



# Postgraduate Diploma Social, Equality and Diversity Labor Policy

Diversity Labor Folic

» Modality: online

» Duration: 6 months

» Certificate: TECH Global University

» Credits: 18 ECTS

» Schedule: at your own pace

» Exams: online

Target Group: Graduates or professionals in the field of Human Resources, Labor Relations and Psychology, who wish to deepen their knowledge in this field

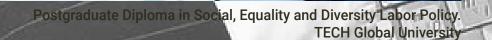
Website: www.techtitute.com/us/school-of-business/postgraduate-diploma/postgraduate-diploma-social-equality-diversity-labor-policy

# Index

02 Why Study at TECH? Why Our Program? Welcome p. 4 p. 6 p. 10 05 06 Methodology Objectives Structure and Content Our Students' Profiles p. 28 p. 36 p. 14 p. 20 80 Benefits for Your Company Impact on Your Career Certificate p. 40 p. 44 p. 48

# 01 **Welcome**

Equality and Diversity are two of the most important social issues of the last decade. With global protests and a worldwide social movement in pursuit of better rights for all, the companies that position themselves first in these movements will have a better public acceptance and an excellent working environment, which will end up having a positive impact on their own business results. Thus, the figure of the program in Social, Equality and Diversity Labor Policy is firmly positioned in the current corporate organizational charts, being a position of high economic value for which TECH has developed this program.









# tech 08 | Why Study at TECH?

#### At TECH Global University



#### **Innovation**

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



#### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95%

of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

100,000+

200+

executives trained each year

different nationalities



#### **Empowerment**

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

500+

collaborative agreements with leading companies



#### **Talent**

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



#### **Multicultural Context**

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.



#### Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



At TECH, you will have access to the most rigorous and up-to-date case studies in the academic community"

## Why Study at TECH? | 09 tech

TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



#### **Analysis**

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



#### **Academic Excellence**

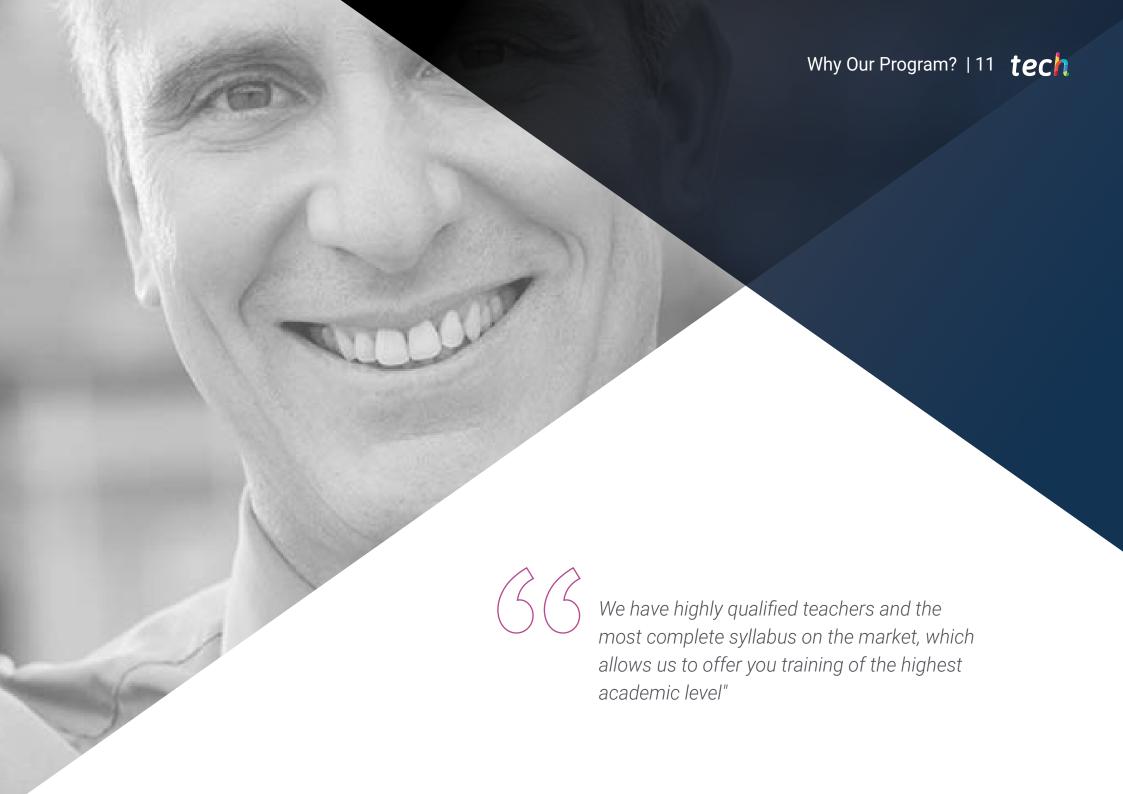
TECH offers students the best online learning methodology. The university combines the Relearning method (a postgraduate learning methodology with the highest international rating) with the Case Study. A complex balance between tradition and state-of-the-art, within the context of the most demanding academic itinerary.



