

# Staff Diversity Diary 2016/17 - Printing

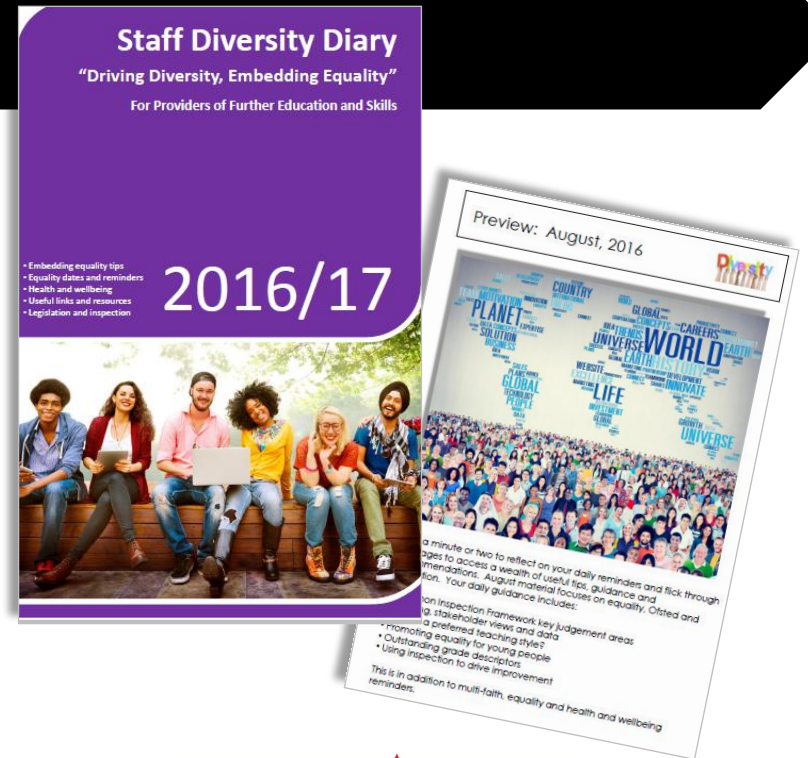
The files for the 2016-17 version of this resource being made available to you free of charge. This is intended to widen access and enable providers to arrange their own printing where required.

Printing instructions, together with how you can order low cost hard copies, can be found overleaf.

This is a staff diary with a difference - equality information, tips and guidance on each page, not to mention the monthly planners and summaries. Inspection, legislation, protected characteristics, embedding tips, reminders for key equality dates, multi-faith dates, and more!

This resource is brought to you via a partnership with the FE Providers' Equality Network and Pinnacle Training Solutions Limited. We would like to acknowledge the support of the [Mental Health and Further Education](#) (MHFE) and [The Department for Education](#) (DfE) although the content does not necessarily reflect their views or opinions.

Please note: Faith date information is taken from the BBC iWonder facility. Some organisation-lead events may be subject to change. Some dates subject to regional differences.



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Download diary files at:

<http://www.equalitynetwork.co.uk/>

# Printing Instructions - Staff Diversity Diary 2016/17



Download diary pdf files at <http://www.equalitynetwork.co.uk/>

You have access to a file for each month (July 2016 – August 2017 inclusive) and the master file (all months, 378 pages).

You are welcome to arrange your own printed copies. Therefore, please find below a printing specification:

Black spiral bound (2.5cm diameter)

Plastic protective cover, front and back

Colour cover, 170gsm paper

Black and white inside pages, 80gsm

The diary will print on a normal printer onto A4 paper. Should you wish to create multiple A5 hard copies, your selected printing department will be able to make this fit, so please specify this with them. The dated pages are designed to appear on the left/right edge of the page so the page immediately after the cover (personal details) should appear on the right as the diary lay open.

## **Ordering hard copies:**

You can order hard copies (to the above spec) from the printing department of The Grimsby Institute. The cost is £3.50 per copy for orders of 12 or less, orders of 12 plus would cost £3.00 per copy (but must be ordered in multiples of 4 (i.e. 16,20,24, etc)). P+P may apply. Please liaise with the printer directly.

Please email them your requirements at [centralservices@grimsby.ac.uk](mailto:centralservices@grimsby.ac.uk) or call them on 01472 311222 ext.407. Pete Cook is our account contact but any of the staff should be able to assist you.

## **Accessibility statement:**

This resource aims to promote equality, diversity and inclusion. It is important to us that everyone that wishes to access the material can do so. If we can assist you by supplying the diary in an alternative format then please let us know at

[equality@pinnacletrainingsolutions.co.uk](mailto:equality@pinnacletrainingsolutions.co.uk)