

Exploring disability confidence and making a commitment to change

What does it mean to be Disability Confident - Committed (Level 1)?

Ensure recruitment process is inclusive & accessible

Ensure against discrimination	
<p>Job applicants are asked about their disability and health only to find out:</p> <ul style="list-style-type: none"> • Whether they are able to take part in the application / selection process or need special arrangements or assistance (reasonable adjustments) • Monitor the diversity of applicants for jobs you advertise • Support positive action for disabled people or recruit a person with a particular disability. 	
<p>You only ask applicants relevant questions about their disability and health before you interview them, if / when you interview and before deciding whether to give them a job, in order to find out whether they can do something essential to the job.</p>	
<p>If an offer of the job is made conditional on passing a medical or responding to questions about health and disability only if it is reasonable.</p>	
<p>Disabled candidates are rejected not because they're disabled but because you are sure that they can't do the job.</p>	
Make job adverts accessible	
<p>Advertisements are written in plain English without unnecessary jargon acronyms and technical language</p>	
<p>Vacancies are advertised on websites which have accessibility options.</p>	
<p>Advertisements mention you are a disability confident employers and will make adjustments to the recruitment process for disabled applicants</p>	
Provide information in accessible formats (for example, large print)	
<p>Information including advertisements, information videos and job descriptions can be made available in the following formats:</p> <ul style="list-style-type: none"> • Audio • Audio description • Subtitles • Braille • Easy read • British Sign Language, • Large print 	
Accept applications in alternative formats (for example, electronically)	
<p>Applications can be made in the following ways:</p>	
<ul style="list-style-type: none"> • Online • Word document • Paper document 	<ul style="list-style-type: none"> • Transcribed from a phone call • Completed on behalf of the applicant by supporter

Communicate and promote vacancies

Advertise vacancies through a range of channels

Advertise vacancies in the following ways

- Accessible website
- Job centre Plus
- Local Work Choice providers
- Libraries and community centres

Get advice and support from Jobcentre Plus, Work Programme providers, recruiters and/or your local disabled people's user led organisations (DPULOs)

Work with a range of disability focussed organisations including user-led organisations and Work Choice providers and regularly advertise vacancies with them. Also offer placements and work trials and job carving of opportunities (where the role focuses on tasks the disabled person is able to do and those they are unable to do are allocated to others)

Review current recruitment processes

A working group or individual take responsibility for this

Policies and processes are regularly reviewed

Statistics of number of disabled employees is tracked

Disabled applicants / employees opinion is sought and action taken.

Offer an interview to disabled people

Encourage applications from disabled people by offering an interview, if they meet the minimum criteria for the job (this is the description of the job as set by you the employer).

Emphasise you are a disability confident employer who welcomes disabled applicants

Ensure job descriptions are clear and include only those tasks and skills essential to the role

Explicitly state you will offer an interview to disabled applicants who meet the minimum job requirements

Offer interviews to disabled applicants who meet the minimum job requirements

Publicise that you are able to make adjustments to the recruitment process for disabled applicants and that you offer alternative methods such as work trials

Those involved in recruitment are fully aware of the alternative methods and adjustments you can make

Anticipate and provide reasonable adjustments as required

Make sure disabled workers aren't seriously disadvantaged when applying for and doing their jobs.
Policy guidance covers adjustments to recruitment process
Reasonable adjustments are included in recruitment training
Adjustments to the recruitment process are made for different disabilities
Reasonable adjustment policy and process in place
Reasonable adjustments are included in line-manager training
Workplace adjustments are made for different disabilities
Reasonable adjustments to the recruitment process and in the workplace are reviewed

Support any existing employee who acquires a disability or long term health condition, enabling them to stay in work

Retaining an employee who has become disabled means keeping their valuable skills and experience and saves on the cost of recruiting a replacement.
Reasonable adjustments are implemented for employees who have acquired a disability since joining the company
Retention policy or reference to the importance of retention in policies regarding managing sickness absence
Information about Access to Work and Mental Health Support Service is made readily available to those who need it
Access to Work is used to support people to retain employment - including using the Mental Health Support Service
Job coaching is considered for new employees as well those changing roles
Mentoring, coaching or buddy system is available
Access to an EAP or Occupational Health service is provided

Activity that will make a difference for disabled people

Offering at least one of the following to disabled people and others Good practice - For each type the evidence should include policy and example	
Work experience	Traineeships
Job shadowing	Supported internships
Work trials (Formal with JCP or informal)	Student placements
Paid employment	Sector based academy based placements
Apprenticeship	