



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Disability Confident Scheme: Information and guidance for hiring managers

What is the Disability Confident Scheme?

The Disability Confident Scheme is a voluntary, government-backed scheme designed to support employers to recruit, retain and develop disabled people and those with health conditions. The scheme replaces the previous “Two Ticks” model.

Employers can be recognised at three levels:

- Level 1: Committed
- Level 2: Employer
- Level 3: Leader

The School is currently a Disability Confident Employer (Level 2), demonstrating our commitment to inclusive and fair recruitment practices, and our proactive support for disabled staff.

What commitments has the School made?

By signing up to the Disability Confident Scheme, the School has committed to:

1. **Inclusive recruitment** – ensuring disabled applicants who meet the essential criteria are given the opportunity to demonstrate their abilities by being offered an interview.
2. **Ongoing support for staff** – discussing workplace adjustments and career development needs with disabled staff, at least annually.
3. **Workplace adjustments** – making reasonable adjustments so that disabled employees can thrive in their roles.
4. **Disability awareness** – building understanding and awareness of disability across the organisation.
5. **Continuous improvement** – reviewing progress and looking for ways to improve support for disabled staff and applicants.

Why has the School signed up?

The School is committed to providing and developing a positive, supportive and enabling environment for all staff, including staff with disabilities. We want disabled people to have equal access to employment, training, support and career development.

Signing up to the scheme demonstrates that:

- We recognise and value the positive contribution of disabled staff.
- We are committed to fair and inclusive recruitment.
- We are serious about creating an environment in which disabled staff can succeed.

How does this affect the recruitment process?

Disabled applicants can choose to apply under the Disability Confident Scheme by indicating this on their application form.

To identify applicants who have applied under the scheme, hiring managers will see the Disability Confident icon displayed beneath the Candidate ID, as shown below.



Currently using Client Default Search Form. [Click here to Change](#) Search sorted by: First name ascending

Page: 1 of 1 Go Page size: 2 Change

Candidate	Details	Process
Candidate ID: 11114871 	Vacancy Name: HR Manager (TEST ONLY) GR Application Stage: PS - Invite to interview Registered on: 11/09/2023 Channel: Internal Candidate ID: 11114871 Vacancy ID: 5079	view View Process Appts Docs Print
Candidate ID: 11088326 	Vacancy Name: HR Manager (TEST ONLY) GR Application Stage: PS - Invite to interview Registered on: 18/10/2023 Channel: External Candidate ID: 11088326 Vacancy ID: 5079	view View Process Appts Docs Print

Page: 1 of 1 Go Page size: 2 Change

As with all applicants, those applying under the scheme are assessed against the essential criteria for the role. Those who meet these criteria and have opted into the scheme should be offered an interview.

Applicants are not required to provide any evidence, or disclose the nature of their disability – only whether they wish to opt in.

Shortlisting panels must record clear reasons when an applicant does not meet the essential criteria for the role, so that feedback can be provided to the applicant if requested.

Important note: There may be occasions when it is not practicable or appropriate to interview all disabled applicants who meet the essential criteria. For example, when there is a very high volume of applications. In these circumstances, the School is permitted under the Disability Confident Scheme to prioritise those disabled candidates who best meet the essential criteria for the role, as would be done with non-disabled candidates. Where desirable criteria have been included in the personal specification these should also be taken into account when shortlisting.

As an internal benchmark, and to help ensure that LSE's recruitment practices reflect the representation of disabled people in society, we recommend that at least 25% of interviewees are selected from applicants who meet the essential criteria under the Disability Confident Scheme, where practicable. For instance, if aiming to interview six candidates in total, it is recommended at least one or two should be selected from those who applied under the Disability Confident scheme.

Please speak with your HR Adviser if you are unsure about this part of the process or have any questions about handling a large volume of applications.

What is a reasonable adjustment and how does this apply to the recruitment process?

Under the Equality Act 2010, the School is legally required to make reasonable adjustments to ensure disabled applicants and employees are not disadvantaged. According to the Business Disability Forum, reasonable adjustments are:

“Any changes to the way someone does their job, which remove the barrier(s) that someone is experiencing in the workplace, thereby enabling them to do their job in the way that best suits them.”

Adjustments to the recruitment process may include:

- Providing questions in advance
- Adjusting the time of the interview where possible
- Extra time for tests
- Using assistive technology
- Providing a BSL interpreter
- Adjustments to working arrangements, equipment, or the working environment.

Line managers should discuss adjustments with the applicant or employee and [contact HR](#) for advice where needed.

After the interview

- All applicants should be assessed fairly on their ability to meet the essential criteria.
- Interview notes should record clear reasons for decisions.
- Queries or uncertainties can be discussed with your [HR Adviser](#).

Does the scheme apply to all vacancies?

Yes, the Disability Confident Scheme applies to all professional services, academic, research and teaching vacancies at the School.

Where can I find more information?

- Speak to your [HR Adviser](#) for tailored advice on recruitment and support.
- Visit the [Staff Disability Toolkit](#) for resources on disability and workplace adjustments.
- See the [Access to Work webpages](#) for guidance on government funding support plus the [Access to Work Toolkit](#) for how LSE implements the scheme.