#### **Economy of Scale**

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.





# tech 12 | Why Our Program?

This program will provide students with a multitude of professional and personal advantages, particularly the following:



#### A significant career boost

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of participants achieve positive career development in less than 2 years.



# Develop a strategic and global vision of companies

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

Our global vision of companies will improve your strategic vision.



### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.



### Take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.



#### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.



#### Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

20% of our students develop their own business idea.



### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.



#### Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Global University community.

We give you the opportunity to train with a team of world renowned teachers.





# tech 16 | Objectives

TECH makes the goals of their students their own goals too. Working together to achieve them.

The Postgraduate Diploma in Social, Equality and Diversity Labor Policy will enable students to:



Acquire knowledge and to analyze the behavior of people in organizations applying psychosocial approaches



Know the sociological aspects of group organizational behavior and organizational structures



Acquire knowledge of different techniques of socio-labor evaluation for the analysis of the labor market







Introduce the student to research sources, their classification and studying their reliability when starting a research project



Knowledge of Stages of Qualitative Research



Recognize the Techniques and Instruments for Collecting Qualitative Data and quantitative



Examine social groups, social exclusion, as well as women in employment



Obtain a vision of equality and diversity in the workplace



Identify and apply labor intermediation in national and international employment policies







Distinguish and Handle labor intermediation actions and their distinction with illegal assignment of workers



Be familiar with the employment intermediary agents, their policy of public-private collaboration with the Public Employment Services and the actions that regulate them



Knowledge of job prospecting and recruitment actions within the framework of the digital marketplace





## tech 22 | Structure and Content

#### **Syllabus**

Without a doubt, today almost everyone is aware that for an organization to be successful, the correct selection of personnel is an extremely important element. In this sense, if the right people are hired, the correct development of the tasks and duties to be covered can be promoted and, therefore, the best possible functioning of the organization will be ensured. This is where the Human Resources professional comes into play and acquires a fundamental role because, after carrying out the selection processes, it is essential that he/she knows the policies that must be implemented within the organization to promote a good socio-labor environment, ensuring respect for equality and diversity in the company.

For all these reasons, TECH professionals have designed this Postgraduate Diploma that will provide Psychology and Human Resources professionals with the skills that will enable them to understand the functioning of the social and labor policies that protect workers in various situations. This knowledge will become the students' main asset for their professional growth, as companies are increasingly demanding more professionals with skills in this area to ensure the welfare of the organization in different cases.

Thus, throughout the training, professionals will acquire in-depth knowledge that will enable them to understand inequalities in the workplace and how to work with them to mitigate their effects. In this sense, the role of underprivileged groups such as abused women or disabled people in the work context and the measures that can be carried out to promote the professional and personal development of these people will be addressed.

This Postgraduate Diploma takes place over 6 months and is divided into 4 modules:

Module 1.	Sociology of Work
Module 2.	Social Research Strategies and Methods
Module 3.	Management of Labor Intermediation Policies
Module 4.	Strategic Management of Equality and Diversity in HR Resources



#### Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Diploma inSocial, Equality and Diversity Labor Policy completely online. Throughout the 6 months of the educational program, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.

