

Guide to the Disability Confident Employer Scheme



What is the Disability Confident Employer Scheme?

In 2016, the government launched the Disability Confident Scheme, which aims to help employers successfully employ and retain people with disabilities and other health conditions.

This replaced the Disability Equality 'Two ticks' () Scheme awarded by Jobcentre Plus. The new scheme consists of three levels for organisations to complete before moving on to the next. NHS Improvement has been accredited at Level 2. Accredited employers can use the above certification on recruitment materials and correspondence.

What commitments do Level 2: Disability Confident Employers make?

Employers accredited at **Level 2: Disability Confident Employer** have committed to undertaking the following '**core**' actions:

1. **Providing a fully inclusive and accessible recruitment process;**

- identify and address any barriers that may prevent or deter disabled people from applying for jobs
- make sure online or offline processes are fully accessible – for example, provide a named contact, telephone number and email for applicants to request support or ask questions
- test the recruitment process with disabled people, and if there is a barrier either remove it or provide an alternative way to apply
- provide short but accurate job descriptions that clearly set out what the jobholder will be required to achieve
- make sure all recruitment documentation is available in different formats, if required
- accept job applications in a variety of formats
- make sure people involved in the recruitment process know how to support disabled applicants.

2. **Offering an interview to disabled people who meet the essential criteria for the job;**

- make sure recruiters know how to support disabled applicants
- identify the essential criteria for the vacancy and make this clear in the advert, job specification and online content
- provide an opportunity for disabled people to indicate that they are disabled or have a long-term health condition and are requesting an interview
- make sure that disabled people who meet the essential criteria for the job are shortlisted for interview.

3. **Flexibility when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job;**
 - plan for and make reasonable adjustments to the assessment and interview process – for example allow candidates to complete a written test using a computer or allow extra time for tests
 - make sure people involved in the recruitment process know how to offer and make reasonable adjustments to the recruitment process
4. **Proactively offering and making reasonable adjustments as required**

Make reasonable adjustments for individuals such as changes to working patterns, adaptations to premises or equipment and provision of support packages, to ensure that disabled workers are not disadvantaged when applying for and doing their jobs.
5. **Supporting employees to manage their disabilities or health conditions;**
 - encouraging employees to be open and to discuss their access and support needs
 - making sure that employees know that should they acquire a disability or should an existing disability or health condition worsen, every effort will be made to enable them to continue in their current job or an alternative one
 - providing support for existing employees who become disabled or experience health problems, for example, through occupational health or other services
 - providing reasonable adjustments as necessary to support staff. This includes supporting applications to Access to Work for advice and financial support.
6. **Reviewing the Disability Confident Employer self-assessment regularly**

A Disability Confident employer should continually improve and take account of changing advice and guidance. Regularly reviewing the self-assessment can help with this process.

Employers accredited at **Level 2: Disability Confident Employer** must also commit to undertaking **at least one** of the following 'activities' for people with disabilities;

- Providing work experience
- Providing work trials
- Providing paid employment (permanent or fixed term)
- Providing apprenticeships
- Providing a traineeship
- Providing paid internships or supported internships (or both)
- Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people
- Engaging with Jobcentre Plus, Work Choice providers or local disabled people's user led organisations (DPULOs) to access support when required
- Providing an environment that is inclusive and accessible for staff, clients and customers
- Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do
- Providing mentoring, coaching, buddying and or other support networks for staff
- Including disability awareness equality training in the induction process
- Guiding staff to information and advice on mental health conditions
- Providing occupational health services if required
- Identifying and sharing good practices
- Providing human resource managers with specific Disability Confident training