



## What is the [Disability Confident Scheme \(DCS\)](#)

Disability Confident is a government initiative designed to encourage employers to recruit and retain people with a disability and those with health conditions.

It is voluntary and has been developed by employers and representatives of people with a disability. Disability Confident has three levels that have been designed to support organisations:

Level 1: Disability Confident Committed

Level 2: Disability Confident Employer

Level 3: Disability Confident Leader

It aims to help employers make the most of the opportunities provided by employing people with a disability.

As a Disability Confident Employer, one of the core aims is to interview all applicants with a disability who meet the essential criteria for a vacancy.

## What is classified as a disability?

Under the [Equality Act 2010, a disability is defined](#) as a physical or mental condition which has a long-term and substantial effect on your daily life.

## How do applicants qualify for the Disability Confident Scheme

Applicants qualify if they are disabled under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

Applicants must demonstrate that they have met all the essential criteria for a post as outlined in the Knowledge and Qualifications, Skills and Experience sections

located in the Principal Attributes and Person Specification of the relevant Job Profile.

Applications through the Disability Confident Scheme will be recorded on the HR system and anonymous statistics will be reported on to enable the University to monitor effectiveness of the scheme.

### **What level is the University of Chichester currently?**

The University is currently a Level 2: Disability Confident Employer.

This means we currently assess ourselves around these two themes:

- Getting the right people for our business
- Keeping and developing our people

For all applicants we commit to:

- Interviewing applicants with a disability who successfully evidence all the essential criteria on the person specification and consider them on their abilities;
- Providing an inclusive and accessible recruitment process.
- Making reasonable adjustments during the recruitment process so disabled job applicants have the best opportunity to demonstrate that they can do the job.
- Supporting employees and making adjustments during employment.
- Making every effort when an employee is or becomes disabled to ensure that they stay in employment;
- Take action to ensure that all employees develop an appropriate level of disability awareness to make these commitments work
- Review the commitments and plan ways to improve the experience for people with a disability by consulting key groups

### **How will candidates be assessed under the Disability Confident Scheme?**

Candidates that indicate they wish to apply to a vacancy via the Scheme will be assessed on all the essential criteria asked for at the application stage.

The criteria asked for will be drawn from the full list of essential criteria as outlined in the Principal Attributes and Person Specification which is listed in the Job Profile.

We will aim to offer an interview to Disability Confident candidates if they meet the criteria asked for at the application stage.

## **6. How will applicants indicate they have a disability and would like to apply as a Disability Confident candidate?**

Applicants with a disability should indicate they wish to apply as a Disability Confident candidate by selecting the appropriate answers in the application form under the Disability Confident Scheme section.

## **7. What if I need adjustments to be made for the interview?**

If you are invited for an interview, you will receive an email which will contain details about how to request any reasonable adjustments you require for your interview.

If appointed, we'll also make reasonable adjustments to how and where you work.

You don't have to apply as a Disability Confident candidate to specify any reasonable adjustments at work.

## **8. Other Information**

Access to Work may also be able to help if, for example, you need a British Sign Language (BSL) interpreter or other communication support at the interview. For more information about Access to Work, please visit: [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)