DIDACTIC GUIDE

FORMATION OF THE EQUALITY COMMITTEE

INTRODUCTION

Welcome to the Equality Committee Training Course.

We value and recognise the effort involved in distance learning, so we try to make the online experience as intuitive and easy as possible.

This guide is designed to **accompany and guide you through the contents** and instructions that you will have to develop during the virtual course.

Read carefully the **guidelines and orientations** of the Guide and, for any questions and/or guidance on the development of the course, please **contact the tutor on campus**, through the internal messaging system.

COURSE CONTENTS

This course will detail and develop a wide range of content to help you carry out your duties as a member of your organisation's Equality Committee.

Firstly, a brief overview will be given of the current **legislation** on equality available at international, European, state and autonomous community level. Subsequently, we will work on the **functions** of the Commission, how it is made up, which people should be involved, ...

The main emphasis will be on the **areas to be assessed**, why they are being assessed, what **discriminations** are associated with each of these areas and what the assessment and intervention in these areas is intended to achieve.
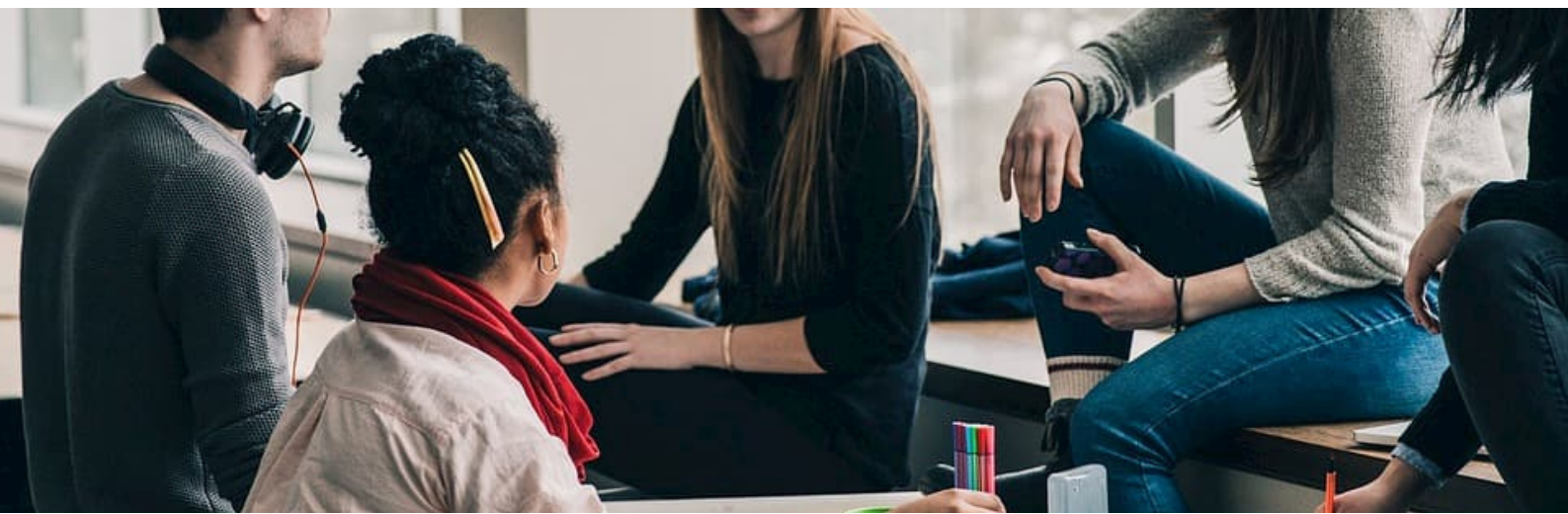
COURSE CONTENTS

Module 1. Normative Framework

- Unit 1.   General equality legislation
- Unit 2.   LIO 3/2007 and R.D. 6/2019
- Unit 3.   Royal Decrees 901 and 902/2020
- Unit 4.   Other legal obligations

Module 2. Equality Commission

- Unit 5.   Negotiating Committee. Composition and functions.
- Unit 6.   Equality Committee. Composition and functions.
- Unit 7.   Frequent doubts.

Module 3. Diagnostic Phase

- Unit 8.   Definition and areas of the Equality Plan.
- Unit 9.   Justification of the diagnostic areas.

Module 4. Action Plan Design Phase

- Unit 10.   Training and awareness-raising.
- Unit 11.   Communication to staff

Module 5. Implementation of the Plan

- Unit 12.   Register of Equality Plans
- Unit 13.   Monitoring of actions
- Unit 14.   Seals, certificates and subsidies

THE ACTIVITIES

The Equality Commission's training course is **completely virtual**. All activities can be carried out at any time, from any computer with Internet access, from anywhere.

TIME ALLOCATED

The activities and contents are designed to be developed in approximately **9 hours**, so we suggest making a personal planning to meet the objectives of the course.

DIDACTIC MATERIALS

The development of the syllabus will be carried out by means of **video-classes** by the teachers and presentations. In addition, students will have **complementary material** and bibliography at their disposal in case they wish to broaden their knowledge.

THE MEDIA

The course will be developed using the modules of the moodle platform, allowing permanent virtual communication through:
- **General Classroom Forum**, which allows the asynchronous exchange of the group on a shared topic.
- **Teacher's News**, for communications made by the teaching staff.

COURSE EVALUATION

At the end of each module there will be **self-assessment questionnaires** which must be completed in order to move on to the next module.

Students will have only **2 attempts to solve each questionnaire**, with **unlimited time**. The attempt with the highest score will be chosen.

At the end of the course there will be a compulsory **final test** with the contents of all the modules, with a single attempt and a time limit of **2 hours**.

The **final mark** will correspond to the **average** of all the **marks** for each module (80%) and the **final exam** (20%).

It is not necessary to pass both parts, but a **score** of at least **4** is required to obtain an average. The course will be considered passed when an **average mark of 5** or more is obtained.

Successful completion of the course will result in the award of a **certificate accrediting** successful completion of the course.

For those who have not reached the minimum score, a **grace period** will be considered, depending on the justification and progression of the student in question.