

Guidance to Departments on facilitating placements for people with a disability

Applications

All applications for placements for people with a disability will be submitted to NICS HR through a recognised Disability Organisation who will allocate an Employment Officer to each potential placement. The application form will outline the basic placement and adjustment requirements deemed necessary by the individual and their Employment Officer. These should be considered on a case by case basis as each will depend on individual circumstances, the type of work placement requested, length and nature of the placement and the resources of the requested department, however, NICS HR / Departments will not be expected to fund any external support to be provided to the individual.

The NICS made a commitment to offering more people with disabilities an opportunity to benefit from work placements, therefore Departments are strongly encouraged to facilitate such placements where possible.

Pre-Placement meeting

The Employment Officer will be available to meet with the placing department to agree a plan which outlines the responsibilities of the placement provider (branch), the Organisation, Employment Officer and the individual.

This plan might cover aspects such as;

- The individual's aims for the placement, expectations and interests;
- Agreed role, attendance, duration of the placement and agree a basic work plan;
- Physical access to the workplace;
- Agreement of adjustments required and where the responsibility lies for providing necessary adjustments;
- Procedures for risk assessments to be completed for the placement;
- Procedures for responding to any difficulties encountered during the placement;
- Any other information which the Employment Officer may deem relevant to the proposed placement, including the provision of specific training or awareness for immediate team members of the individual starting the work placement.

A pre placement meeting checklist template is available on the NICS Recruitment website. This is for departmental use to aid discussion and provide a signed record of the placement plan.

Security Checks

Security checks for staff that will be mentoring or supervising placement individuals are not required however; it is not advisable to structure a placement where any member of staff could be on a one to one situation with a vulnerable adult or young person during a work placement.

AccessNI checks for individuals attending work placement will be considered in line with normal work placement guidance.

During the placement

Individuals may be reluctant to disclose their disability and not all information about an individual's disability may be related to their proposed work placement. If this is the case, such information should only be shared with staff members who need to know in order to proceed with the placement.

The Employment Officer will act as support (if required) for the individual during the placement and staff who will be working directly with the individual.

Evaluation and Feedback

NICS HR may ask Departments, Employment Officers and individuals to provide feedback on facilitated placements to improve and develop the process for future placements. This will also allow lessons learned from placements to be shared with departments who receive similar placement applications.