

## Guidance on requesting Reasonable Adjustment Needs

PSNI welcomes applications from all and will consider any reasonable adjustment needs requests from applicants.

For the effective operation of the recruitment process, we need you to tell us if you have any adjustment needs that may require us to make reasonable adjustments so that you can attend and participate. For example, you should make us aware of any communication or access needs that relate to a disability you may have. Please note that you are not required to tell us of any disability or other condition that you may have if you do not wish to do so. Any information declared will be used only to facilitate the scheduling and assessment of applicants.

Failure to declare reasonable adjustment needs requests (if applicable) on your online application form, or failure to provide full supporting evidence by the deadline set will mean that we will not be in a position to consider any adjustment needs requests submitted later in the recruitment process (unless you can prove it would have been impossible to have known about the matter at the time of application stage\*).

*\*Not applicable to dyslexia or SpLDs, as related adjustment needs requests **must** be declared and evidenced at application stage.*

### Reasonable Adjustment Needs – Declaration and Consideration Process



## **Declaring reasonable adjustment needs on the online application form**

Applicants wishing to declare reasonable adjustment needs must do so within the 'Reasonable Adjustments' section of the online application form. This section is divided into two sections:

- Needs relating to dyslexia or other specific learning difficulties (SpLDs)
- Needs relating to other conditions or disabilities (including hidden disabilities or conditions such as Autism Spectrum Disorder)

Depending on your needs, please choose the appropriate section. (If you wish to declare needs relating to *both* dyslexia / specific learning difficulties (SpLDs) and needs relating to other conditions or disabilities (including hidden disabilities or conditions such as Autism Spectrum Disorder), please use *both* sections.

Please note that the text boxes within the online application form intended for declaring adjustment needs associated with disabilities or other conditions (including hidden disabilities or conditions such as Autism Spectrum Disorder),-are provided for that sole purpose only. Should you have any other reason to contact us to discuss general assessment arrangements please email [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk) and we will consider.

## **Instructions on how to provide evidence relating to your reasonable adjustment needs**

Applicants wishing to request reasonable adjustment needs, having declared these needs on the online application form must follow up by email to [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk) as soon as possible and no later than 10 working days after the closing date, **attaching complete, valid, supporting diagnostic evidence, addressing adjustment needs**. Specific instructions and details of the format in which evidence should be supplied must be followed in full or evidence may not be accepted.

Evidence should be scanned as one single document and emailed to [PoliceStaffRecruitment@psni.police.uk](mailto:PoliceStaffRecruitment@psni.police.uk)

When providing evidence by email you must include:

- Your name
- Your date of birth
- Your Unique Identifier Number (UID)
- Details of the time and date you made your online application.

Mobile phone photos of documentation will be accepted as an alternative to scans, providing they are clear and the order of pages included is obvious.

All requests for adjustments and evidence will be reviewed by a suitably qualified professional and, if appropriate, reasonable adjustments will be applied to assessment and you will be informed as such. In the case that a request for adjustment is deemed inappropriate, you would be offered an opportunity to participate in non-adjusted assessment.

### **Providing evidence relating to Dyslexia or SpLD Adjustment Needs**

Details of acceptable evidence relating to Dyslexia or SpLD Adjustment Needs are provided below.

If you have dyslexia or other SpLD and would like adjustments to be considered you must submit your most recent diagnostic report, addressing assessment adjustment needs, prepared by a qualified educational psychologist or other suitably qualified professional (e.g. certain chartered psychologists or in some circumstances specialist teachers with a current Practising Certificate in SpLD Assessment).

The following requirements must be met in full (no later than 10 working days after the closing date) in order for the report to be considered:

- An individual dyslexia diagnostic report and not a dyslexia screen or profile is required.
- The report must be complete with no pages missing.

- The report itself must be submitted and not a commentary on the report by a third party.
- If a follow-up report or reports are available, both the follow-up and the original report should be provided.

**Providing evidence relating to Disabilities or Other Conditions** (including hidden disabilities or conditions such as Autism Spectrum Disorder) **Adjustment Needs** (i.e. not related to dyslexia or other SpLDs)

Details of acceptable evidence relating to Disabilities or Other Conditions (including hidden disabilities or conditions such as Autism Spectrum Disorder) Adjustment Needs are provided below.

If you have a disability or other condition (including hidden disabilities or conditions such as Autism Spectrum Disorder) and would like a reasonable adjustment, so that we can fully consider your request, we require further detail on the needs that you are declaring. You must submit your most recent evidence relating to your disability or other condition prepared by your doctor or other appropriate professional.

The evidence must include a written statement outlining the details of your disability or other condition and setting out the professional recommendation for appropriate adjustments to assessment.

The following requirements must be met in full (no later than 10 working days after the closing date) in order for evidence to be considered:

- The evidence must be complete with no pages missing.
- The original evidence itself must be submitted and not a commentary on the report by a third party.
- If a follow-up report or reports are available, both the follow-up and the original report should be provided.

**Checklist for declaring Reasonable Adjustment Needs**

- **Declare your reasonable adjustment needs on your online application form**
- **Submit evidence by email, relating to your declaration, immediately after applying**
- **Deadline for receipt of complete evidence is 10 working days after the closing date.**