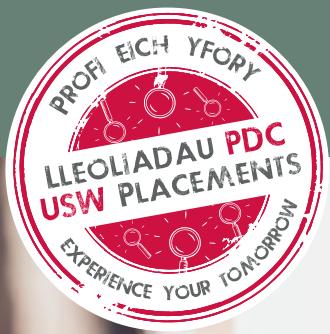


EXPERIENCE YOUR TOMORROW



UNSURE ABOUT PLACEMENT WITH A DISABILITY?

Disability support with work experience and placements

If you have a disability, you may be feeling unsure about doing work experience, volunteering or completing a placement as part of your course. Perhaps you are worried about talking to an employer about your disability, are unsure about what, if any, difficulties you might face in the work place or how you might find the best strategy for managing this? This guide provides an overview of the range of careers and employability support available to you along with a few useful tips and links to further information and some schemes that actively encourage diversity.

A disability may include, for example:

- Learning difference such as dyslexia or dyscalculia
- Autism spectrum condition
- Mental health issue such as anxiety, depression or bi-polar disorder
- Physical impairment

Disability disclosure and your rights to reasonable adjustments



Disability disclosure means telling an employer that you have a disability. This is a personal choice so you do not have to disclose your disability if you do not wish to. You may want to let the employer know you have a disability but not what it is. This is fine too. The important thing is that you consider your needs. The employer can only make adjustments if they know what your needs are. Under the Equality Act 2010, you have the right to reasonable adjustments if you disclose that you have a disability. These adjustments include during the application and selection process. This could include extra time, specialist equipment or the provision of information in alternative formats.

HELP FROM USW CAREERS TO GET WORK EXPERIENCE OR A PLACEMENT

USW PLACEMENTS TEAM

The Work Placement Team help support students that have work placement modules integrated into their degree courses.

There are a team of course based **Work Placement Partners** available for one to one appointments and group sessions to help support you before, during and after your work placement module. They can draw on many years of industry knowledge for your supported courses and have many links with organisations suitable to your sector. They will be in communication with your class and academic staff with regular placement updates and bulletins.

GO WALES WORK EXPERIENCE PROGRAMME

You may be able to get extra help with work experience through the **GO Wales Programme** if you are under 25, studying full time and have a disability. Advisers provide one to one support to help you to increase confidence, develop strategies to help you and the employer to meet your needs, to speak to employers and to source a work experience opportunity that is relevant to your career plans.

CAREERS EVENTS

Keep an eye out for events, such as webinars, that may provide information about finding or applying for work experience and the support available

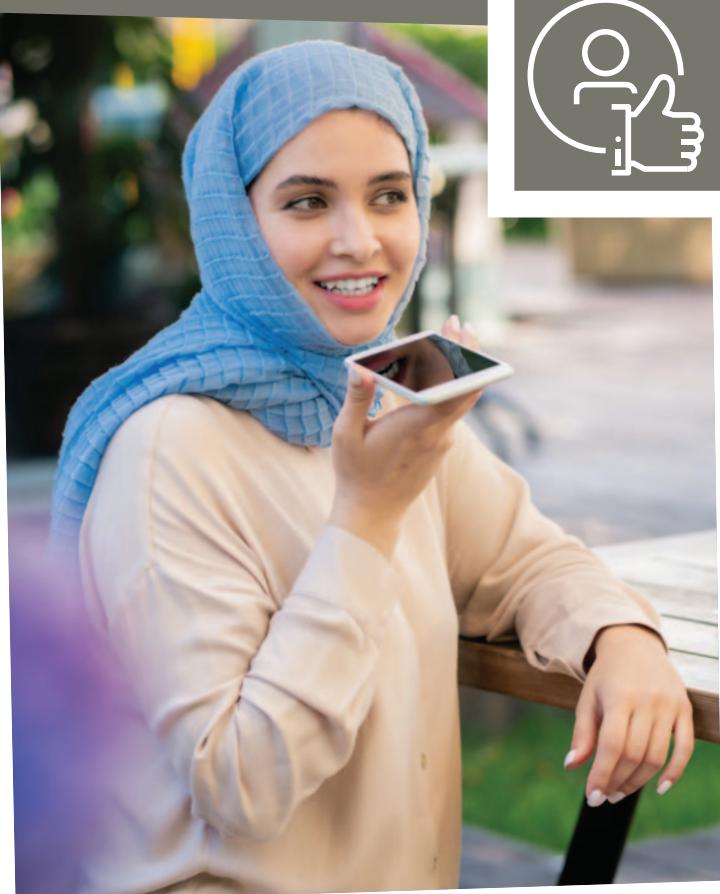
CAREERS ADVISERS

If you wish to discuss work experience or placement ideas and planning or need help completing an application form, CV or preparing for an interview, you can book an appointment with a Careers Adviser through **USW Careers website** or **Advice Zone Online**



Disability inclusive employers

It is against the law to discriminate on the grounds of disability, so all employers should offer inclusive recruitment and employment practices. However, some employers actively encourage applications from people with a disability. They want applicants to know they think equality is important and really value diversity in the work place. You can find out more and a list of Disability Confident employers on the [UK government website](#).