## tech 24 | Structure and Content

#### Module 1. Sociology of Work 1.3. Economic Aspects Study of the 1.1. Concept of Sociology of Work 1.2. Study of Human Behavior in Society 1.4. Historical Evolution and Social Sociology of Work Context of Work 1.1.1. Introduction, Objectives and Human Action, Means and Ends Concept of Sociology 1.2.2. Production and Employees 1.3.1. Theory of Value in Classical Economists 1.4.1. Work in Ancient Times 1.1.2. Concept of Work 1.2.3. The Impact of Population Growth on Work 1.3.2. Karl Marx'sLabor Theory of Value 1.4.2. The Industrial Revolution 1.1.3. Concept of Sociology of Work 1.3.3. Criticism of the Labor Theory of Value 1.4.3. The Development of the Industrial 1.1.4. Sociology of Work Field of Action 1.3.4. Keynesianism Society and its Labor Effects 1.4.4. From Industrial Society to Post-Industrial Society 1.4.5. Work in the Information Society 1.7. Sociology of Labor Relations 1.5. History of the Main 1.6. Group Behavior in Organizations 1.8. Central Aspects in Organizations Sociological Theories of the in a Business 1.6.1. Analysis of the Work Process 1.8.1. Different Roles within the Organization Work and Organizations 1.6.2. Human Resources, Mechanical Labor 1.7.1. Theories of Subjectivity 1.8.2. Organizational Structure and Creativity 1.7.2. Theories of the Labor Market 1.5.1. Sociological Theories of Work 1.6.3. Social Order in Organizations, 1.5.2. Contemporary Sociological Theories of Work 1.7.3. Sociology of Labor Relations Cosmos and Taxis 1.5.3. Taylor and the Scientific Organization of Work 1.10. Labor Market Challenges in 1.9. Technological Paradigm and the Labor Market the 21st Century 1.9.1. The Impact of Innovation 1.10.1. Syndicates in the 21st Century 1.9.2. Innovation in the Modern Business 1.10.2. Employee Manifestations and Strikes 1.10.3. The Future of Work 1.9.3. Automization in Production 1.9.4. Data Management and Artificial Intelligence 1.10.4. Immigration and the Labor Market 1.10.5. Emigration, Globalization and Work

2.1.	Basic Notions of Investigation: Science and the Scientific Method	2.2.	The General Process of Research: Quantitative and Qualitative Focus	2.3.	Research Paradigms and Methods Derived from These	2.4.	Phases and Stages of Qualitative Research
2.1.1. 2.1.2. 2.1.3. 2.1.4. 2.1.5. 2.1.6. 2.1.7. 2.1.8. 2.1.9.	Synthetic Method Inductive Method Cartesian Thought Rules of the Cartesian Method Methodical Doubt The First Cartesian Principle	2.2.1. 2.2.2. 2.2.3. 2.2.4. 2.2.5. 2.2.6.	Epistemological Assumptions Approach to Reality and the Object of Study Subject-Object Relationship Objectivity Methodological Processes Integration of Methods	2.3.2. 2.3.3. 2.3.4. 2.3.5. 2.3.6.	How do Research Ideas Arise? What is there to Research in Education? Research Problem Statement Background, Justification and Research Objectives Theoretical Foundation Hypotheses, Variables and Definition of Operational Concepts Choosing a Research Design Sampling in Quantitative and Qualitative Studies	2.4.1. 2.4.2. 2.4.3. 2.4.4. 2.4.5.	Phase 1 Conceptual Phase Phase 2 Planning and Design Phase Phase 3 Empirical Phase Phase 4 Analytical Phase Phase 5 Diffusion Phase
<b>2.5.</b> 2.5.1. 2.5.2. 2.5.3. 2.5.4. 2.5.5. 2.5.6.	Types of Quantitative Research Historical Research Correlation Research Case Studies "Ex Post Facto" Research of Completed Events Quasi-Experimental Research Experimental Research	2.6.1. 2.6.2. 2.6.3. 2.6.4.	Phases and Stages of Qualitative Research Phase 1 Preparation Phase Phase 2 Field Phase Phase 3 Analytical Phase Phase 4 Informative Phase	2.7. 2.7.1. 2.7.2. 2.7.3. 2.7.4. 2.7.5. 2.7.6. 2.7.7. 2.7.8.	Types of Qualitative Research Ethnography Grounded Theory Phenomenology The Biographical Method and Life History The Case Study Content Analysis Examination of Speech Participatory Action Research		Techniques and Instruments for Collecting Quantitative Data The Structured Interview The Structured Questionnaire Systematic Observation Attitude Scales Statistics Secondary Sources of Information
2.9. 2.9.1. 2.9.2. 2.9.3. 2.9.4.	Focus Groups	2.10.1 2.10.2	Data Quality Control  Requirements for a Measuring Instrument Processing and Analysis of Quantitative Data 2.10.2.1. Validation of Quantitative Data 2.10.2.2. Statistics for Data Analysis 2.10.2.3. Descriptive Statistics 2.10.2.4 Inferential Statistics				

