

Action Number	Identified action	Position at June 2018	Responsible Area/Officer	Timescale	Success Measure	Update Oct 2024
1.1	<ul style="list-style-type: none"> <li>Develop and implement a plan to ensure that all of our online communication is clear and accessible to BSL users.</li> <li>Develop a BSL section with links to videos for core web content.</li> </ul>	Current website has no BSL content	Plan: Marketing and Communications; identified key local site users; Information Services; Human Resources and Development Online communications: Marketing and Communications Information Services School and Professional Services lead officers Human Resources and Development	Plan developed by July 2020 Core and priority information made accessible in BSL from December 2020 Project completed by 2024	All core information required to understand and engage with the University includes BSL interpretation	Rolling programme to build signed content, with core web content and documents now available with BSL translation.  <b>Rolling programme carried forward to 2014-2030 BSL Local Plan Action 1.1</b>
1.2	Embed contactScotland into our website and information on how to contact us via email signatures	Not visible on current web pages; not widely promoted via email signatures	Main webpages: Marketing and Communications School/Service webpages: local responsible officers All staff – incorporate into standard email signatures (similar to incorporation of charity status) Human Resources Communication team	By December 2020	contactScotland link included on all relevant pages and email signatures	<b>COMPLETE</b>  contactScotland links on all relevant pages
1.3	Use of (filmed/video) visual media on web pages increasingly includes BSL interpretation.	Not currently present on web pages	Marketing and Communications	By Sep 2024	Visual media on web site increasingly includes BSL interpretation; staff add BSL interpretation to learning and teaching	Rolling programme to increase BSL content on the corporate website and My Napier.  <b>Rolling programme carried forward to 2014-2030 BSL Local Plan Action 1.1</b>

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					materials when required.	
1.4	Use of (filmed/video) visual media in learning and teaching materials increasingly includes BSL interpretation and always when required if BSL user on the course. All new core modules in programmes will have BSL interpretation added as standard to filmed/visual materials.	Not present in filmed/visual teaching materials and lack of capacity amongst staff to know how to add BSL interpretation to course materials.	Disability Inclusion/Department for Learning, Teaching and Assessment; Information Services; School Support and academic staff	from Sept 2018	Staff add BSL interpretation to learning and teaching materials when required and as standard to all new core modules.	It was recognised that this action was best managed on an 'as required' basis.  <b>Rolling programme carried forward to 2014-2030 BSL Local Plan Action 2.2</b>
1.5	BSL interpretation at Applicant and Open days e.g. during welcome address.	Applicant/Open days currently don't routinely include BSL interpretation	Recruitment and Admissions	From Oct 2018	BSL interpretation included.	Still to be delivered as part of routine preparations for recruitment events  <b>Rolling programme carried forward to 2014-2030 BSL Local Plan Action 1.3</b>
1.6	BSL interpretation at all graduations	Has been available for a number of years	Student Administration	Ongoing	BSL interpretation included.	<b>COMPLETE</b>  Routinely part of graduations

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1.7	BSL interpretation is available and included at all major open University events – including Professorial inaugural lectures etc. and is easily bookable for all other University open events.	Has been bookable in the past but not promoted widely to the public.	Development and External Affairs; Marketing and Communications; relevant School or Professional Services Staff	Included as standard from March 2020	All major open University events include BSL interpretation; all relevant staff know how to book BSL interpreters when required.	Budget now identified and should become part of routine planning for key events.  <b>Rolling programme carried forward to 2014-2030 BSL Local Plan Action 1.2</b>
1.8	University wide staff meetings include BSL interpretation on some occasions to promote awareness of BSL to staff and about how to book BSL interpreters when required.	No BSL	Human Resources	From October 2018 and ongoing	Some open meetings have BSL interpretation	This has been identified as an area to meet need rather than routinely provided. Use of Deaf Action and contactScotland widely publicised and part of overall rolling support for BSL using staff.  <b>Rolling programme carried forward to 2014-2030 BSL Local Plan Action 1.3</b>

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1.9	Develop and implement a plan to ensure that applicants and students who use BSL are supported effectively throughout the student journey from entry to graduation and that effective transition into the University is prioritised and resourced.	Too few BSL using students to be certain that we have comprehensive support in place	Disability Inclusion; Student Accommodation; Widening Participation team; Placement team	From October 2018	BSL using students report high satisfaction with support and progress successfully through their studies in similar numbers to non-BSL students	BSL using students are provided with necessary support throughout their ENU experience.  <b>Rolling programme carried forward to 2014-2030 BSL Local Plan Actions 1.1, 2.1, 2.2, 4.2</b>
1.11 (1.10)	Develop and implement a plan to ensure that new and current staff who use BSL are supported effectively throughout their time at the University – with a particular focus on their induction period.	Too few BSL using staff members to be certain that we have comprehensive support in place	Human Resources and Development; Department for Learning, Teaching and Assessment.	From October 2018	BSL using staff report high satisfaction with their employment experience.	Still very few BSL using staff. Thorough review of the staff journey undertaken with support from Deaf Action to identify potential weak points. Volunteer BSL Champions appointed across the university.  <b>Carried forward to 2014-2030 BSL Local Plan Action 2.3</b>

