



## **Disability Symbol Award**

### **The Disability Symbol**

The Disability Symbol is an accreditation given by Jobcentre Plus to employers who agree to meet five commitments regarding the recruitment, employment, retention and career development of disabled people.

The commitments amount to positive action to encourage applications and assist the career development of disabled people. They are:

- To interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.
- To ensure there is a mechanism in place to discuss, at any time - but at least once a year - with disabled employees what they can do to make sure they can develop and use their abilities.
- To make every effort when employees become disabled to make sure they stay in employment.
- To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work.
- To review the five commitments and what has been achieved yearly, planning ways to improve on them and letting employees and Jobcentre Plus know about progress and future plans.

### **Recruitment**

All applicants who have declared a disability on their application form and meet the minimum criteria contained within the person specification, will be guaranteed an interview. When shortlisting, the panel will not have access to any personal details that belong to the applicants, shortlisting will be based on qualifications, skills and experience. Human Resources will monitor the process to ensure applicants who have declared a disability and who meet the minimum criteria are interviewed.

### **Retention**

If an employee becomes disabled during their employment, Exeter College would work closely with our Occupational Health Advisor to identify areas where we could make reasonable adjustments to ensure the employee could stay in their employment. This may involve an adjustment to working patterns or to the working environment.

## **Career Development**

All employees, regardless of ability or disability must undergo an annual performance review with their line manager. Such reviews are an opportunity to discuss performance and identify areas for development.

## **Raising Disability Awareness**

We have a designated Equality and Diversity Co-ordinator who is responsible for devising the College's Equality Policies and Schemes and monitoring their implementation. These are published on our website.

We have a Single Equality Scheme steering group who meet on a regular basis to discuss Equality issues and how we can progress initiatives and implement action plans.

We use our intranet site to communicate with our staff and students on College wide issues, including Equality and Diversity. There is a dedicated section on the Equality portal about Disability equality.

## **Reviewing our progress and achievements**

Each year, Exeter College is required to renew our Disability Symbol Award. This means we review our progress against the five commitments and report back to the Jobcentre Plus following this review.

For more information on the Disability Symbol Award, please either contact Human Resources or visit: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) and follow the link under Business Link titled 'Other Services to employers'.