

# Disabled Students & Careers

The Careers Service is committed to making its full range of services available to all students. Whether you are a wheelchair user, visually impaired, dyslexic, or have another disability, we can help you with careers information, guidance and advice whilst taking into account all your personal circumstances.

If you require assistance using any of the services provided by the Careers Service, or require specialised assistance, please contact any member of staff, who will be more than willing to help or you can phone or e-mail us, and we will ensure that any information you decide to give us is treated confidentially.

## DEFINITION OF DISABILITY

The Disability Discrimination Act (DDA) defines disability as 'Under the Equality Act 2010 you are disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities'.

The Act states that:

- It is unlawful for an employer to discriminate against any disabled person who is applying for a job or is in employment
- Certain disabilities may preclude individuals from some areas of employment but all reasonable alternatives should be explored
- Employers must make 'reasonable allowances' in the selection procedures (e.g. providing documents in large font, extra reading time, etc.)
- Employers must make 'reasonable adjustments' to the working environment to accommodate disabled employees (e.g. adapted telephones, voice activated software, etc.)

## SERVICES WE OFFER

We have an information section specifically for students with special needs and, on request, can provide coloured pastel paper for photocopying and printing.

The Careers Service provides a range of information and services for all students and clients, including:

- Careers information, advice and guidance
- CV, application and covering letter feedback
- Careers talks and workshops
- Careers education in departments
- Mock interviews and 20 or 40 Minute consultations with a Careers Consultant

- Email vacancy/event service
- Vacancy listings for graduate recruitment/part-time jobs/vacation work
- Careers fairs and forums and employer presentations
- Specific disability information on applying and disclosing disability as well as adjustments in the workplace can be found on the careers website at [www.imperial.ac.uk/careers/disability](http://www.imperial.ac.uk/careers/disability)

**Please note that you can notify Careers Service staff if you wish to make audio recordings of careers workshops or presentations using your phone or a sound recorder.**

## SPECIFIC SOURCES OF INFORMATION

**The Business Disability Forum on Disability** - This is an organisation that seeks to improve the job prospects of disabled people by making it easier for employers to recruit, retain and develop disabled employees. Companies that are members of this show an interest in providing opportunities for those in their workforce who may be disabled.

**Disability Confident** - The UK government's Disability Confident scheme supports employers to make the most of the talents of disabled people. Also the website contains a list of disability positive employers [www.gov.uk/government/publications/disability-confident-employers-that-have-signed-up](http://www.gov.uk/government/publications/disability-confident-employers-that-have-signed-up)

**JobsLive** - Job vacancies are available through JobsLive, as are links to various organisations who work with disabled students. The Careers Service website has been built with accessibility in mind. [www.imperial.ac.uk/careers/jobslive](http://www.imperial.ac.uk/careers/jobslive)

### Disability specific organisations

We have good links with organisations such as EmployAbility and Leonard Cheshire who work closely with graduate employers to specifically target disabled students for recruitment opportunities. We hold a wide range of information on disability issues from employers, training organisations and other agencies that cover legislation, education and lists of employers that are positive about disability in employment. Alternative formats of our information can be provided on request.

- Careers Service publications, such as 'The Imperial Guide to Career Planning' (our guide for all Imperial students), are available to download from our website - [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)
- Imperial College Careers Service is a member of AGCAS (the Association of Graduate Careers Advisory Services),



which has a disability Sub-Committee. All staff therefore have access to individuals with specialist knowledge on a range of disabilities.

For information on the disclosure of disability or specific learning difficulty such as dyslexia please see information on the Careers Service website:

[www.imperial.ac.uk/careers/disclosure](http://www.imperial.ac.uk/careers/disclosure)

## ADVICE AND GUIDANCE

Experience has shown that the core needs of all students seeking employment or wishing to undertake postgraduate studies are similar, but there are some organisations that provide specialised help for students with particular needs (see section below).

If you require help accessing information, or require specialised help, please ask any member of staff, who will be more than willing to help.

You can see a Careers Consultant to discuss any career-related issue. All information is treated in strict confidence.

## USEFUL LINKS

- **AS Mentoring**  
<https://asmentoring.co.uk>  
Offer mentoring to AS students and can help with getting jobs or placements.
- **Blind in Business**  
[www.blindinbusiness.org.uk](http://www.blindinbusiness.org.uk)  
Offer help, support and training to blind and partially sighted graduates
- **EmployAbility -**  
[www.employ-ability.org.uk](http://www.employ-ability.org.uk)  
Not-for-profit organisation dedicated to assisting people with disabilities into employment.
- **Leonard Cheshire Change 100**  
[www.leonardcheshire.org/change100](http://www.leonardcheshire.org/change100)  
Change100 brings together employers and disabled students and graduates to offer three months of paid work experience.
- **Remploy -**  
[www.remploy.co.uk](http://www.remploy.co.uk)  
One of the UK's leading providers of employment services and employment to people with disabilities and barriers to work.
- **Shaw Trust -**  
[www.shaw-trust.org.uk](http://www.shaw-trust.org.uk)  
A national charity, and one of the largest UK providers of employment services for disabled people.
- **British Dyslexia Association -**  
[www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)  
Provide impartial and objective advice and support to dyslexic people.
- **Gov.uk-**  
[www.gov.uk/browse/disabilities](http://www.gov.uk/browse/disabilities)  
Offers practical advice on rights for disabled individuals including employment, education and training. Website contains a 'Find a Job Now' database.
- **The Council for Disability Rights -**  
[www.disabilityrightsuk.org](http://www.disabilityrightsuk.org)  
Provide information and advisory services, as well as publishing a range of careers related material