

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

