

Disability Confident – COMMITTED

LEVEL 1



Hiring **good people**
is good business

Be Disability Confident



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This guidance explains how to become a **Disability Confident committed** employer at level 1 of the Disability Confident scheme.

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Ministerial foreword

Congratulations and thank you for taking this step on your Disability Confident journey. I know that your business can be more productive, more prosperous and more competitive for the commitment that you are making.

The economic power of disabled people and their families is immense. Not only do they have a combined spending power of over £200 billion, but they have skills and talents that are underutilised and remain out of reach for many businesses.

The cost of this to your business, to government and to potential employees is huge. Growth is stifled and the potential for innovation and invention is lost.

But this can be avoided. The Disability Confident scheme will help you on your journey to employing, supporting and promoting disabled people in your workplace. You will gain insight into an often overlooked customer base and you will learn to think differently about what disability means – both for you and for your business.

There is no greater catalyst for change than business. In terms of your reach and your interconnectedness you are unrivalled. But the Disability Confident movement, that I am delighted you are now a part of, is absolutely in your interest too.



Penny Mordaunt MP

Minister for Disabled People, Health and Work

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Introduction

The Disability Confident scheme aims to help you successfully employ and retain disabled people and those with health conditions. Being Disability Confident is a unique opportunity to lead the way in your community, and you might just discover someone your business can't do without.

It was developed by employers and disabled people's representatives to make it rigorous but easily accessible – particularly for smaller businesses.

The scheme is voluntary and access to the guidance, self-assessments and resources is completely free.

The 3 levels are designed to support you on your Disability Confident journey. You must complete each level before moving on to the next.

Your journey starts with:

- reading this pack
- providing your contact details on GOV.UK
- signing up to the Disability Confident statements
- identifying at least one action that you will do



[See how your business can be Disability Confident](#)

Once you have read this guidance, sign up to become [Disability Confident committed](#) on GOV.UK.

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Getting started

As you progress on your Disability Confident journey you may have questions. To help you, we have provided links to further information, advice and guidance. We have also added case studies and videos to bring the Disability Confident journey to life. These materials are indicated through the icons shown below.



Information



Case study



Guidance



Video

We will continually add to and update the resources behind them. We are always interested in material employers have found helpful in their own Disability Confident journey. If you have any useful links please email them to the [Disability Confident team](#).

More information



[A practical guide for practitioners working with disabled people and those with long term health conditions.](#)

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The Disability Confident commitments

To become **Disability Confident committed** and start your Disability Confident journey, you will need to consider the commitments below and then sign up on the [Disability Confident registration page](#).

At this level you will be agreeing to the actions in the list below, and will also commit to taking at least one action from the activity list. You should be prepared to deliver on these commitments within the next 12 months.

Ensure your recruitment process is inclusive and accessible

You should:

- ensure against discrimination
- make job adverts accessible
- provide information in accessible formats (for example, large print)
- accept applications in alternative formats (for example, electronically)

More information



[Recruitment and disabled people](#)



[Accessible communication formats](#)



[Guidance on finding talent – top tips](#)



[Guidance on inclusive shortlisting](#)



[Recruitment – asking questions about disability and health](#)

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Communicate and promote vacancies

You should:

- advertise vacancies through a range of channels
- get advice and support from Jobcentre Plus, Work Programme providers, recruiters and/or your local disabled people's user led organisations (DPULOs)
- review current recruitment processes

More information



[Range of communication channels to reach disabled people](#)



[Working with disabled people's user led organisations](#)

Offer an interview to disabled people

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

More information



[Access to work overview](#)

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Anticipate and provide reasonable adjustments as required

Make sure disabled workers aren't seriously disadvantaged when applying for and doing their jobs.

More information



[Reasonable adjustments for disabled workers](#)



[Reasonable adjustments are often straightforward \(Acas guide\)](#)

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.

More information



[Access to Work guide for employers](#)

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Activity that will make a difference for disabled people

To become Disability Confident committed, you must also commit to offering disabled people at least one of the following.

Work experience

This is usually a fixed period of time that a person spends with your business, when they can learn about working life and the working environment.

More information



[Employer guides to work experience](#)

Work trials

This is a way of trying out a potential employee before offering them a job. This can be informal or can be by agreement with Jobcentre Plus. If this is agreed with Jobcentre Plus, an employer can offer a work trial if the job it may lead to is for 16 hours or more a week and lasts for at least 13 weeks. The work trial can last for up to 30 days.

