

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 on taking this step on your Disability Confident journey.

I have a vision for a society in which disabled people and those with health conditions are able to work in good jobs and achieve their full potential. Whether you are in the private, public or third sector, your organisation will want to be able to draw from the widest pool of talented people when recruiting. Disabled people will be able to bring skills, commitment and energy to help your organisation to flourish.

Recognising that 83% of people will acquire a disability while already in work, you will also want to know how best to keep the disabled people who are already with you.

The Disability Confident scheme can help give your organisation the skills and confidence you need to recruit, retain and develop disabled people. Disability Confident can also help develop the skills and insight to better tap into the estimated £249 billion of spending power that disabled people and their families can wield.

Being Disability Confident will produce benefit for your business or organisation, for its shareholders or the communities it serves, and for disabled people themselves.

I am proud of Disability Confident, I think it is making a real impact, and the many thousands of employers who have already signed up are thinking differently and obviously believe so too. I am pleased that you are joining us on this journey and I wish you the very best of success.



Sarah Newton MP

Minister for Disabled People, Health and Work

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Introduction

The Disability Confident scheme supports employers like you to make the most of the talents disabled people can bring to your workplace. The scheme aims to help you successfully recruit 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 cannot 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 our website.

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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.](#)



[Mencap Good for Business](#) - The benefits of employing a people with a learning disability.



[Acas: UK Workplace experts](#)



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



[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.

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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 committing 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

By:

- ensuring against discrimination
- making job adverts accessible
- providing information in accessible formats (for example, large print)
- accepting 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

By:

- advertising vacancies through a range of channels
- getting advice and support from Jobcentre Plus, Work Programme providers, recruiters and/or your local disabled people's user led organisations (DPULOs)
- reviewing 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 by offering an interview to an applicant who declares they have a disability this does not mean that all disabled people are entitled to an interview. They must meet the minimum criteria (for example sometimes shown as desirable skills) for a job as defined by the employer.

The aim of this commitment is to encourage **positive action**, encouraging disabled people to apply for jobs and provide an opportunity to demonstrate their skills, talent and abilities at the interview stage.

An employer can take steps to help or encourage certain groups of people with different needs, or who are disadvantaged in some way, to access work or training. **Positive Action** is lawful under the Equality Act.

It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. **For example:** in certain recruitment situations such as high-volume, seasonal and high-peak times, the employer may wish to limit the overall numbers of interviews offered to both disabled people and non-disabled people.

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In these circumstances the employer could select the candidates who **best** meet the minimum criteria for the job rather than **all** of those that meet the minimum criteria, as they would do for non-disabled applicants.

Anticipate and provide reasonable adjustments as required

By:

Making 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

By:

Retaining an employee who has become disabled, thus keeping their valuable skills and experience and saving on the cost of recruiting a replacement. **More information**



[Access to Work guide for employers](#)



[Musculoskeletal health in the work place tool kit](#)



[Mental Health Toolkit for employers](#)



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



[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.

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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. Tick each of the activities, so that you have a record of what you have committed to.

1 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](#)



[Minimum wage: work experience and internships](#)

2 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](#)

3 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](#)

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4 Apprenticeships

These are for new and current employees. They combine working with studying for a work-based qualification. If your business is based in England you may get a grant or funding to employ an apprentice.

More information



[Apprenticeships](#)



[Employ an apprentice](#)

5 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

More information



[What is job shadowing?](#)

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6 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](#)



[Traineeships: employers](#)

7 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](#)



[Providing quality internships: guidance for employers](#)

8 Student placements

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

9 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 commitments and at least one action from the activities list, you will need to [sign up as a Disability Confident Committed employer](#) on our website. 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 commitments
- identify at least one action that you will commit to do

In return we will send you:

- a **certificate in recognition of your achievement** as a Disability Confident Committed employer
- a **Disability Confident Committed badge** that you can use in your own business stationery and communications for 12 months
- information on taking the next step to become a [Disability Confident Employer](#).

As a Disability Confident Committed employer we will include your business name, town and DC status in a list of all businesses signed-up to the scheme on [our website](#).

Disability Confident Branding Guidelines:

You can find a copy of the [Disability Confident branding guidelines](#) on the DC website.

If you require a copy of your DC badge in a different format please email the [Disability Confident Team](#) (dwp.disabilityconfident@dwp.gsi.gov.uk).

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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.

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