



Reference # SDC2.3

Author

Sarah Dalrymple

Michael Dalrymple 2018 06, 2021 05, 2024 03

Ali Sim 2025 01

Melanie Macvicar 2026 01

---

## Equality and Diversity:

### **1. Policy Statement**

SDC-Learn is committed to promoting equality, diversity and inclusion in all aspects of its work. We aim to provide a learning and working environment that is free from discrimination, harassment and victimisation, and where all individuals are treated with dignity and respect.

We are a company started and managed by a female, and we are determined to excel in provision of support for apprentices requiring learning assistance and materials. Our support programmes have been developed and are continuously adapted to meet the needs of the apprentices. Our commitment to complete transparency relating to Equality and Diversity is an important part of who we are.

### **2. Scope**

This policy applies to:

- all learners and apprentices
- employees, contractors and associates
- employers and partners involved in training delivery
- recruitment, assessment, certification and support activities

The potential apprentices currently on the company waiting list already comprise a diversity in culture, gender, race, underrepresented groups and those with challenging learning requirements, all of whom we are committed to delivering apprenticeship to. The success of these students progression through their MA in the work place is dependent on our success in the tender.

### **3. Legal Framework**

SDC-Learn operates in accordance with the **Equality Act 2010** and recognises the Public Sector Equality Duty principles as best practice. We have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between people who share a protected characteristic and those who do not



Reference # SDC2.3

Author

Sarah Dalrymple

Michael Dalrymple 2018 06, 2021 05, 2024 03

Ali Sim 2025 01

Melanie Macvicar 2026 01

---

We see delivering on our equality duties as set out in the Equality Act 2010, as integral to delivering our vision. The general equality duty requires SDC Learn to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations across a range of protected characteristics. These include age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

SDC-Learn Equality and Diversity policies and procedures are aimed at the promotion of equality and diversity, tackling discrimination and fostering good relations across each of the protected characteristics for:

- Age
- Disability
- Sex (biological)
- Sexual orientation
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief

#### **4. Our Commitments**

To achieve these aims, SDC-Learn strives to understand and take appropriate action to address any discrimination, looks for potential to promote equality and opportunities to foster good relations in its policies and practices for recruitment, development, promotion, dispute resolution and the exit of its employees, in relation to the protected characteristics.

SDC-Learn will always:

1. Understand and take appropriate action to address any discrimination,
2. Advance equality of opportunity for particular groups by
  - a. Improving access to qualifications and attainment,
  - b. Reducing or removing barriers within qualifications and assessments in relation to the relevant protected characteristics,



Reference # SDC2.3

Author

Sarah Dalrymple

Michael Dalrymple 2018 06, 2021 05, 2024 03

Ali Sim 2025 01

Melanie Macvicar 2026 01

---

3. Foster good relations between candidates who share a protected characteristic and those who do not share it by ensuring that people represented in assessment materials reflect the full diversity of Scottish society.
4. Support disabled learners through effective and timely reasonable adjustments. Comply with Qualifications Scotland and awarding body requirements
5. Promote equality and diversity of opportunity for disabled candidates through promoting and implementing effective procedures and processes for the provision of reasonable adjustments in QUALIFICATIONS SCOTLAND assessments.
6. Advance equality of opportunity and foster good relations between male and female learners involved in vocational training.

## 5. Monitoring and Data

The SDC-Learn's Equality Monitoring data is captured using the Skills Development Scotland form, as found at [www.apprenticeships.scot](http://www.apprenticeships.scot). This data is used to monitor participation and outcomes; identify and address any inequality or disadvantage; inform service improvement.

## 6. Roles and Responsibilities

Overall responsibility for equality and diversity rests with the **Director of SDC-Learn**, who ensures:

- this policy is implemented and communicated
- staff understand their responsibilities
- the policy is reviewed regularly

All staff and associates are responsible for upholding this policy in their work.



Reference # SDC2.3

Author

Sarah Dalrymple

Michael Dalrymple 2018 06, 2021 05, 2024 03

Ali Sim 2025 01

Melanie Macvicar 2026 01

---

## 7. Concerns and Complaints

Any learner, employee or partner who believes they have experienced discrimination or unfair treatment is encouraged to raise this through SDC-Learn's complaints procedure. All concerns will be handled sensitively, confidentially and without victimisation.