This is a brief guide to supporting disabled students before and during a placement. It’s based on the University’s policy document entitled ‘Accessible Placements and Disabled Students’. For a copy of the full policy, please visit the site below and click on the relevant link: http://www.hud.ac.uk/disability-services/universityguidelinesondisabilitysupport/

It is vital that disabled students have the same opportunities as non disabled students when undertaking work-based learning or placements. This may require the provision of additional support or reasonable adjustments.

Examples of support and reasonable adjustments:
- Support to write the application letter or to produce a CV
- Support at the interview e.g. additional time or letting the people on the interview panel know about the student’s disability.
- Provision of named staff at the University and the placement who the student can approach for assistance.
- Arrangement of a placement close to home or with good links to accessible public transport.
- Assistance to check that the student can access the work placement using ramps, height adjustable desks, push pads on doors, accessible toilets etc. This may also involve making plans for emergency evacuations.
- Help to look into what specialist equipment and software is available e.g. screen reading software, speech to text software, magnification software, adapted mouse or keyboard, use of a digital recorder etc.
- Changes to working hours or routines such as start and finish times or working less days each week to complete the placement over a longer time period.
- Changes to work load such as extended deadlines.
- Provision of a support worker such as a British Sign Language Interpreter.

Reasonable adjustments must not:
- prevent a student from getting accreditation for their work-based learning
- compromise learning outcomes or competencies
- compromise academic standards

Disclosure and confidentiality
Students are strongly encouraged to disclose their disability to the placement provider.

Information should not be passed to the placement provider without the student’s permission.

Please see the flow chart overleaf for action to take regarding disclosure.
Disability Services
Accessible Placements and Disabled Students

**Disclosure flowchart**

Has the student decided to disclose their disability to the placement provider?

- **Yes**
  - Discuss with the student whether reasonable adjustments are required
    - **Yes**
      - Meet with the student to identify requirements.
        - There is a form that can be used as guidance for staff and students. (Appendix 2 of the policy). The form looks at what adjustments are needed, what is currently in place and what additional adjustments are required. This process involves the student and the University placement tutor/unit. Disability Services, the placement provider or the Careers and Employability Service.
    - **No. No further action**

- **No**
  - Does the University have concerns about the well-being, health and safety of the student, their work colleagues or the public if the student were at the identified work placement?
    - **Yes**
      - This information may be available from the academic department, Disability Services, The Office of Health & Safety and other relevant individuals in the University.
        - **Yes**
          - Arrange a meeting with the student to explain why we are asking them to disclose their disability. The student can bring a friend or
        - **No. No further action**
          - If the student does not consent to the disclosure of their disability, partial disclosure is discussed e.g. passing information to the placement provider about the necessary adjustments without disclosing the disability.
            - If the student still does not want to disclose, the University will not place the student. This decision is put in writing to the student. The letter contains information about any implications this has for their award and informs the student that they can contact the Dean if they are unhappy about the decision. A copy of this letter is also sent to the Dean.
    - **No**
      - **No further action**