



Creating a disability-smart
world together

The Disability Confident Scheme Bar Council

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Disability Confident levels

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

Level 1 - Commitments

Disability Confident Level 1 employers must agree to **all of the following** Commitments:

- Ensuring your recruitment process is inclusive and accessible
- Communicating and promoting vacancies
- Offering an interview to disabled people who meet essential criteria
- Anticipating and providing reasonable adjustments as required
- Supporting any existing employee who acquires a disability or long term health condition, enabling them to stay in work

Level 1 – Activities

Employers must also commit to delivering **at least one** of the following activities:

- work experience
- work trials
- paid employment (permanent or fixed term)
- apprenticeships
- job shadowing
- traineeships
- internships
- student placements
- sector-based work academy placements

How to sign up to Level 1?

- To sign up to Level 1, you must complete an online form on the DC website: <https://disabilityconfident.dwp.gov.uk/>
- Certificate, logo and official accreditation as a Disability Confident Level 1 Committed organisation.
- Accreditation will last for 3 years.

Level 2 - Employer

- Organisations must carry out a **self-assessment** against set Criteria and Activities on recruiting and retaining disabled people
- Designed to get organisations to look at their policies, processes, projects, systems relating to disability and inclusion.
- It helps organisations to see what they are doing, any plans in the pipeline, and what they may need to do to go further.
- Provide evidence to back up statements/establish where gaps are
- Put plans in place to address gaps

Level 2 – Employer (continued)

- Once undertaken self-assessment, complete an online form on Disability Confident website.
- You will receive a certificate, logo and official accreditation as a Level 2 Disability Confident Employer
- Receive the Level 3 pack to start the next part of the Disability Confident journey!
- **The accreditation lasts for 3 years.**

Level 3 - Leader

- To become a Level 3 Leader, employers must have their self-assessment and accompanying evidence **validated by an external organisation.**
- BDF is an accredited validator of Level 3 submissions – free to members
- Complete the Level 3 validation template
- Provide evidence of how you are satisfying Criteria and chosen Activities
- After external validation is complete, fill out form on the DC website
- Disability Confident Team will confirm Level 3 accreditation, logo and certificate.

- **The accreditation lasts for three years**

BDF Level 3 Validation process

- Send us your submission and evidence (using the validation template)
- Confirm validation date – 4-6 weeks
- Highlight gaps, legal/reputational risk
- Highlight good work
- Make recommendations for future improvement
- Post validation debrief call – Teams/Zoom/in-person
- Free of charge for Members and Partners

How BDF can support you

- We support members who sign up to DC scheme
- Help members on their journey from:
 - Level 1 Committed
 - Level 2 Employer
 - Level 3 Leader
- Validators of Level 3 Leader submissions!
- All free to BDF members and Partners

How BDF can support you (continued)

- **Ongoing guidance** to help you meet the Criteria & Activities
- **Policy reviews** – recruitment, adjustments, sickness absence, performance/capability management, equality & diversity;
- **Document reviews** – job descriptions/adverts, careers webpages, inclusivity statements, invitation to interview/assessment
- **Ongoing projects**, implementing the Offer of an Interview Scheme, data monitoring, disabled employee engagement, training/e-learning
- **Review any guidance** given to recruiters/line managers on disability/adjustments
- **Feedback on level 2 self-assessment and validate level 3 submission**

Contact us

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