNI programme aims to:</p> <ul style="list-style-type: none">• provide participants with the knowledge, understanding, and competence to work at a high level in their chosen occupation;• offer quality training to fulfil the requirements of an appropriate apprenticeship framework;• contribute to raising the skills level of the NI workforce;• provide opportunities for progression to further and higher education and training; and• support the direct involvement of employers in training key personnel.

<p>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</p> <p>Policy primarily aimed at 16-24 year olds with the off-the-job training element funded at 100% For those aged 25 and over funding is restricted to 50% for Economically Important Sectors.</p>
<p>Who initiated or wrote the policy? Training Programmes Branch</p>
<p>Who owns and who implements the policy? Training Programmes Branch owns the policy which is delivered through the ApprenticeshipNI programme by contracted Training Suppliers. Commercial Services Branch monitor the contracts and programme delivery, audit and make payments. Quality Improvement Team work with Education Training Inspectorate to monitor Supplier performance.</p>

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they:

- financial
- legislative
- other - please specify

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

- staff
- service users

- other public sector organisations
- voluntary / community/trade unions
- other - please specify

Other policies with a bearing on this policy

- what are they? Training for Success and Review of Apprenticeships
- who owns them? Training Programmes Branch and Youth Policy and Strategy Branch

Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Details of evidence/ information
Religious belief	<p>Section 75 data is collected and published quarterly in the Statistical Bulletin. Broadly similar information is also captured for the NI ESF “Participant Enrolment Form.”</p> <p>At April 2016, there were 2,934 Catholics, 2,829 Protestants, 238 other and 1,358 not known participants recorded on programme</p>

	The policy will be neutral in this respect
Political opinion	To date it has not been collected but will be as part of the new programme.
Racial group	The policy will be neutral in this respect
Age	<p>ApprenticeshipsNI will be accessible to participants primarily within the 16 – 24 age group. Funding for those aged 25 and over funding is restricted to 50% for Economically Important Sectors. The policy therefore should be neutral in terms of Equality of Opportunity.</p> <p>The emphasis to target the 16-24 age group is intentional and is designed to promote equality of opportunity for particular groups of disadvantaged people e.g. Young People Not in Education, Employment or Training (NEET) , who are over-represented among unemployed people.</p>
Marital status	The policy will be neutral in this respect
Sexual orientation	To date it has not been collected but will be as part of the new programme.
Men and women generally	The policy will be neutral in this respect
Disability	A supplement may be payable in respect of people with a disability to help a Supplier provide significant additional input of resources including training time and equipment. Therefore the policy will be neutral in this respect
Dependants	The policy will be neutral in this respect

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	The programme is open to all applicants regardless of their religious belief
Political opinion	The programme is open to all applicants regardless of their political opinion
Racial group	The programme is open to all applicants regardless of their racial group
Age	The programme is open to all applicants regardless of their age, with funding for those aged 25 and over funding is restricted to 50% for Economically Important Sectors. The emphasis to target the 16-24 age group is intentional and is designed to promote equality of opportunity for particular groups of disadvantaged people e.g. Young People Not in Education, Employment or Training (NEET) who are over-represented among unemployed people.
Marital status	The programme is open to all applicants regardless of their marital status
Sexual orientation	The programme is open to all applicants regardless of their sexual orientation

Men and women generally	The programme is open to all applicants regardless of their gender
Disability	The ApprenticeshipsNI provision will be available to all eligible clients irrespective of whether or not a person has a disability. Specialist Support Services are available. It is the Department’s intention that participants requiring “Additional Specialist Support” are given every opportunity to overcome difficulties and to develop using the most appropriate support mechanisms.
Dependants	ApprenticeshipsNI corporates a minimum 21 hours contracted hours per week with one employer, including day release / off-the-job training) for the Apprentice from day one. The ApprenticeshipsNI introduction of funding for those aged 25 and over has the potential to enable those with caring responsibilities and dependants to complete an apprenticeship.

Part 2. Screening questions

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 10-12 of this Guide.

If the public authority’s conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is ‘screened out’ as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

If the public authority’s conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then

consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the public authority's conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

In favour of 'minor' impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;

- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

In favour of none

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	Not applicable	None
Political opinion	Not applicable	None
Racial group	Not applicable	None
Age	ApprenticeshipsNI will be accessible to participants primarily within the 16 – 24 age group. Funding for those aged 25 and over funding is restricted to 50% for Economically Important Sectors.	None - Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people e.g. Young People Not in Education, Employment or Training (NEET) who are over-represented among unemployed people
Marital status	Not applicable	None

Sexual orientation	Not applicable	None
Men and women generally	Not applicable	None
Disability	The ApprenticeshipsNI provision will be available to all eligible clients irrespective of whether or not a person has a disability.	None
Dependants	Not applicable	None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief	No	The policy is opened to all regardless of religious belief
Political opinion	No	The policy is opened to all regardless of political opinion
Racial group	No	The policy is opened to all regardless of race
Age	Yes	ApprenticeshipsNI will be accessible to participants primarily within the 16 – 24 age group. Funding for those aged

		<p>25 and over funding is restricted to 50% for Economically Important Sectors.</p> <p>The emphasis to target the 16-24 age group is intentional and is designed to promote equality of opportunity for particular groups of disadvantaged people e.g. Young People Not in Education, Employment or Training (NEET) who are over-represented among unemployed people</p>
Marital status	No	The policy is opened to all regardless of marital status
Sexual orientation	No	The policy is opened to all regardless of sexual orientation
Men and women generally	No	The policy is opened to all regardless of gender
Disability	No	The ApprenticeshipsNI provision will be available to all eligible clients irrespective of whether or not a person has a disability.
Dependants	No	The policy is opened to all with or without dependants

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	The ApprenticeshipsNI provision will be available to all eligible clients irrespective of religious belief. The provision will therefore be neutral in this respect but will enable participation and interaction between those of different religious beliefs.	None
Political opinion	The ApprenticeshipsNI provision will be available to all eligible clients irrespective of political opinion. The provision will therefore be neutral in this respect.	None
Racial group	The ApprenticeshipsNI provision will be available to all eligible clients irrespective of racial group. The provision will therefore be neutral in this respect but will enable participation and interaction between those of different racial groups	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes , provide details	If No , provide reasons

Religious belief		The policy will remain neutral in this respect
Political opinion		The policy will remain neutral in this respect
Racial group		The policy will remain neutral in this respect

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

No the ApprenticeshipsNI provision will be available to all eligible clients irrespective of multiple identities or not.

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

None

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

The ApprenticeshipsNI provision is available to all clients, irrespective of their religion, political opinion, race, age, marital status, sexual orientation, gender, disability or if they have dependants.

ApprenticeshipsNI actually has the potential to encourage more single parents, those with caring responsibilities and dependants, persons with a disability, older people to complete an apprenticeship and therefore may have a positive effect on the promotion of equality.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

The eligibility criteria for the policy/programme will remain the same as in the 2010 contract, therefore an EQIA is not required.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

All public authorities' equality schemes must state the authority's arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity. The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on

equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

Mitigation

When the public authority concludes that the likely impact is 'minor' and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been ‘**screened in**’ for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people’s daily lives	
Relevance to a public authority’s functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority’s Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Claire Beattie	Staff Officer	
Approved by:		
Susan Stranaghan	Deputy Principal	

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the public authority's website as soon as possible following completion and made available on request.