

Process maps for becoming Disability Confident

Steps for becoming a Disability Confident Employer or Leader (Disability Confident scheme levels 2 and 3).

4 mins read

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The government's [Disability Confident scheme](#) supports employers to make the most of the talents that people with disabilities can bring to the workplace. The scheme has three levels. You must complete each level before moving on to the next.

These process maps describe the steps forces should take to become a Disability Confident Employer (level 2) or Leader (level 3).

Disability Confident scheme level 2

1. Force signs up to the Disability Confident level 2 themes. These are:

- getting the right people for your business
- keeping and developing your people

2. Set up an internal working group to support the development of the scheme. Members should be representatives from departments that can inform the evidence requirements.

Suggested representatives include:

- human resources
- learning and development team
- positive action team
- disability staff network
- procurement team

This is not an exhaustive list. The final membership will depend on the activities your force undertakes.

3. Agree governance, reporting and sign-off procedures for internal validation of the scheme. Confirm file or document management and administration.

4. Your force agrees which activities they will undertake under each theme. There are 10 activities to choose from in the first theme and seven activities in the second theme. Your force must commit to at least one activity under each theme.

5. The working group gathers and collates evidence using the self-assessment form. Always use the [Department for Work and Pensions link](#), as the templates often change.

The evidence you gather here will also form part of your level 3 assessment. Use only concrete evidence to support the activities undertaken. Do not include planned activity that has not started.

6. Submit your evidence for internal validation.

7. Respond to any feedback from the validation process – for example, more detailed evidence may be required.

8. Publish Disability Confident level 2 status.

9. Continue to gather, update and monitor evidence in preparation for Disability Confident level 3.

Disability Confident scheme level 3

1. The themes for level 3 are the same as level 2. These are:

- getting the right people for your business
- keeping and developing your people

Your force must sign up to the level 3 commitments under these themes, which are slightly different to the level 2 commitments. Your force must also provide a short narrative to say what it is doing and/or will do to demonstrate its commitment as a leader.

2. Continue with the internal working group to support the development of the level 3 scheme. Members should be representatives from departments that can inform the evidence requirements.

Suggested representatives include:

- human resources
- learning and development team
- positive action team

- disability staff network
- procurement team

This is not an exhaustive list. The final membership will depend on the activities your force undertakes.

3. The governance, reporting and sign-off procedures should be the same as for the level 2 self-assessment. Maintain file or document management and administration procedures.

Additionally, your force will need to identify an external validator to review the self-assessment.

4. Your force agrees which activities they will undertake under each theme. There are 10 activities to choose from in the first theme and six activities in the second. Your force must commit to at least one activity under each theme.

5. The working group continues to gather and collate evidence using the self-assessment form for level 3. Always use the [Department for Work and Pensions link](#), as the templates often change. This should build on the evidence you gathered for your level 2 assessment. Use only concrete evidence to support the activities undertaken. Do not include planned activity that has not started.

6. Your force must complete the [voluntary reporting framework](#), which includes data on disability, neurodiversity and mental health, as well as information about how people are supported within the force. The report must be published within 12 months after submitting the assessment.

7. Have your self-assessment externally validated. Any Disability Confident level 3 organisation can provide external validation.

8. Respond to any feedback from the validation process – for example, more detailed evidence may be required.

9. Submit your evidence to the [Disability Confident website](#). Forms are provided.

10. Continue to gather, update and monitor evidence in preparation for renewal. Where possible, level 3 organisations are expected to validate level 2 self-assessments from other organisations, and to encourage and support suppliers and providers to also become Disability Confident.

Cyfieithiad Cymraeg – Welsh translation

- [Mapiau proses ar gyfer dod yn Hyderus o ran Anabledd \(pdf\) 180.28 KB](#)

Related resources

- [Workplace adjustments toolkit](#)

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