



Inclusive Engineering Toolkit Working Group

Terms of Reference

Purpose:

The Inclusive Engineering Toolkit will be a free, open-access collection of teaching resources designed to support engineering educators in embedding equity, diversity, and inclusion (EDI) across their modules and programmes.

It will consolidate high-quality resources, signpost external materials and develop new content where required.

The suite of resources will equip educators with practical tools, strategies and guidance to embed equity, diversity and inclusion (EDI) principles into their lessons, modules, courses and programmes.

The Toolkit will focus on inclusive engineering outcomes, helping educators guide future engineers to design solutions, products, and systems that are accessible ethical and free from bias.

The Toolkit will include resources suitable for university-level engineering education contexts. Resources may include: Interactive teaching materials, such as case studies, interactive exercises, discussion prompts, lesson plans, project briefs and checklists. Practical guidance for fostering inclusive teamwork and problem solving, supported by real-world examples and classroom-ready resources. Guidance articles will explain key EDI-related issues, highlight existing resources and solutions, and encourage engagement with a network of academic and industry experts. Assessment tools to help educators evaluate the impact of inclusive practices.

The Toolkit's resources will be ready to use in the classroom and designed for engineering educators at all levels of experience, including professors, lecturers and course leaders, with

varying levels of familiarity and confidence in teaching EDI. Whether they are new to EDI-focused teaching or already incorporating inclusive approaches, educators will find materials that support the development of relevant knowledge, skills, and mindsets alongside practical suggestions grounded in educational best practice.

Where relevant, resources will be aligned with AHEP and QAA criteria and graduate attributes, helping educators demonstrate how inclusive principles can be integrated into engineering programmes and ensuring alignment with broader educational and professional frameworks

The resources are designed for a wide range of teaching formats, including online, hybrid, lecture-based and project-based learning, and the Toolkit is intended to grow and evolve over time, remaining responsive to the needs of educators and students.

Role:

- To advise the Project Manager on the general strategy of the project in order for it to achieve its overall objectives;
- To determine the priorities for content development and advise on a process for producing it;
- To participate where possible in resource creation, review, and/or publication;
- To act as a critical friend in relation to the overall content, style, and format of the resources;
- To endorse materials produced by the Project Manager and other Toolkit contributors;
- To act as ambassadors on behalf of the Engineering Professors' Council, promoting the resources and advocating for their use.

Project Deliverables:

Phase 1 Deliverables:

- **Foundational Toolkit:** An online resource with at least 15 practical elements for teaching inclusive engineering, including guidance, case studies, exercises, and lesson plans. Content will draw primarily on existing materials, with new resources developed to address any identified gaps.
- **Online Toolkit Platform:** Fully functional online hub hosted on EPC Online, with all resources accessible and linked to the Academy's website.
- **Launch Event / Webinar:** Event to introduce the Toolkit, share guidance on use, and engage educators; slides and recordings made available online.
- **Working Group:** Expert group providing advice, feedback on resources, and support for Toolkit promotion.
- **Call for Contributions:** Develop new content where gaps may exist and gather existing resources from educators and experts for inclusion in the Toolkit.
- **Resource Review:** Check all resources for accuracy, clarity, and accessibility before publication.
- **Promotional Campaign:** Communications through social media, emails, and website updates to encourage uptake.

Membership:

- All members of the Working Group have been invited to join for a period of 12 months beginning 1st March 2026.
- Membership shall include representatives from academic, industrial, and advocacy institutions.
- Working group members shall attend in a personal and individual capacity and should not seek to represent or advance any vested interests.
- The role of member is unpaid, but the Engineering Professors' Council will reimburse members for reasonable costs they incur in fulfilling their roles and which cannot be recovered from their own organisation.

Meetings:

- The work of the Working Group will be based on virtual communication and consultation.
- Working Group members will be given access to project materials via the EPC's Dropbox account.
- The Working Group will meet on an as-needed basis in order to support the project delivery, but not more than 4 occasions as an entire group.
- Working Group meetings will be led by co-chairs appointed from within the membership.
- The Project Manager may also engage with members on a bilateral or small group basis to pursue particular avenues for support and advice. All business from these meetings will be fed back to the large group.
- Meetings will be minuted and recorded.