# Placements and Disabled Students

## Wording for Placement handbook:

## Managing barriers to placement

If you have a concern about a barrier to placement, please raise this with a member of staff at the earliest opportunity. This will enable you to get the support or adjustments you need to get the most out of your placement. It will also enable you to fully demonstrate your skills and knowledge to your employer.

There are a number of possible barriers or challenges when applying for, arranging or undertaking a placement, and these may include:

* A physical, neurological or sensory disability
* A specific learning difficulty such as dyslexia
* A mental or physical health condition
* A caring responsibility
* Personal circumstances such as a bereavement

You will be guided to the most appropriate member of staff or service for a confidential discussion around the barriers and the potential support and adjustments on offer. This may include the Placement Unit, the [Careers and Employability Service](https://students.hud.ac.uk/opportunities/careers/), [Disability Services](https://students.hud.ac.uk/help/disability), a course tutor, your Personal Academic Tutor etc.

## Accessible placements and disabled students

If you have a disability which may impact on arranging or undertaking a placement, it is important to remember you are entitled to equality of opportunity in terms of accessing placement.

The level of support or the type of adjustments a disabled student requires will vary depending on the impact of the disability and the type of work undertaken during placement. Some students may require a little support, such as guidance on the production of a CV or covering letter. Others may require more detailed support such as a range of adjustments around access to the workplace, provision of equipment/assistive software or alterations to working conditions. Any adjustments made cannot compromise the learning outcomes or competencies you have to demonstrate on placement.

It is very important that you make the University aware if a disability will have an impact on your placement so we can ensure you have access to the appropriate advice, guidance and support. If you have a Personal Learning Support Plan, this will contain non-specific placement recommendations, but this can be updated to reflect your placement recommendations following a discussion or review. Please raise any issues with the University as soon as you can. You can discuss this with your Personal Academic Tutor, Module Leader, the Placement Unit, your Disability Adviser or the Careers and Employability Team.

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. In addition to ensuring that the appropriate support and adjustments are made, there are other positive benefits to sharing information about a disability. You are better able to demonstrate your competencies, it leads to improved communication between you and the employer, and it helps to alleviate any difficulties once a placement has started.

### Optional paragraph for placement handbook:

For some vocational or professional courses there is a Public, Statutory or Regulatory Body (PSRB) requirement for you to disclose a disability if this impacts on the work of the placement. The PSRB will provide guidance around this and it is strongly recommended that you access this information and follow their recommendation around disclosure.

If you choose not to share disability-related information with a placement provider but the University is aware of an unacceptable level of risk to yours or others health, safety and wellbeing 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.

### More information and booking a meeting with Disability Services

There is more information in the [Accessible Placements and Disabled Students Policy](https://www.hud.ac.uk/media/policydocuments/Accessible-Placements-and-Disabled-Students-Policy.pdf).

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](https://hud.eu.qualtrics.com/jfe/form/SV_7WIBcA0fytmOz1c).
* Book an appointment in person at iPoint in [Student Central](https://www.hud.ac.uk/media/assets/document/maps/AccessibleCampusMapFINALNOV22.pdf) or by phoning iPoint on 01484 471001
* [Register with Disability Services](https://students.hud.ac.uk/help/disability/register/) and you will be contacted with details of how to link with an adviser.