

Frequently Asked Questions for **Disabled Candidates and Prospective Employees**





Contents

1	How does Manchester Met demonstrate its commitment to disability equality?	3
2	What is the Disability Two Ticks scheme?	3
3	How does the Two Ticks work at the University?	4
4	What is the Disability Standard?	4
5	What is a disability?	5
6	Why should I read this information before applying for a job at Manchester Met?	5
7	Why should I disclose I am disabled?	5
8	Should I tell you I am disabled on my application form?	6
9	What type of support is available at Manchester Met when I commence work?	6
10	What are 'reasonable adjustments'?	7
11	What is the Disabled Staff Forum?	7
12	Is there disabled car parking available at Manchester Met?	8
13	How does Manchester Met make sure that their services are meetings the needs of disabled people?	8



1

How does Manchester Met demonstrate its commitment to disability equality?

Manchester Met believes that disabled people have a right to be able to participate fully in employment opportunities that the University has to offer. Our vision for disability equality in relation to recruitment is that:

- physical, social and attitudinal barriers that disabled people face are removed
- inclusive and accessible environments are promoted
- disabled people experience equality of opportunity when applying for employment and working at Manchester Met
- we will be proactive in all matters relating to equality of opportunity and diversity



2

What is the Disability Two Ticks scheme?



The University was originally awarded the Disability Two Ticks Symbol in 2004 by the Jobcentre Plus and has retained this award to date. The symbol identifies those employers who have agreed to meet five commitments regarding the recruitment, employment, retention and career development of disabled people:

- Commitment 1:** To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Commitment 2:** To ensure there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities.
- Commitment 3:** To make every effort when employees become disabled to make sure they stay in employment.
- Commitment 4:** To take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work.
- Commitment 5:** Each year to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and the Jobcentre Plus know about progress and future plans.

3

How does the Two Ticks work at the University?

The Two Ticks commitment ensures that any disabled candidate who meets the **essential** criteria for a vacancy will be guaranteed an interview. Therefore, if you do decide to disclose your disability, the Resourcing team and chair of the shortlisting panel will be provided with this information.

We ask all job applicants to complete our Equal Opportunities Questionnaire (which is part of the main application form) as honestly as possible so that we can monitor the effective implementation of our policies. Equal Opportunities monitoring data is separated from the main application. Should the Recruitment Panel subsequently offer you employment, the information will form part of your **confidential** personnel record.

More about the Two Ticks Scheme:

www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG_4000314

4

What is the Disability Standard?

The University achieved Silver status in the BDF's Disability Standard in 2013; the only business-led benchmark that measures an organisation's performance on every aspect of disability as it affects a business. The Business Disability Forum (BDF), are the world's leading employers' organisation focused on disability.



For more info: www.disabilitystandard.com/about

5 What is a Disability?

The definition of a disabled person in employment legislation is quite broad; the key thing to remember is, it is not the impairment but its effect on the individual.

Definition of a Disability under the Equality Act (2010)

The Act says a disabled person is someone with a **physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities**. Long-term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person's life. Substantial means more than minor or trivial.

6 Why should I read this information before applying for a job at Manchester Met?

The University is committed to equality in employment both in principle and in practice. Success in achieving our equality plans will mean that we:

- Recruit and promote staff on the basis of relevant criteria and merit
- Develop an inclusive teaching and working environment
- Effectively tackle discriminatory practices, behaviour and language in line with the University's regulations and procedures

To see the full version of our commitment please go to: www.mmu.ac.uk/jobs/equality.php

7 Why should I disclose I am disabled?

At Manchester Met we follow a **Recruitment and Selection Policy** and we assess your application based on the information you have entered and assess whether or not you meet the criteria detailed in the person specification.

If you are disabled and demonstrate that you have met the **essential** criteria, then under Manchester Met's commitment to the **Jobcentre Plus's Two Ticks Disability Symbol**, you will be guaranteed to be shortlisted and invited to an interview.

8

Should I tell you I am disabled on my application form?

Telling the University about your disability is important as it will ensure that you are offered adjustments as part of any assessment, interview or ultimately to carry out your job if it is offered to you. The Resourcing Team will then contact you to discuss your specific requirements. This is part of our commitment under the Jobcentre Plus Two Ticks Symbol.

There are many benefits in telling us what your needs are or asking for support - moreover, it helps the University to provide practical support to ensure that disabled people can participate on equal terms with non-disabled people. Providing information such as this helps the University understand the diversity of its organisation.