2.10.2.3. Descriptive Statistics
2.10.2.4 Inferential Statistics
2.10.3. Processing and Analysis of Qualitative Data
2.10.3.1. Reduction and Characterization
2.10.3.2. Clarify, Refine and Compare
2.10.3.3. Programs for Qualitative Analysis
of Textual Data

2.9.5. Life Stories 2.9.6. Diaries

2.9.7. Content Analysis
2.9.8. The Ethnographic Method

# tech 26 | Structure and Content

Module 3. Management of Labor Intermediation Policies							
3.1.1. 3.1.2. 3.1.3.	Labor Intermediation in the Common Portfolio of the National Employment System Services Labor Intermediation The New Role of Public Employment Services Discrimination in Access to Employment	<b>3.2.</b> 3.2.1. 3.2.2. 3.2.3. 3.2.4.	Labor Intermediation Conceptualization of Intermediation: Basic Principles Labor Intermediation and Professional Orientation Labor Intermediation within Active Employment Policies in Public Services Collaborating Agents in the Outsourcing of Intermediation: Recruitment Agencies and Temporary Employment Agencies	<b>3.3.</b> 3.3.1. 3.3.2. 3.3.3. 3.3.4.	Job Prospecting I Statistical Data on the Business Fabric Sources of Labor Market Information Current Labor Market Indicators Employment Opportunities		Job Prospecting II Diagnosis and Analysis of the Labor Market Searching and its Phases: Approaching the Company and Recruiting Plan Loyalty and Evaluation of the Relationship with Companies Management of the Employment Demand and Accompaniment to the Company
<b>3.5.</b> 3.5.1. 3.5.2. 3.5.3.	Recruitment Activities Conceptualization of Recruitment: Typologies Recruitment Procedures in the Digital Era: E-Recruitment Recruitment in the Collaborating Placement Agencies	3.6.1. 3.6.2. 3.6.3.	Elaboration of Personalized Itineraries of Orientation and Labor Market Insertion	<b>3.7.</b> 3.7.1. 3.7.2.	The Sanctioning Regime for Brokerage Activities  Lack of Penalties for the Recruitment of Irregular Labor Orientation and Placement The Training Sanctioning Regime	3.8.1. 3.8.2. 3.8.3.	and the Current Identification of Illegal Assignment
3.9.1. 3.9.2.		3.10.1 3.10.2	Challenges of Labor Intermediation Policies in the Digital Era Labor Intermediation in Telematic Employment Agencies Labor Mobility and Globalization in Employment Policies Job Searching in the Digital Era				

Module 4. Strategic Management of Equality and Diversity in HR Resources							
<b>4.1.</b> 4.1.1. 4.1.2. 4.1.3.	Employment Policies Employment Subsidy Programs	<b>4.2.</b> 4.2.1. 4.2.2. 4.2.3.	9	4.3.1. 4.3.2. 4.3.3.	Social Groups and Employment Difficulties Identification of Social Groups Exclusionary Labor Practices Programs and Laws Protecting Social Groups	<b>4.4.</b> 4.4.1. 4.4.2. 4.4.3.	
<b>4.5.</b> 4.5.1. 4.5.2. 4.5.3.	Youth and First Job Programs  Policies for Interns and Trainees in the Company Government Programs Challenges of Youth Employment in the Context of Digital Transformation	<b>4.6.</b> 4.6.1. 4.6.2.	Pensions and Retirement Corresponding Laws Pension or Retirement Eligibility	<b>4.7.</b> 4.7.1. 4.7.2. 4.7.3.	Women and Work I: Gender Violence Contextualization of Gender Violence Business Programs Against Gender Violence Promoting Employment Among Women Victims of Gender-Based Violence	<b>4.8.</b> 4.8.1. 4.8.2. 4.8.3.	Women and Work II: Discrimination and Marginalization in Employment Women in the Labor Context Throughout History Employment Discrimination Productive Sectors with Greater Employability for Women
<b>4.9.</b> 4.9.1. 4.9.2. 4.9.3.		4.10.1 4.10.2	International Personnel Administration Global Companies Immigrants and Expatriates Fostering a Global Corporate Culture				



