Disability Awareness for Employers

Every company should be working to remove the potential barriers that may get in the way of providing an inclusive workplace for Disabled people. This starts with ensuring the application process for job roles is accessible to anyone considering applying, and continues with fostering an inclusive and welcoming work environment.

This Disability Awareness for Employers course provides employers and those at management level with the information they need to support Disabled people at work. The course explains how disabilities can affect a person's work, how to make the recruitment process more accessible and how to create an inclusive and supportive culture in the workplace. By the end of the course, learners should feel confident about the role they play in reducing the UK's disability employment gap.

Module One – Understanding Disability

This module introduces the Equality Act's definition of a disability and the different types of disability people may have. It covers how these disabilities may affect a person at work and the difficulties they may face. The module also introduces learners to the disability employment gap.

- What is a disability?
- Types of disabilities
- Past disabilities
- How might a disability affect a person's work?
- The disability employment gap

Module Two – Disability and the Law

This module explains the four main types of discrimination that are prohibited by the Equality Act and provides examples to demonstrate how each type might be experienced by a Disabled person. It covers the reasonable adjustments that people with disabilities may request or need in order to carry out their job roles effectively.

- Discrimination
- Additional prohibited conduct
- Protected characteristics
- Disclosing a disability
- Reasonable adjustments
- Enquiring about a disability
- Failing to make reasonable adjustments

Module Three – Recruiting Disabled People

This module explains how job adverts and recruitment processes can be made more accessible for people with different disabilities. The module also covers the Disability Confident scheme and details what your company would need to do at each level of the scheme.

- Benefits of hiring Disabled people
- Creating accessible job adverts
- Interviewing candidates with disabilities
- Inducting Disabled employees
- Disability Confident

Module Four – Health and Safety

This module outlines what managers and employers can do to reduce the health and safety risks that Disabled people may face in the workplace, with particular regard to fire safety and evacuation procedures. It introduces personal emergency evacuation plans (PEEPs) as a tool for anyone who may need extra assistance to escape the building in an emergency.

- Health and safety for Disabled people
- Risk assessments
- Fire safety
- Emergency evacuations
- Personal emergency evacuation plans (PEEPs)

Module Five – Creating an Inclusive Workplace

This module looks at what language and behaviour is inclusive to use when talking about disabilities and interacting with Disabled people. It explains why having an equality policy is essential and outlines how to respond to an instance of disability discrimination at work.

- Disability etiquette
- Appropriate language
- Employee responsibilities
- The equality policy
- Workplace disability discrimination
- Further support

Aims of the training

By the end of this course, learners will:

• Understand what a disability is, the different types of disability and know how a disability may affect a person's work.
• Know what is meant by disability discrimination and the legislation that protects Disabled workers.
• Understand the role of an employer in making reasonable adjustments for Disabled workers and what this may involve.
• Be able to create job applications and ensure that recruitment opportunities are accessible for everyone who may apply.
• Understand the health and safety risks to those with a disability and what they can do to keep them safe from harm.
• Know how to create an inclusive work environment and positive workplace culture.