More information



[Jobcentre Plus help for recruiters: work trials](#)

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Paid employment (permanent or fixed term)

Jobcentre Plus offers a range of recruitment services that can help you as an employer.

More information



[Jobcentre Plus help for recruiters](#)



[Recruiting disabled people](#)

Apprenticeships

These are for new and current employees. They combine working with studying for a work-based qualification. You could get a grant or funding to employ an apprentice if you're in England.

More information



[Employ an apprentice](#)

Job shadowing opportunities

These positions:

- offer potential employees experience of a workplace and occupational skills that are different from what they are used to
- are usually limited to observation only, are non-paid and don't give direct work experience, responsibility or skills
- ideally last between half a day and 2 days

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More information



[What is job shadowing?](#)

Traineeships

These help young people who want to get an apprenticeship or job but don't yet have the right skills or experience.

More information



[Traineeships](#)

Paid internships and supported internships

This is a period of paid work experience lasting between 1 and 4 months, usually taking place during the summer. A supported internship is aimed at disabled people still in education who are seeking work experience.

More information



[Advertise an internship](#)



[Leonard Cheshire Change100](#)



[Supported internship guidance](#)

Student placements

These are university or college qualifications. They are usually for a set period of time, between 4 to 6 months.

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Sector-based work academy placements

These help you fill vacancies more effectively. They are available through Jobcentre Plus. They provide sector-based training, work experience and a guaranteed job interview.

More information



[Sector-based work academies: employer guide](#)



[Recruiting disabled people](#)

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What happens next?

When you have read this pack and agreed to the actions and activities, you will need to [sign up as a Disability Confident committed employer](#) on GOV.UK. You need to do this before you can move on to the next stage. You will be asked to:

- provide your contact details
- sign up to the Disability Confident statements
- identify at least one action that you will commit to do

In return we will send you a **Disability Confident committed badge** that you can use in your own business stationary and communications for 12 months. We'll also send you a certificate in recognition of your achievement and information about becoming a Disability Confident leader.

As part of awarding you your Disability Confident committed badge we will include your business name and expiry date on [GOV.UK](#).

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Case studies and resources

Developed by employers and disabled people's representatives, this scheme is designed to help employers make the most of the opportunities provided by employing disabled people. See what others say about the benefits of being Disability Confident.

Use the links below to watch employers' testimonials on how disabled staff have made a positive difference to their businesses.



[IMG Productions](#) (IMG) is one of the world's leading television production companies. Their journey to becoming Disability Confident began when producer Simon Birri acquired a disability following a brain aneurysm.



[Chartwells Independent](#) have recruited, trained and supported Steven, who has autism. He has become a highly regarded member of the catering team at Old Swinford Hospital School in Stourbridge.



[EY](#) talk about their approach to recruiting talented disabled people and how they support staff who acquired a disability during their career.



The [Recruitment Industry \(RIDI\) awards](#) celebrate progress and recognise the success of organisations that are making headway in increasing the inclusion of disabled professionals.

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Definition of disability

Someone is disabled under the [Equality Act 2010](#) if they have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on their ability to carry out normal day-to-day activities. This means that, in general, the:

- person must have an impairment that is either physical or mental
- impairment must have adverse effects that are substantial
- substantial adverse effects must be long-term, for example, it takes much longer than it usually would to complete a daily task like getting dressed
- [long-term substantial](#) adverse effects must be effects on normal day-to-day activities, such as a breathing condition that develops as a result of a lung infection



[Guidance for employers about their responsibilities under the Equality Act 2010](#)

Long-term health conditions

Examples of long-term conditions include:

- high blood pressure
- depression
- dementia
- arthritis

Long-term conditions can affect many parts of a person's life, from their ability to work and have relationships, to their housing needs and educational attainment.

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Mental health conditions

A mental health condition is considered a disability if it has a long-term effect on your normal day-to-day activity. This is defined under the Equality Act 2010.

A condition is 'long-term' if it lasts, or is likely to last, 12 months.

'Normal day-to-day activity' is defined as something you do regularly in a normal day, such as using a computer, working set times or interacting with people.

If a mental health condition means they are disabled, they can get [support at work](#) from their employer.

There are many different types of mental health condition, including:

- depression
- anxiety
- bipolar disorder
- obsessive compulsive disorder
- schizophrenia
- self-harm

What isn't counted as a disability?



See [guidance on conditions that aren't covered by the disability definition](#), for example addiction to non-prescribed drugs or alcohol.