Specialize with a team of winning professionals, who have already achieved success in their careers and know what yours needs to succeed"



This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.** 

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.



# tech 30 | Methodology

# TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.





This program prepares you to face business challenges in uncertain environments and achieve business success.



Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

#### A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.



You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

# tech 32 | Methodology

#### Relearning Methodology

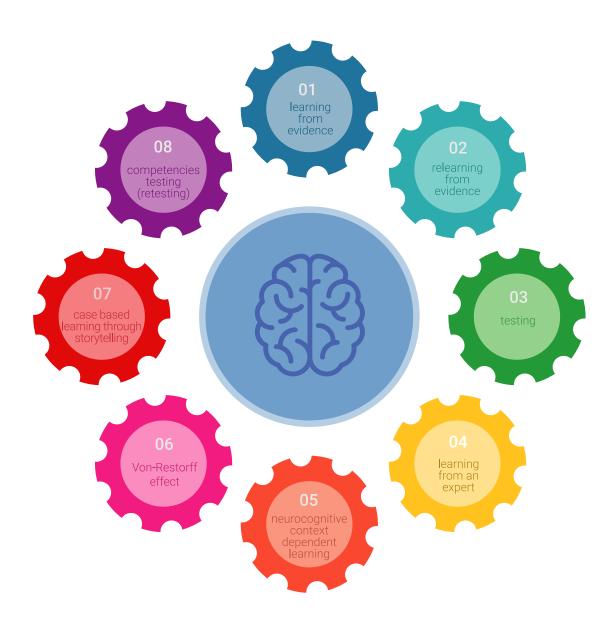
TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



### Methodology | 33 tech

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.

This program offers the best educational material, prepared with professionals in mind:



#### **Study Material**

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



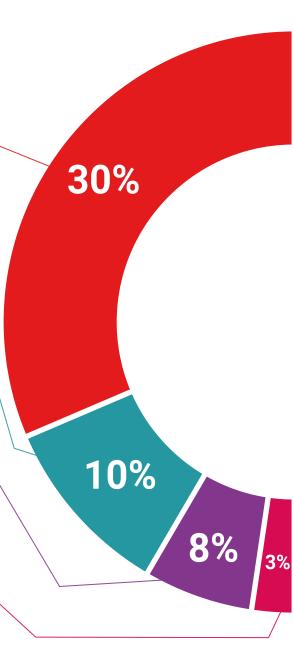
#### **Management Skills Exercises**

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



#### **Additional Reading**

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



#### **Interactive Summaries**

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.



