

This is a brief guide to support available for you 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/>



The University of Huddersfield believes that disabled students must have the same opportunities as non-disabled students when undertaking placements or work-based learning. In some cases this may mean providing some additional support or making adjustments. This guide lets you know what support is available and who we talk to about your disability.

If you have, or think you have, a disability that will impact on you, your colleagues or the public during your work placement, please let us know. You can contact your placement tutor/unit or Disability Services. We will work with you to look at what support you already have and whether there is anything more we need to do. Our aim is to look at any support you need before and during the placement taking into account the impact of your disability and the circumstances of your placement.

Here are some examples of the support that could be on offer:

- Assistance to write your 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 your disability.
- Support to find a placement close to where you live or accessible from where you live.
- Provision of named contacts at the University and at your work placement.
- Assistance in checking that you can access the work placement using ramps, height adjustable desks, push pads on doors, accessible toilets etc.
- Help to look into what specialist software and equipment is available e.g. screen reading software, speech to text software, magnification software, use of a digital recorder etc.
- Changes to your 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 your work load such as extended deadlines.
- Provision of a support worker where necessary such as a British Sign Language Interpreter.

Any support or adjustments we put in place must not compromise the learning outcomes or competencies that you have to demonstrate during your placement. The adjustments must not make it harder for you to carry out your responsibilities at work.

Disclosure and confidentiality

We strongly encourage you to disclose your disability to your placement provider. We do not pass information about your disability to the placement provider without your permission. Please see the flow chart overleaf for more information about how this works.

Disability Services

Accessible Placements and Disabled Students

Disclosure flowchart