If you require copies of documentation in alternative formats - large print, Braille etc., please email the Resourcing Team at: resourcing@mmu.ac.uk or call **0161 247 3502**.

9

What type of support is available at the University when I commence work?

Induction and Probation

As a new member of staff, your manager will arrange an induction process to help you settle into your role and to help you see how it fits into the wider organisation.

During your probationary period you will take part in regular probationary reviews with your line manager. This two-way review of progress is a good time to discuss any **reasonable adjustments** such as how work is undertaken on a day-to-day basis; and/or the physical features of your office/ premises to ensure accessibility etc.

10

What are reasonable adjustments?

Equality law recognises that bringing about equality for disabled people may mean removing barriers and/or providing extra support for a disabled employee. This is the duty to make [reasonable adjustments](#).

The duty to make reasonable adjustments aims to make sure that a disabled person has the same access to everything that is involved in getting and doing a job as a non-disabled person, as far as is reasonable.

Many factors will be involved in deciding what adjustments the University needs to make and they will depend on individual circumstances.

11

What is the Disabled Staff Forum?

Manchester Met has a [Disabled Staff Forum](#) which enables disabled colleagues to meet and discuss mutual issues, policies and to generate solutions.

Disabled staff can contribute and be involved through a variety of mechanisms such as attending termly meetings, using the email discussion list, Skype for Business and the Equality and Diversity Website.

More info is available from the DSF's Website or from the E&D Team:

www.mmu.ac.uk/humanresources/equalities/disability/staff-forum.php

The University has three other staff equality fora covering the areas of: [Race, Gender and Lesbian, Gay, Bisexual and Transgender \(LGBT\)](#). The Fora report back to the [Diversity and Equal Opportunities Committee](#) which is chaired by the Deputy Vice-Chancellor.



"I am immensely proud of our diverse community at Manchester Metropolitan University. Equality and diversity are well embedded throughout the University, and we have been recognised for 'leading the way' as a disability smart organisation by our partners.

We are dedicated to removing the barriers disabled people face, through our inclusive policies and practices, which are underpinned by our E&D Strategy and Vision for Disability Equality.

Our workforce is our single largest source of competitive advantage and all colleagues should feel this is a fulfilling place to work".

– **Jean-Noel Ezingard, Deputy Vice-Chancellor and Chair of the University's Diversity and Equal Opportunities Committee (DEOC)**

Disabled Staff can also become members of the cross-institutional [Dyslexic Academic Forum \(DAF\)](#), which is a group providing support, advocacy and consultation on policy development for academics with dyslexia in Higher Education.

For more information, please email: danac@kent.ac.uk

12

Is there disabled car parking available at Manchester Met?

Car parking spaces are allocated via an annual application process but requests from new starters, and those who have experienced a significant change of circumstances, will be considered by the Travel Plan Manager outside of the formal application window. The car parking criteria is designed to ensure individuals with high criteria requirements, including Blue Badge Holders, are considered for car parking as a priority.

The University also recognises that there may be colleagues who have recognised mobility impairments, that make travelling by car essential, but are not entitled to a Blue Badge. In such scenarios, or for wider advice on the car parking process and/or applying for a car parking permit, please contact the Travel Team:

Telephone [0161 247 2989](tel:01612472989) or Email: stafftravel@mmu.ac.uk

For more information, please go to: www.mmu.ac.uk/staff/travel/car-parking

13

How does Manchester Met make sure that their services are meeting the needs of disabled people?

Equality Impact Assessments (EIA)

Equality impact assessment is the thorough and systematic analysis of a policy, practice or procedure to determine whether it has a differential impact on a particular equality group (i.e. age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation). The University undertakes EIAs as an integral part of the organisation's commitment to promote equality and diversity to staff, students and visitors. EIA is seen as a positive process which can instigate real changes as a result.

Campus Accessibility - 'Access For All'

We are committed to making sure our University is an inviting, secure and comfortable environment for all. Please visit the 'Access for All' website to check routes around our campuses, view floor plans and panoramic images of entrances.

www2.mmu.ac.uk/travel/building-access-maps

Human Resources:

Email: hr@mmu.ac.uk

Tel: 0161 247 6624

www2.mmu.ac.uk/humanresources

The Equality & Diversity Team:

Email: equalities@mmu.ac.uk

Tel: 0161 247 6494

www.mmu.ac.uk/equality-and-diversity