



Department
for Work &
Pensions

The Disability Confident scheme

**Easy
Read**



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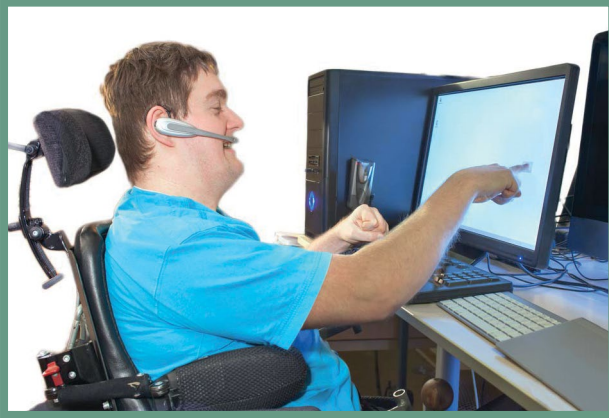


How to become Disability Confident

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1

Introduction



The Disability Confident scheme supports employers to employ and keep disabled people in work.

The scheme gives you free guidance and advice to help you do this.



The scheme encourages employers to think about how they can employ disabled people.

It does this by providing free guidance and resources to employers.



This includes helping employers improve:

- How they **get** disabled people into work
- How they **keep** disabled people in work.



A Disability Confident employer:

- Challenges attitudes
- Increases understanding of disability



- Removes barriers for disabled people with long-term health conditions
- Supports disabled people to fulfil their potential.



This information explains:

- Why you should become Disability Confident
- How to do this
- The different levels of the scheme.

2

Why you should become a Disability Confident employer



Being Disability Confident could help you find someone your business needs.



The scheme also supports disabled people who already work for you.



Becoming Disability Confident can help:

- Your people fulfil their potential
- Increase your team's success.

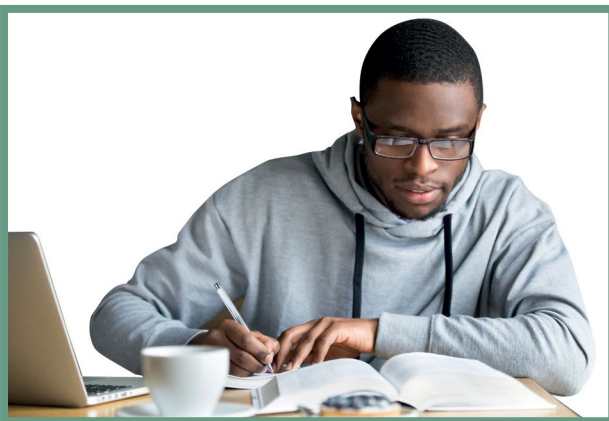


Joining the scheme will help you lead the way for positive change in attitudes, behaviours and cultures towards disability.

Disability Confident helps businesses:



- Draw from the widest pool of talent
- Secure and keep high-quality, skilled staff who are loyal and hard working
- Save time and money on the costs of recruitment and training by reducing staff turnover



- Keep valuable skills and experience
- Reduce the levels and costs of sickness absences
- Improve employee morale and commitment by demonstrating that they treat all employees fairly.

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How to become Disability Confident



The scheme has 3 levels to support you at each part of your Disability Confident journey.

You must complete each level before you can move onto the next.



For more information, go to www.gov.uk/government/publications/disability-confident-guidance-for-levels-1-2-and-3

About QR codes

These square barcodes open a specific website, saving you typing in long web addresses. You can get a free app to scan QR codes on most smartphones.

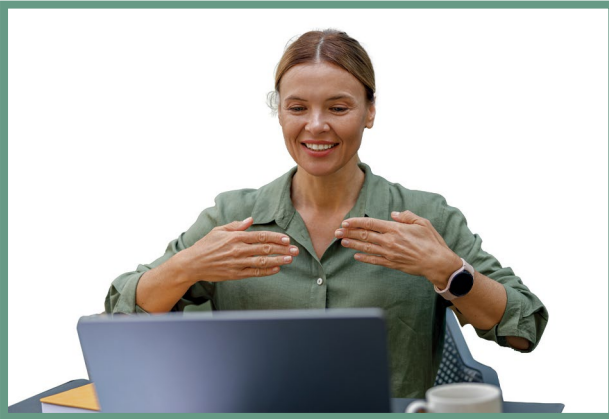
Level 1: Disability Confident Committed



For level 1, you must:

- Agree to the Disability Confident commitments
- Identify at least one activity you will do to make a difference for disabled people.

