

Support for Disabled Apprentices Policy

Policy Statement

DHA is committed to creating an inclusive, supportive, and accessible learning environment for all apprentices. In line with the Equality Act 2010 we ensure that disabled apprentices and those with learning difficulties or health conditions can fully participate, progress, and achieve within their apprenticeship programme.

We aim to remove barriers to learning by providing personalised support, early identification of needs, high quality teaching and reasonable adjustments throughout the entire apprenticeship journey from referral to completion.

Apprentices should also refer to the Equality and Diversity Policy and any applicable policies within their workplace.

Definition of Disability

For the purposes of the Equality Act 2010 a person has a disability if they have a physical or mental impairment that has a substantial, long term adverse effect on their ability to carry out normal daily activities.

Disability may include (but is not limited to):

- Specific learning difficulties (e.g., dyslexia, dyspraxia, ADHD)
- Deafness or hearing loss
- Visual impairment
- Mental health conditions
- Mobility or physical impairments
- Long term medical or neurological conditions
- Hidden or non-visible conditions (e.g., autism, chronic fatigue, epilepsy)

DHA will promote an inclusive culture

- Foster an environment where differences are respected and all apprentices feel valued and safe.
- Set high expectations for every apprentice, supporting them to achieve ambitious outcomes.

Identify needs early

- Review support needs from the moment a referral form is received.

Policy Support for disabled apprentices Oct 23

Reviewed by Kate Day

Reviewed on November 25

Next review date November 26

- Encourage apprentices to disclose disabilities or support requirements at pre-join, during induction, or at any stage of the programme.
- Work with employers to ensure joint responsibility for identifying needs early.

Provide personalised support

- Develop tailored support plans based on individual needs.
- Ensure training and assessment are accessible and inclusive, following best practice.

Make reasonable adjustments

- Implement reasonable adjustments promptly, ensuring apprentices can participate fully in training, on-programme learning, functional skills, and end point assessment.
- Work collaboratively with the employer to ensure workplace adjustments are also in place.

Continuously review support

- Regularly monitor progress and support measures.
- Adapt support and reasonable adjustments as needs evolve or circumstances change.

Disclosure of Disability

Apprentices are strongly encouraged to share any disability, learning difficulty, or health condition so that appropriate support can be provided.

Apprentices have the right to:

- Choose whether or not to disclose a disability
- Request that their disability information remains confidential
- Expect that all information will be handled sensitively and securely

DHA will ensure that disclosure is always voluntary and respected.

Information Sharing and GDPR

- All personal and disability related information will be managed according to GDPR requirements.
- Information will only be shared with relevant staff and employer representatives when necessary to implement support or reasonable adjustments.
- Confidentiality will be respected at all times.

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Roles and Responsibilities

Apprentice

- Inform DHA of any disability or support needs at any stage
- Engage in discussions regarding reasonable adjustments
- Use the support available to maximise progress

Trainer

- Discuss support needs confidentially and sensitively
- Work with the apprentice to create a support plan
- Implement adjustments in teaching, resources, and assessment
- Review and adapt support regularly

DHA Management

- Ensure inclusive practice across all programmes
- Provide staff training on disability awareness, inclusive teaching, and Ofsted expectations
- Monitor the effectiveness of support and make improvements where identified

Employer

- Support reasonable adjustments in the workplace
- Work collaboratively with DHA to meet the apprentice's needs
- Promote an inclusive workplace culture

Complaints and Feedback

Apprentices can raise concerns about support or inclusion through DHA's complaints procedure. All concerns will be dealt with promptly, fairly, and without discrimination.