

7 Employment

7.1 One year in the NHS

Following their appointment, an employee with a learning disability will have to sign an employment contract. Although the employment contract itself cannot be changed to easy read, a summary sheet in easy read can be provided with the full contract. This summary sheet will explain some of the most important/ relevant information, including pay, hours worked, annual leave, sick days, and notice period.

7.2 Induction Process

Like all other employees, people with learning disabilities will need an induction to the organisation and their new role. In one organisation, an employee with a learning disability attended two half day accessible training sessions, rather than one full day.

Managers should keep in mind that it may take longer for people with learning disabilities to become comfortable in their new role and learn the skills required. If there is no co-worker, employment support organisations may provide individual assistance for the training and induction process.

Once someone with a learning disability has successfully been hired, consider creating an action plan for the year. This action plan should cover support required to complete mandatory training, and the accessing online tools and resources on the intranet. This may be a good structure for thinking about any adjustments that may be needed to support the individual.

7.3 Monitoring

As changes are made in the organisation, monitoring should be put in place to review success, and any areas for improvement. This can be done formally, through the personal development reviews, Electronic Staff Record, as a part of Equality Delivery System (EDS2), or informally.

The [Equality Diversity System](#) (EDS2) is designed to help all staff and the organisations understand how equality can drive improvements, strengthen the accountability of services to those using them, and bring about workplaces that are free from discrimination. To ensure that employing people with learning disabilities is a sustainable commitment from your organisation, consider how this goal fits in within EDS2 and your organisation's objectives. Any initiatives developed by your organisation in relation to learning disabilities should be linked to your broader equality, diversity and inclusion agenda and integrated into mainstream business planning.

Getting it right for people with learning disabilities can have a spill over effect for other disabilities. EDS2 [resources](#) are also available in Easy Read format.

7.3.1 Potential Staff Survey Adjustments

Staff surveys or barometers are used both nationally and locally to create action plans to develop the workforce. The more developed the staff surveys are the more information can be collected. Consider adjusting the staff survey in your organisation to collect more information on how people with learning disabilities have progressed in the organisation. This may be an expansion of tasks completed, the amount of support needed or a change in hours worked.