Disability Confident commitments are:



- Inclusive and accessible recruitment
- Communicating vacancies
- Offering interviews to disabled people
- Providing reasonable adjustments
- Supporting existing employees.



You must choose at least one activity:

- work experience
- work trials
- paid employment



- apprenticeships
- job shadowing
- traineeships



- internships
- student placements
- sector-based work academy placements.



Your business might be doing some of these things already.

If you are, the scheme can help tell people your business focuses on equal opportunities for disabled people.

Once you have reached level 1, your business will get:



- Confirmation of your membership
- A Disability Confident certificate
- A Disability Confident Committed badge
- Information to help you continue your Disability Confident journey.



Your Disability Confident badge can be used for 3 years on any:

- business stationery
- social media posts
- communications.



To sign up to level 1, go to

[How to sign up to the Disability Confident employer scheme - GOV.UK](https://www.gov.uk/sign-up-to-the-disability-confident-employer-scheme)

Level 2: Disability Confident Employer



After signing up to level 1, you can move to level 2 of the scheme.

Level 2 means you will become a **‘Disability Confident Employer’**.



You need to complete a ‘self-assessment’ of your organisation and confirm you are employing disabled people.



Self-assessments are based on 2 things:

- Getting the right people for your business
- Keeping and developing your people.



Once you reach level 2, you are recognised as going the extra mile to ensure disabled people get a fair chance.



After completing your online self-assessment, you will be registered as a Disability Confident Employer.

This lasts for 3 years, and you will get:



- Confirmation that you have completed your self-assessment
- A Disability Confident certificate
- A Disability Confident Employer level 2 badge
- Information on how to become a Disability Confident Leader.



As with level 1, you can use your level 2 badge for 3 years on any:

- business stationery
- social media
- communications.



When you have completed your self-assessment, you need to confirm this. Go to sign into your account page [Sign in - Find a job](#) and select Disability Confident scheme.

Level 3: Disability Confident Leader



Level 3 of the scheme means you become a '**Disability Confident Leader**'.

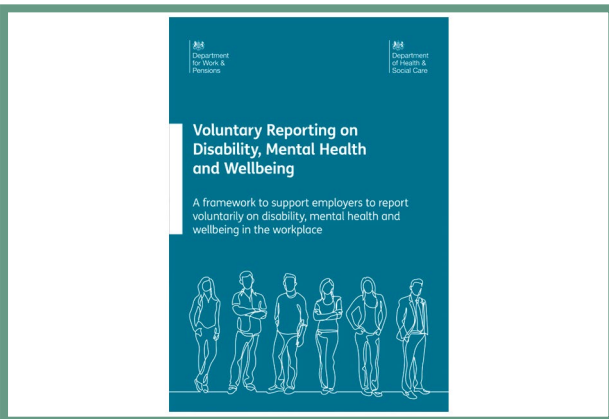


This means you will be acting as a disability champion within your local and business communities.

To reach level 3, you need to:



- Have your self-assessment (from level 2) independently validated
- Write a short statement saying what you have done or will be doing as a Disability Confident Leader
- Confirm you are employing disabled people.



Publicly report information on:

- disability
- mental health
- wellbeing.



To find more information on reporting, go to www.gov.uk/government/publications/voluntary-reporting-on-disability-mental-health-and-wellbeing

Once you are seen as a Disability Confident Leader, you get:



- Confirmation your self-assessment has been successfully completed and validated
- A certificate in recognition of your achievement
- A level 3, Disability Confident Leader badge.



You can use your badge for 3 years on any:

- business stationery
- social media
- communications.



To confirm completion of level 3 go to sign into your account page [Sign in - Find a job](#) and select Disability Confident scheme.



Employers can renew their membership at the end of the 3 years.

It is possible to do this for each of the 3 levels.



To find out more about renewing Disability Confident membership, go to www.gov.uk/guidance/renew-your-disability-confident-status