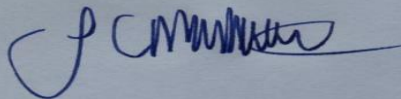




DH Associates Ltd

Equality & Diversity Policy

Managing Director	Jueliya Mc Mahon	31 August 2021
Review Date		
	Senior Leadership Team	31 August 2022

Equality & Diversity Policy



Equality & Diversity Statement

Dh Associates is committed to providing high quality learning and assessment to all our potential customers.

Dh Associates will promote equality of opportunity to all learners, including commercial and funded learners such as apprentices, and potential learners and will ensure effective equality and diversity by all employees of the company.

Dh Associates will ensure that all learners are treated with respect to their individuality. Any special assessment needs will be identified and resources and assessment adapted to take account of individual needs.

Dh Associates will work with contracting employers to anticipate and plan to take account of the individual needs of their learners.

Dh Associates will ensure that no discrimination occurs during any of its internal procedures and processes. All employees have been trained and are aware of the policy and its implications for practice.

Implementing Equality & Diversity

Promotion

Dh Associates will promote equality and diversity in all its activities with employers, learners and apprentices. We will work with employers to ensure recruitment to apprenticeships and learners are accessible to all, DH Associates offer 24-hour access to learning ensuring learning reaches part time, shift and night staff.

Entrance Requirements

Learners and apprentices will be able to access training and qualifications based on their identified needs. We will identify any barriers to learning with employers and work with them to reduce these. We offer 24-hour access to learning ensuring learning reaches part time, shift and night staff.

Enrolment and Registration

The registration form enables the early collection of equal opportunities information. For learners, the employer and DH Associates this enables identification of any need to adapt resources or the programme.

Induction

All learners receive a thorough induction and have access to DH Associates handbook explaining our commitment to equal opportunities and their rights as a learner. We explain at induction the support that is available to them from Dh Associates and how to proceed if a complaint arises. All learners complete an initial skill scan and self-evaluation to identify any learning or special assessment needs. We also discuss the actions we would take if a learner discriminated or experienced discrimination within their work place.

Teaching & Learning

During the delivery of apprenticeships equal opportunities are promoted with learners through role modeling and enabling learners to reflect on equal opportunities in their daily practice. At 3 months we review all learners' progress looking at any issues regarding access to assessment and agreeing solutions. We also check understanding of equality and diversity and how the principles apply in their work and personal lives.

We have and will continue to adapt assessment practice and resources to take account of special assessment needs. For example, we work with a specialist employer offering services to the Deaf Community. Most of their apprentices are Deaf and use sign language. We engage with interpreters to ensure Deaf apprentices get the support in learning to progress.

Assessment

Assessment will be based on the requirements of the qualifications. Learners will be assured equal access to fair assessment and have the right to appeal assessment decisions. The appeal procedure is explained at induction. The internal quality assurance arrangements will actively monitor fair assessment will not be influenced by gender, race, age, disability or any other factor.

Reasonable adjustments will be made to meet special assessment needs provided this does not compromise the integrity of qualifications and advice will be sought, if necessary, from awarding bodies through the external verifier.

Facilities

To ensure equal access to assessment all meetings will take place at learners' workplace.

Complaints Procedures

There is a complaints procedure for learners' and this is explained to all learners at induction. Learners can complain if they experience discrimination or sexual or racial harassment or bullying.

Staff Development

All employees have had training on equal opportunities and diversity. Updates are incorporated into personal development plans. Specific training is provided on equal opportunities e.g. Deaf Awareness.

Monitoring

All information on equal opportunities, progress and achievement is entered on DH Associates database to enable monitoring and comparisons to be made. Reports on individuals and groups of learners are sent to employers on a monthly basis to enable issues affecting progress to be identified and addressed.

Action Plan

The Director of Quality & Compliance is responsible ensuring the implementation and monitoring of equal opportunities and diversity through procedures and processes for managing contracts, learners and employees. Policy and action plan to be reviewed annually.

Equality Action Plan August 2021

Area for Improvement	Success criteria	Milestone	Person Responsible	Review
Promote learning opportunities that are accessible to all	Learner cohort for 2021/22 reflects catchment population of sector	Promote accessible learning to all Employers and Learners Ensure diversity is reflected in marketing materials	DHA Employment Engagement Staff & Delivery Staff	
Maintain/improve achievement and retention across different groups of learners based on equality indicators	Achievement and retention rates show only minor variance across different groups of learners based on equality indicators	Ensure delivery of learning matches individual needs and learning styles Provide resources to support learners with different learning needs Monitor retention and achievement rates making recommendations based on findings	DHA Managers & Trainers DHA Managers & Trainer DHA Director of Quality & Compliance	
Promote open and transparent culture and approach with learners and employers	Employers and learners value service and score highly in satisfaction and evaluation surveys	Communication and relationships with learners and employers are based on clear contracts and agreements Concerns, Comments and complaints from learners and	DHA Employer Engagement staff, Managers & Trainers DHA Director of Quality & Compliance	

		employers are used to learn and improve the service Comments and complaints from learners and employers are dealt with at first stage with satisfactory resolution	DHA Employer Engagement staff, Managers & Assessors	