

# PLACEMENT HELP GUIDES

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**Supporting you through your  
placement with a disability**

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# Introduction

We are all different, and may have different support needs;

We are here;

- If you require support and adjustments
- We understand needs vary
- We can support the provision of equipment
- We can help with alterations to your working conditions

## Supporting you through your placement with a disability



# Aims and Objectives

Helping you understand what support and adjustments you need at each of the different stages of managing your placement.

- Preparing for a placement
- During your placement
- Post placement
- Other useful resources



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# Who may need support?



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There are a range of disabilities when support or adjustments may be required on placement:

- A physical or mobility difficulty
- A specific learning difficulty such as dyslexia
- An ongoing mental health issue
- Social communication difficulties such as autism
- Long term health conditions such as fibromyalgia, Crohn's disease, cancer, diabetes
- D/deaf, hearing impairment, significant hearing loss
- Visual impairment

# Who should you tell?

- **Who should you tell?**
- Careers and Employability - [careers@hud.ac.uk](mailto:careers@hud.ac.uk)
- Disability Services – [disability@hud.ac.uk](mailto:disability@hud.ac.uk)
- Placement Unit
- Personal Academic Tutor
- Placement Module Leader
- GPA Team – [gpa-team@hud.ac.uk](mailto:gpa-team@hud.ac.uk)

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# Reflection time

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In the slides below, we will give you placement topics to consider. For each of the topics relevant to you, think about any issues you currently experience or are likely to experience:

1. How will a disability or long-term condition impact on your placement?
2. What support do you currently have in place for your studies to support you?
3. Can this be used during your placement?
4. What additional support will you require?



You can use this [template](#) to help you plan.

# Factors to consider



## Applying for a placement

- Producing a CV
- Writing a cover letter

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## Attending an interview

- Travelling to the location
- Orientating yourself in the new location
- Meeting new people
- Processing interview questions
- Undertaking interview or recruitment tasks or activities
- Evacuation in an emergency



# Factors to consider

## Location of the placement

- Travelling to the location and parking
- Managing public transport

## Work environment

- Accessing the environment
- Physical features of the environment
- Furniture in your workspace
- Equipment and facilities you need to use
- Noise levels
- Evacuation in an emergency

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# Factors to consider

## Provision of specialist equipment

- Assistive software – such as read aloud, magnification, dictation etc.
- Lightweight laptop
- Adapted mouse, keyboard

## Communication requirements

- Guidelines for your work
- Line management
- How to access additional advice and guidance

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# Factors to consider

## Working hours and workload

- Start and finish times
- Length of shifts or working hours
- Length of the placement
- Management of workload
- Management of any medication

## Support worker requirements



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# Factors to consider

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### Risk assessment

If you have a disability or condition where you may require first aid or emergency support, such as epilepsy or diabetes, you are strongly encouraged to share this information so an appropriate plan or risk assessment can be put in place alongside your placement provider. You may want to consider the issues on the next slide:



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# Factors to consider

- Are there any support or adjustments I need at work to help me manage the condition on a day-to-day basis?
- Are there any work-related activities when I am more at risk than others?
- What support or adjustments are already in place to manage the risk?
- Can further adjustments be made to these activities to minimise the risk?
- What are the signs and symptoms of a potential seizure, high or low blood sugar etc.
- What action do I need others to take if I experience a seizure or high or low blood sugar levels?

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# Sharing your disability

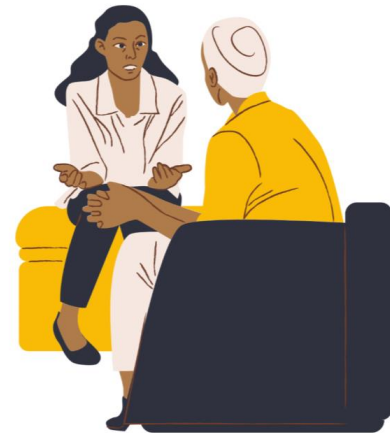
## Sharing disability-related information with a placement provider:

The University does not share information about a disability with your placement provider – this is your responsibility. However, we strongly encourage you to do this if a disability will impact your work placement and some of the positive benefits are listed below in reasons for disclosure.

## Public, Statutory or Regulatory Body (PSRB) requirement

If your placement is with a public statutory or regulatory body, there may be a requirement for you to disclose a disability if this impacts on the work of the placement. Please ask the placement provider to give you guidance around this and it is strongly recommended that you follow their recommendation regarding disclosure.

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# Why you might share your disability

- It enables reasonable adjustments to be made and support to be put in place.
- You will be in a better position to demonstrate your skills and meet the placement requirements.
- It enables a clearer understanding of your requirements.
- It may help to alleviate any difficulties during placement.
- It encourages greater communication between you and the placement provider.
- Reduced stress and anxiety before and during a placement.
- It enables public, statutory and regulatory body requirements to be met.
- Staff currently working for the placement provider will develop an increased awareness of the requirements of disabled people

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# How to share information

## How and when to share information:

You can choose to share information about a disability at any point, in your application, at interview, once you have started work or at any point during your placement.

It is useful to consider letting a placement provider know what the impact of the disability is on you, how it will affect your work and what support or provision you need for you to be able to successfully carry out your tasks and responsibilities.

## Sharing information with colleagues

You may wish to consider sharing information about the impact of the disability with colleagues, particularly if you think this will help others understand your requirements and why adjustments have been put in place. You can choose to share information in a way that suits you. This might be in person or via email for example. It is useful to prepare what information you will share.

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# If you don't want to share

If you chose not to share disability information with a placement provider this is fine. It is always worthwhile to consider the impact this could have in the workplace.

If the University is aware of an unacceptable level of risk to yours or others health, safety and wellbeing if you do not disclose, we will explore options with you such as partial disclosure. Ultimately, on very rare occasions, if the risk cannot be managed, you may not be placed in the work placement and the implications of this will be outlined to you.



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# Further information

There is more information in the Accessible Placements and Disabled Students Policy. *(insert link once updated)*.

If you have not met with staff in the Disability Service, you can link with them in a number of ways:

- Book an appointment using the [online appointment request form](#).
- Book an appointment in person at iPoint in [Student Central](#) or by phoning iPoint on 01484 471001
- [Register with Disability Services](#) and you will be contacted with details of how to link with an adviser.

## Further information:

[The Image Project](#) - supporting autistic students to appreciate and demonstrate skills to employers.

[My Plus Students' Club](#) - essential careers advice for disabled students and graduates.

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