Graduate and undergraduate schemes

There are some graduate schemes that specifically target students who have a disability. Here are some examples:

- **Civil Service Fast Stream Leadership Development Programme** (Final year/graduate)
- **Civil Service Early Diversity Programme** (one week, paid in your first year)
- **Civil Service Summer Diversity Programme** (6-9 weeks, paid in final 2 years)
- **Leonard Cheshire Change 100 Programme** (penultimate or final year)
- **BBC Extend Hub** (Work experience, placements and graduate schemes with the BBC)

There are organisations that may be able to offer you similar support as you move out of education and into work experience or employment as a graduate

Access to work

If you have paid employment and you have needs beyond those the employer is able to meet, you may be able to apply for financial support for the adjustments through a government grant called Access to Work. This includes mental health support. It cannot be used for unpaid work experience although may be used for paid placements and internships.

Final year students

If you are a final year student, you will still be able to access the Careers Service at USW even after you graduate. However, once you graduate, you will no longer be eligible for support from the USW Placements Team or the GO Wales Programme. So, here are a few useful organisations that may be able to offer you similar support as you move out of education and into work experience or employment as a graduate:

- [EmployAbility](#) - assisting graduates with disabilities, into work
- [Job Centre Plus](#) - Employment and benefits support
- [Remploy](#) - helping people with disabilities into work
- [Scope](#) - getting into work advice and support for people with disabilities
- [Leonard Cheshire employment support in Swansea, Bridgend, Suffolk, Northern Ireland, Tyne and Wear](#)
- [Disability Rights UK](#) - Information about disability employment rights
- [My Plus Students Club](#) - job help for student and graduates with disabilities
- [Disability Information Wales](#) - information and resources about work for people with disabilities
- [Autism Spectrum Connections Cymru](#) - one to one support and workshops for students and graduates with an ASC. Please contact gowales@southwales.ac.uk for further information
- [Careers Wales](#) - Looking for help to find work? Want to gain more skills? Search for programmes that can help you improve your skills and work opportunities in your local area by using the Support Finder tool
- [ASDinfo Wales](#) - information, advice and resources for individuals with an Autism Spectrum Condition

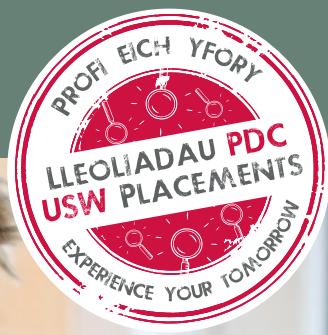


Other support for students with disabilities at USW

- [USW Disability Service](#) (confidential service where you can discuss your individual requirements and get advice on what support is available whilst you study, including help to apply for it)
- [USW Wellbeing](#) (free advice and support relating to health, mental health and counselling to all USW Students)

Further information about employability and diversity can be found [here](#)

EXPERIENCE YOUR TOMORROW



TOP TIPS FOR MANAGING YOUR DISABILITY IN WORK



DISCLOSE BECAUSE YOU WANT TO

Remember, you are under no legal obligation to disclose your disability but doing so may help you to get reasonable adjustments to enable you to fulfil your potential. Tell an employer what you need to overcome any barriers your disability may present. Employers care more about this than what those barriers are.

DISCLOSE BECAUSE IT'S BENEFICIAL TO YOU!

Ask yourself, if I don't disclose, and don't ask for reasonable adjustments, will it affect my performance? Employers want to recruit the best talent from a level playing field, so let them know what you need. Often disclosing sooner is better, so employers have time to put in place reasonable adjustments for you.

DURING APPLICATIONS, USE YOUR DISABILITY TO DEMONSTRATE SKILLS
you have developed through managing your condition, like resilience, initiative and problem-solving.

GET EXPERIENCE!

Through work experience, you can learn how your disability affects you in work, develop your core competencies and discover what reasonable adjustments you need.

CHAT TO US!

Talk to a Careers, Placement or GO Wales Adviser about what reasonable adjustments may mean for you. Is it rest breaks? Screen-reader software? Flexible hours? Home working? Wheelchair access? Low-light levels in a room? Quiet spaces to withdraw to? Each person, even with the same condition can require different adjustments.

www.change100.co.uk | With thanks and permission from Leonard Cheshire, Change 100. Change 100 offer talented disabled students & graduates three months of paid work experience.