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2.1	Deliver: (1) BSL awareness and entry level courses to staff and students (some targeted courses e.g. to i-point staff and student ambassadors) (2) BSL level one and in due course subsequent levels (some targeted)	Vast majority of staff and students have no knowledge of BSL	Human Resources; ENSA; BSL plan delivery group	(1)From October 2018; (2) from September 2019	Delivery and uptake of awareness and basic training opportunities; subsequent growth in capacity of the University to communicate in BSL	<b>COMPLETE</b>  Successful and on-going roll-out to colleagues and students
2.2	Deliver 'Working with Interpreters' sessions	Very few staff and students have knowledge or experience of working with BSL/English interpreters	Disability Inclusion Human Resources and Development	From October 2018	Delivery and uptake of training	<b>COMPLETE</b>  Successful and on-going roll-out to colleagues and students
2.3	Increase awareness and understanding of how to source support for BSL users	Currently only available from the Disability Inclusion team	Human Resources; Disability Inclusion; Delivery group	From Sep 2019	Information available and publicised in BSL and English	<b>COMPLETE</b>  Successful and on-going roll-out to colleagues and students
2.4	Produce an (1) Information guide on the BSL Act and our local plan for all staff to promote awareness, buy in and engagement. Promote awareness through a (2)		BSL Plan delivery group Marketing and Communications Human Resources and Development	(1)By April 2020; (2) from October 2020	Guide available and publicised in BSL and English; roadshows delivered to a	On-going awareness raising work, including Sign Language Awareness Weeks 2023 and 2024.

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	programme of roadshows across our campuses				wide range of staff and students	There is a need for the guidance to be more accessible.  <b>Carried forward to 2014-2030 BSL Local Plan Actions 1.2 &amp; 2.3</b>
3.1	Create a group to identify opportunities in support of the National Plan		BSL delivery group	By April 2020	Group created	<b>COMPLETE</b>  Group has been meeting regularly since 2020.  <b>Continues in 2014-2030 BSL Local Plan Action 4.2</b>
3.2	Deliver a report that identifies opportunities where our curriculum and research strengths can support the National Plan	Unclear at present where opportunities lie	BSL Curriculum and research group (reporting to BSL Plan delivery group) Department for Learning, Teaching and Assessment	By September 2020	Report delivered in BSL and English	Engagement with teaching and research colleagues identified a low level of engagement and opportunities.  <b>Carried forward to 2014-2030 BSL Local Plan Action 3.3</b>
3.3	Implement curricular recommendations from the report.		Key academic staff from Schools Curriculum changes; adapted or established.	By September 2020	Curriculum changes; adapted or established.	Focus moved to academic participation in the EdSign partnership –

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						<b>Carried forward to 2014-2030 BSL Local Plan Action 3.2</b>
3.4	Implement research projects where recommended		Key academic/research staff from Schools	By September 2020	Research projects initiated	Focus moved to academic participation in the EdSign partnership.  <b>Carried forward to 2014-2030 BSL Local Plan Action 3.2</b>
4.1	Staff and students are aware of the BSL Local Plan and their role in delivery	Current marginal awareness	Marketing and Communications; Human Resources and Development; BSL Plan delivery group	measured annually in May (from May 2020)L Local Plan and their role in delivery	At least 70% of staff are aware of the BSL Plan; at least 50% of students are aware of the Plan	<b>COMPLETE</b>  Survey to be undertaken as part of preparation of new plan - this was replaced with an open meeting held in May 2024.  New Plan published June 2023

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4.2	Analyse the evidence we have about staff, students and prospective students who use BSL in our university; identify and fill key information gaps so that we can establish baselines and measure our progress (on-going).	Current evidence weak as lack of current BSL using students and staff and weak links to the BSL community	BSL Plan delivery group	From October 2018 and on- going.	Increased awareness and understanding of the challenges and barriers experienced by BSL using students, staff and members of the BSL community; evidence incorporated into further iterations of our plan.	<b>COMPLETE</b>  Survey to be undertaken as part of preparation of new plan - this was replaced with an open meeting held in Mary 2024.  New Plan published June 2024
4.3	Annual monitoring via University Inclusion committee	Not in place	BSL Plan delivery group	annually	Annual report to Inclusion Committee	<b>COMPLETE</b>  Report to IC in June 2024
4.4	Public reporting every 2 years from 2020 on our BSL Local Plan	Not in place	BSL Plan delivery group	2020 2022 2023 2024		<b>COMPLETE</b> <b>Continues in 2024-2023 BSL Local Plan</b>