



# LEVEL 1



Hiring **good people**  
is good business

Be Disability Confident



# Disability Confident – COMMITTED

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

# 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 you will need to sign-up to being Disability Confident Committed on [Gov.UK](#).

# Disability Confident – COMMITTED

## Getting started

As you progress on your Disability Confident journey you may have questions. To help you we have introduced a range of icons you can click on, which will take you to further information, advice and guidance. We have also added case studies and videos to bring the Disability Confident journey to life. The icons are as show 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](#).

# Disability Confident – COMMITTED

## 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 GOV.UK at the [Disability Confident sign up 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 our recruitment process is inclusive and accessible:

- ensure against discrimination
- make job adverts accessible
- provide information in accessible formats e.g. large print
- accept applications in alternative formats e.g. electronically

#### More information:



[Recruitment and disabled people](#)



[Accessible communication formats](#)



[Guidance finding talent - top tips](#)



[Guidance alternative formats](#)



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

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## Communicate and promote vacancies:

- 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
- 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 require:

- 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 a Disability Confident committed employer, you must also commit to offering disabled people at least 1 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

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

### More information:



[What is job shadowing?](#)

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## 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 placement

- 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](#)

## What happens next?

When you have signed-up at [GOV.UK](#) and completed level 1, you will be sent your 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 a copy of the Disability Confident employer self-assessment to continue your journey in being a Disability Confident employer.

As part of awarding you your Disability Confident committed badge we will include your business name and expiry date for the badge 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.

Click on the icons 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. For example - 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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## Disability employment facts

Disability Confident employers recruit and retain disabled people and recognise how their skills can benefit their business.

