



requested to co-operate in the monitoring process. The information collated is used to inform other aspects of this policy;

- The College will continue to take specific steps to raise awareness of disability throughout the organisation; particularly targeting all staff involved in recruitment and selection processes.

## **4 RECRUITMENT**

**4.1** The College will actively review recruitment procedures, which encourage applications from, and the employment of, people with disabilities. This will include:

advertising certain positions in media specifically aimed at people with disabilities;  
including within our recruitment literature information about the Disability Confident status and our commitment to the employment of people with disabilities;  
ensuring reasonable adjustments are made to allow candidates with disabilities to attend interview;

- The College will interview all disabled candidates, who appear from their application form, to meet the essential criteria for the advertised position;
- The College will consider reasonable adjustments to the physical work environment and working arrangements to ensure that disabled people are not prevented from taking up positions for which they are suitably qualified.

## **5 EMPLOYMENT**

**5.1** The College is committed to ensuring that disabled people have the same opportunity as other employees to career development and training in order that they may achieve their full potential within the organisation.

**5.2** The College will consider reasonable adjustments to the physical work environment and working arrangements to ensure that any employee who becomes disabled is able to stay in their current role. If staying in their current role is not considered possible the College will consider retraining and redeployment to another suitable position whenever reasonable and practicable.

**5.3** The College encourages the participation of disabled employees to ensure that, wherever possible, employment practices recognise and meet their needs and actively consults disabled employees regarding action to make sure they develop and use their abilities at work.

## **6 SUGGESTIONS AND COMPLAINTS**

**6.1** If any employee has suggestions about how the College can improve working life for people with disabilities, please contact HR.

**6.2** If any employee with a disability feels that he or she has been treated in a way that is contrary to this policy statement