This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

#### **Testing & Retesting**

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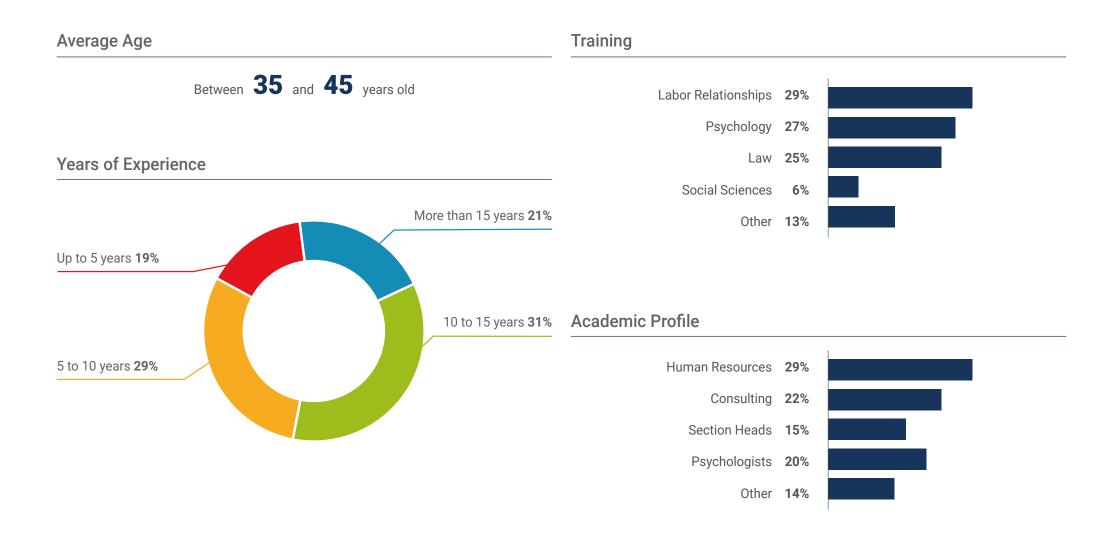
We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



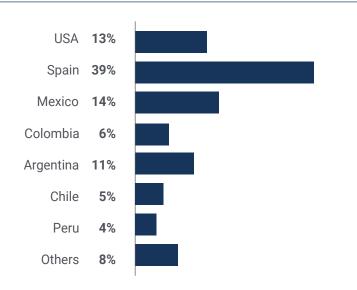
30%







### **Geographical Distribution**





# Santiago Sánchez

Marketing Manager andunion member

"As a union representative, it is my duty to be aware of social and labor policies in the area of equality and diversity, so that I can better ensure that the rights of the employees to whom I give voice are respected. That is exactly what I have achieved with this Postgraduate Diploma in TECH, which I would definitely repeat".





### Are you ready to take the leap? Excellent professional development awaits you.

This program brings out the best in the student, requiring a high level of involvement throughout the program. Thanks to TECH's eminently practical teaching, the student learns in a real context everything he needs to know to succeed.

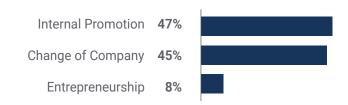
Thanks to this programme you will receive a large number of job offers with which you will be able to start your professional growth.

The completion of the Postgraduate Diploma in, Equality and Diversity Policies will allow you to advance in your profession.

### **Time of Change**



#### Type of change



### Salary increase

This program represents a salary increase of more than 25.22% for our students

\$32,900

A salary increase of

25.22%

\$41,200





## tech 46 | Benefits for Your Company

Developing and retaining talent in companies is the best long-term investment.



#### **Intellectual Capital and Talent Growth**

Managers will bring to the company new concepts, strategies and perspectives that can bring about significant changes in the organization.



## Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the executive and opens new avenues for professional growth within the company.



### **Building agents of change**

The directors They will be able to make decisions in times of uncertainty and crisis, helping the organization to overcome obstacles.



### Increased international expansion possibilities

Thanks to this program, the Organisation will come into contact with the main markets in the world economy.







### **Project Development**

The executive can work on a real project or develop new projects.



### Increased competitiveness

This program will equip students with the skills to take on new challenges and drive the organization.





### tech 50 | Certificate

This program will allow you to obtain your **Postgraduate Diploma in Social, Equality and Diversity Labor Policy** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra (*official bulletin*). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: Postgraduate Diploma in Social, Equality and Diversity Labor Policy

Modality: online

Duration: 6 months

Accreditation: 18 ECTS



Mr./Ms. \_\_\_\_\_, with identification document \_\_\_\_\_ has successfully passed and obtained the title of:

#### Postgraduate Diploma in Social, Equality and Diversity Labor Policy

This is a program of 450 hours of duration equivalent to 18 ECTS, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy.

TECH Global University is a university officially recognized by the Government of Andorra on the 31st of January of 2024, which belongs to the European Higher Education Area (EHEA).

In Andorra la Vella, on the 28th of February of 2024



<sup>\*</sup>Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH Global University will make the necessary arrangements to obtain it, at an additional cost.



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