

ACTION PLAN TEMPLATE: COMBINED HONOURS

ACTION	STEPS REQUIRED TO COMPLETE ACTION	RESPONSIBILITY	DEADLINE
Confirm E & D Leader	Susan Fitzgerald confirmed	Head of Modular Programmes	
Training of all CHO staff in E & D practices and procedures	SDRs to reflect training minimum training requirements	Combined Honours Registrar Head of Modular Programmes	July 2007
Training of E & D Leader on legislation and how to conduct Equality Impact Assessments of policies and procedures	External assessor to be engaged by E & D Leaders' Group	UEL E & D Leader	Autumn 2006
E & D as a standing item on SMT meetings	Placed on each agenda	Combined Honours Registrar	Continue to place on each meeting agenda
Ensure Marketing materials are SENDA compliant	Review all CHO marketing materials	Les James	Continuing
Ensure local Admissions/Induction material is SENDA compliant	Review all Admissions/Induction materials	Les James Hannah Lowry	Continuing
Institutional Procedure for Invigilation of Examinations	Document to be produced by CH Registrar, in consultation with the DDU, to be implemented by the Institution	Combined Honours Registrar Head of Modular Programmes	Implementation by Semester A examinations, 2006/07

22Feb06.agenda