FAQs for Applicants regarding the Disability Confident Scheme

The Positive about Disability ‘Two Ticks’ scheme became The Disability Confident scheme in November 2016. As a Disability Confident employer we commit to:

- all of the core actions to be a Disability Confident employer (see http://www.imperial.ac.uk/equality/achievements/disability-confident/)
- offering at least one activity to get the right people for our organisation;
- at least one activity to keep and develop our people and;
- undertake and successfully complete the Disability Confident self-assessment.

1. What is the Disability Confident Scheme?
The Disability Confident Scheme aims to help employers make the most of the opportunities provided by employing disabled people. It is voluntary and has been developed by employers and disabled people’s representatives. The Disability Confident scheme has three levels that have been designed to support organisations. The College is currently at Level 2- Disability Confident Employer.

As an internal or external applicant the College commit to:

- Interviewing all applicants with a disability who meet the essential criteria on a person specification and consider them on their abilities;
- Providing a fully inclusive and accessible recruitment process;
- Being flexible when assessing people, so disabled job applicants have the best opportunity to demonstrate that they can do the job and;
- Making workplace adjustments (also known as reasonable adjustments) as required.

If appointed as a member of staff in the College we commit to:

- Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to ensure that they develop and use their abilities;
- Make every effort when an employee 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 and;
- Review the commitments each year and plan ways to improve the experience for disabled people, by consulting key groups.

2. What is classified as a disability?
You can find more information about what is classified as a disability, please refer to the staff disability guidance (pg1):
http://www.imperial.ac.uk/equality/support-for-staff/disability/

3. Why has Imperial College decided to sign up to the commitment?
The Disability Confident scheme is an example of the College demonstrating commitment to ensure disabled people are treated fairly and have access to the same opportunities as non-disabled people. By using the Disability Confident logo we make it clear that we welcome disabled applicants for all roles across the College. It will also show existing employees that we value their contribution and will treat them fairly if they become disabled.
4. **What does it mean if I see the Disability Confident logo on a job advert?**

It means the College will guarantee to interview all disabled applicants via the Guaranteed Interview Scheme, **provided they meet the essential criteria** for that job.

5. **What is the Guaranteed Interview Scheme?**

As part of the College’s commitment to being a Disability Confident employer, all disabled applicants who **meet the essential criteria** for a job vacancy will be interviewed. To be considered under the Guaranteed Interview Scheme, applicants will need to declare that they have a disability.

6. **How will applicants indicate they have a disability and would like to apply for the Guaranteed Interview Scheme?**

Disabled applicants should indicate if they wish to apply for the Guaranteed Interview Scheme by ticking the box in the Guaranteed Interview Section on the job application form. This box is available on all academic, support and research post application forms. Applicants do not need to state any further information or declare their disability at this stage.

7. **What if I am already employed by the College?**

The guaranteed interview commitment also applies to internal vacancies advertised within the College, provided that the essential criteria for the job are met.

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

If you are invited to interview, please advise the recruitment administrator what adjustment you would require at the interview in as much detail as possible to enable arrangements to be put into place. Access to Work can also 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 see [http://www.imperial.ac.uk/equality/support-for-staff/disability/access-to-work/](http://www.imperial.ac.uk/equality/support-for-staff/disability/access-to-work/).

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**Leyla Okhai**  
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