

**The  
Sheffield  
College**



# **RECRUITMENT GUIDELINES FOR DISABLED CANDIDATES**

# THE SHEFFIELD COLLEGE IS COMMITTED TO MAINTAINING AND SUPPORTING AN INCLUSIVE AND DIVERSE ENVIRONMENT.

This includes providing equal opportunities for all employees with a disability to access the workplace and be supported to undertake their normal duties. Our aim is to create a working environment that enables employees to be supported and to perform to the best of their ability. We recognise that disability should not be a barrier and we strive to eliminate this.

The Sheffield College are proud to be a Disability Confident Leader. We ensure best practice on disability related matters through the Disability Confident Scheme and proactively seek to support, fully train and develop our staff to enhance the experience of the disabled community around the Sheffield City Region. The College strives to be an employer of choice.

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## What is the Disability Confident Scheme?

Disability Confident is a voluntary government scheme designed to encourage employers to recruit and retain disabled people and those with health conditions for their skills and talent. In 2019, The Sheffield College was awarded the highest Disability Confident level of Leaders because we:

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Deliver on all the core actions required under the scheme including adopting a Guaranteed Interview Policy for those who declare they are disabled at the point of application and meet the Essential Criteria for the role.

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Remove barriers for disabled candidates and employees by providing and readily accommodating reasonable adjustments throughout your journey at The Sheffield College

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Retaining and developing our workforce to the best of their abilities, supporting disabled employees to achieve success and promotions.

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Encourage other organisations in our supply chain to be Disability Confident.

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Engage with other organisations to share best practice.

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Recognise and value the voice of disabled people in our decision making.

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## How does the Disability Confident Scheme work in Recruitment practices at The Sheffield College?

The Disability Confident Scheme ensures that any disabled candidate who meets the essential criteria for a vacancy will be guaranteed an interview. Therefore, if you do decide to disclose your disability, the Recruitment and People Operations team will ensure you are shortlisted if the Essential Criteria is met.

If you require copies of documentation or an application in an alternative format such as a paper copy or large print, please email our Recruitment and People Operations team at [jobs@sheffcol.ac.uk](mailto:jobs@sheffcol.ac.uk).

As part of your application form, you will be asked to complete our Equality and Diversity Monitoring section. We ask that you complete this as honestly as possible so we can monitor the effective implementation our recruitment policies and practices. Should you be successful in gaining employment with the College, this will form part of the information retained on your personal file.

If you receive an invitation to interview, you will be asked to make the Recruitment and Operations Team aware if you require any reasonable adjustments during the interview and selection process. If you do require reasonable adjustments, please do let the team know and we will proactively put support in place for you. You will also be given an opportunity to request any reasonable adjustments at the beginning of your interview.

If you do not inform us on your application form and should your application is successful, you will have a further opportunity to discuss your condition when you meet with your new line manager and/or People Business Partner to discuss any reasonable adjustments that you may require.

## What are Reasonable Adjustments and what Reasonable Adjustments can the College make?

Equality Legislation recognises that equality for disabled employees may mean there is a need to remove preventive barriers and/or provide extra support to those employees. This would be a reasonable adjustment. The aim is to make sure that disabled employees have the same access and involvement in the workplace as a non-disabled employee.

All Reasonable Adjustments depend on individual circumstance but we endeavour to provide all adjustments that are required.

Please note that the below table is not an exhaustive list of Reasonable Adjustments that can be made, however, it aims to provide you with the some of the adjustments the College can make:

Type of Disability	Potential Reasonable Adjustments
<b>Candidates who are blind or visually impaired</b>	The Sheffield College welcomes assistance dogs onto all of our campuses. The Sheffield College can ensure that all written communication to you is in your preferred format such as audio, large print or Braille. The Sheffield College can adapt any written task driven selection process by setting up adaptive software for you.
<b>Candidates who are deaf or hard of hearing</b>	The Sheffield College will support you in bringing a Sign Language Interpreter to your interview or help you in sourcing one through Access to Work. The Sheffield College can provide you with a Hearing Loop for your interview. The Sheffield College’s Recruiting Managers will ensure that they communicate with you through your preferred method and ensure that interviews are taking place in a quiet place.
<b>Candidates who use wheelchairs and mobility scooters</b>	The Sheffield College’s campuses are fully accessible, however, upon interview we can make sure that your interview takes place on the ground floors of our buildings. The Sheffield College can ensure that you are in an appropriate space for undertaking any written exercises by providing a different height desk.
<b>Candidates with learning disabilities</b>	The Sheffield College can ensure that any written communication is given to you in your preferred format such as audio or different coloured paper. The Sheffield College will offer you extra time to complete any written exercises that may be part of the selection process. The Sheffield College’s Recruiting Managers will avoid using jargon, adapt questions and break questions down to allow you the best opportunity. The Sheffield College will support you in bringing a support worker or a family member to attend an interview.

We train all of our managers on Disability Confident and are able to adapt the recruitment process to suit your needs and to help you perform at your very best to get the most out of your application experience.

## Why Should I Read this Before Applying?

At The Sheffield College we pride ourselves in offering a candidate friendly recruitment process. When you apply for a job with us, we'll make your experience as easy and equitable as possible and we promise to be clear, respectful and supportive. We are committed to equality in employment both in principle and in practice.

Success in achieving our equality plans will mean that we:

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Recruit and promote staff on the basis of relevant criteria and merit.

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Develop an inclusive teaching and working environment.

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Effectively tackle discriminatory practices, behaviour and language in line with the College's procedures.

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## What Type of Support is Available at The Sheffield College as an Employee?

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Access to a free and confidential Employee Assistance Programme by Health Assured which can give you support and provide a counselling service

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Access to an Occupational Health service

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Access to online NHS approved CBT Mindfulness courses

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Reasonable Adjustments Passports. This documents your reasonable adjustments so they cannot be altered

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Access to information, guidance and advice through our dedicated Health and Wellbeing website

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Access to disabled car parking for blue badge holders

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Access to discounted gym memberships

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A regular appraisal process to help you develop and achieve your career ambitions.

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