

SDS National Training Programmes Equality Monitoring Form

Section A of this form must be securely disposed of immediately the information has been entered into the CTS secure recording system.

Section A

| | |
|------------------------------------|---|
| Name | |
| National Training Programme | Modern Apprenticeship/Employability Fund/Other please specify |

1. Ethnic group

Please read the list below and choose one category that most closely describes your ethnicity

| | | | | |
|---|---------------|------------------------|------------------------|------------------------|
| White | | | | |
| Scottish | Other British | Irish | Other white background | |
| Asian, includes Asian Scottish and Asian British | | | | |
| Bangladeshi | Indian | Pakistani | Chinese | Other Asian Background |
| Black background includes Black Scottish & Black British | | | | |
| African | Caribbean | Other black background | | |
| Mixed ethnic background | | | | |
| Other ethnic background | | | | |
| Prefer not to say | | Not known | | |

2. Disability

Do you have a mental or physical impairment which has a long term and adverse effect on your ability to perform day to day activities?

| | | |
|-----|----|-------------------|
| Yes | No | Prefer not to say |
|-----|----|-------------------|

Examples to help you decide:

- Deaf or hearing impairment
- Blind or visual impairment
- A physical disability (a condition that substantially limits one or more basic physical activities, such as walking, climbing stairs, lifting or carrying)
- A learning difficulty, such as dyslexia or dyspraxia
- A mental health condition, such as depression or schizophrenia
- A long term condition, such as cancer, HIV, diabetes, heart disease or epilepsy

3. Religion or Belief or none

Please indicate your religion or belief from the following options

| | | | | |
|----------|--------------------|--------------------------|-----------------|-------|
| Buddhist | Hindu | Jewish | Muslim | Pagan |
| Sikh | Church of Scotland | Roman Catholic | Other Christian | |
| None | Prefer not to say | Other religion or belief | | |

4. Sexual Orientation

Do you consider yourself to be?

| | | |
|----------|-----------------------|--------------------------|
| Bisexual | Heterosexual/Straight | Homosexual (gay/lesbian) |
| Other | | Prefer not to say |

5. Transgender

Have you ever identified as transgender?

| | | |
|-----|----|-------------------|
| Yes | No | Prefer not to say |
|-----|----|-------------------|

6. Care Leaver

Have you ever been "in care" *?

| | | |
|-----|----|-------------------|
| Yes | No | Prefer not to say |
|-----|----|-------------------|

*Care – as in looked after and accommodated by a local authority

7. Ex offender

Do you consider yourself to be an ex-offender?

| | | |
|-----|----|-------------------|
| Yes | No | Prefer not to say |
|-----|----|-------------------|

Section B

Training Provider to ensure that:-

- both Sections A and Section B of this SDS National Training Programmes Equality Monitoring Form are given to the Participant before asking the Participant any of the questions in Section A,
- the Participant reads and signs the form in this Section B. The completed and signed section B must be retained at all times by the Training Provider for inspection, and
- Section A is securely disposed of as soon as the Participant's responses in Section A have been entered into the SDS CTS secure recording system.

Privacy Statement

The responses you provide to the questions set out in Section A of this Equality Monitoring Form are required for the following purpose ("Purpose"):-

Under the Equality Act 2010, SDS is required to ensure equality of access to its services. SDS is therefore required to monitor participation within its National Training Programmes by 'protected characteristics'. 'Protected characteristics' are defined in the Equality Act, and include the categories set out in the questions in Section A of the form above. SDS is required under the Equality Act to report the data in an anonymised form (which does not identify any individual) to certain organisations prescribed under the Equality Act, which include Scottish Government and Equality and Human Rights Commission (collectively "Equalities Authorities"). The Equalities Authorities are required to use this anonymised information in accordance with the Equality Act.

Your responses to the questions in Section A above ("Equalities Monitoring Data") will be provided to SDS by your Training Provider. SDS shall use your Equalities Monitoring Data only for the Purpose, and shall not disclose your Equalities Monitoring Data to any organisation or individual, other than to the Equalities Authorities for the Purpose. Your Training Provider shall securely dispose of Section A as soon as your responses in Section A have been entered into the SDS CTS secure recording system.

| | |
|-----------------------|--|
| Participant Signature | |
| Print Name | |
| Date | |

Thank you for completing this form