**Thursday 17th October AbilityNet Webinar 1pm**

ANNIE: Hello everybody, welcome to today's webinar. Tips and tools for supporting disabled people in work, training and education.

It's just gone 1.00 so we're not going to start immediately, I'm going to give everyone the chance to join. It might be a good opportunity to take a moment to check the technology. So, if you joined on‑line feel free to drop in the chat box and say hi to panellists and anyone else.

Hello Gareth, hi Sara. Glad you could make it this lunch time, hi sandy Shaun, France and Lucy.

OK. I can see you're all joined now so we will officially start the webinar now. Hi everyone and welcome to the webinar on tips and tools for supporting disabled people in work, training and education.

My name is Annie Mannion I'm digital communications manager at AbilityNet and I'll be introducing today's webinar and running you through what you can expect from today's session. I'm joined today by Rabia Lemahieu, who is disability and skills manager at Disability Rights UK and Adam Tweed who is service development manager at AbilityNet. Adam will be hosting the slide deck today so Adam, if you could, yeah, great you put up the first slide thank you. So just to go through a few bits of housekeeping before we start the don't for today's session. We do have live captions on the webinar provided by MyClearText, so, it is a live person running that, so we appreciate MyClearText support. Slides and transport are available so, if you do have any technical issues and you need to leave early, don't worry there will be an automatic e‑mail sharing the recording and slides. The slide deck is also available on our website now, so, we're going to put the link for that in the chat box. And depending how you joined the webinar, you should be able to access the chat window in the Q&A window, please just use the chat window in the main for queries or comments for us to address, and then we'll use the Q&A option to ask the questions to the panellists at the end. So, if you want to ask Rabia, or Adam direct questions do drop those in the Q&A section for us to address later on. We do have a feedback page that you will be directed to at the end, which invites you about any future topics you want tows cover in our webinar, if there's anything you would like us to speak about please do use that opportunity. And next slide please: So, just before we get stuck into the content of the webinar, here's a quick overview what we'll be covering. We will be looking at the benefits of employing a diverse and inclusive workforce. Advice for helping disabled people find paid employment and apprenticeships. Adjustments to better support people with additional needs. And ten, we will be looking at tools, apps and inbuilt features that can make a difference.

So, can I just check, can everybody see and access slides on screen, if not raise your hand or let us know view at the chat pane, my colleague Mark will help answer any queries we've got coming through.

Any comments, no, great. OK. So, we're going to introduce the first poll, just to find out a bit more about your levels of involvement in the topic and to just gauge who we've got joining, and reasons for attending of the so, I'm going to launch the first poll now. So, for those who can't actually see the screen, I will read out the question which is how you would describe yourself or reason for attending today's webinar. Are you HR professional, careers adviser, perhaps you work with disabled young adults or students, perhaps diversity or inclusion professional and disabled jobseeker looking for advice about support or a relative or a friend, or anybody else who is joining us. So please note that in the chat pane, depending on how you join, you may not see the poll you can respond in the chat. I will give everybody a bit more a chance to answer. We can see the results coming through now. OK, I'm going to end the poll in a couple more be seconds so add your vote if you like. OK. So, I'm going to share the results with you now. OK, so, I hope you can all seat results, we have mainly professionals working with disabled young adults or students and some, other as well, HR professionals, careers advisers so a broad spectrum of people joining us.

So, I will just stop sharing the results now and I will hand over to Rabia for the first part of today's webinar.

RABIA: OK thank you very much Annie. Can I have the next slide. So, we are Disability Rights UK, and we are disabled people leading change. We are a national charity our strategic priorities are independent living career opportunities people for getting in work and education and influencing public attitudes that may help you. We work for equal participation for all and the majority of trustees staff and volunteers have lived experience of disability or health conditions.

We provide information and advice designed by and for disabled people and people living with long‑term health conditions. We have fact sheets and guides on our website and disabled student helpline. We run several projects and we also have Twitter news.

Just a few key facts to paint the picture, there's 13.9 million disabled people in the UK. 16‑19% of working age adults are ace dibbled. And the unemployment rate for disabled people aged 16‑64, is 8%, compared to an unemployment rate of 3.3% for nondisabled people. And the chick inactivity for disabled people is 45.9% in comparison to nondisabled people which is 16.2. Young disabled people aged 16‑24, are more likely than other groups to end up not in employment, education or training, NEET and gaining experience of the workplace and with employers particularly present additional barriers for young disabled people and therefore the support that they receive in the workplace and during training is really important for them. Just a few words about some of the barriers that people have when they are thinking about employing or having somebody for training who has declared that they have a disability. A lot of the fear is around using incorrect terminology or language, asking questions not permitted under the Equality Act, 2010 and when to offer help. There are also concerns that people have, they think somebody may not be able to do the job, can they integrate with the team? And are they allow today treat somebody more favourable than others or is that what other people will see, that they are doing? As an organisation, or a company, you can take positive action. You can treat a disabled person more favourable than a nondisabled person, so they are not put at a disadvantage. Where an organisation, is taking positive action to encourage people with a particular disability for example is an employer is aware that people with learning disabilities have a particularly high rate of unemployment. So, they set up a mentoring and job shadowing programme for people with learning disabilities to help them prepare to apply for jobs. You can also treat a disabled people for favourably than another disabled people when it is essential for the job. So, an organisation supporting deaf people might require that an employee whose role is providing counselling to British Sign Language users is a deaf BSL users and that's occupational requirement. And you can get more information on that on the human rights website which I've put on there for you. So, under the Equality Act 2010 employers and organisations have a responsibility to makes sure that disabled people can access jobs, education and services as easily as nondisabled people. So that's known as duty to make reasonable adjustments. And to have a change, to employ or train more disabled young people we really need to have a change in attitudes and culture. And we need to shift our way of thinking, and to look at the strengths and skills that disabled people bring to the workplace. So, for example, somebody, who is neurodiverse, may have very good analytical skills. Or somebody may have really got attention to detail. When I was speaking with some of our deaf clients, they would say well we really have good concentration skills because we are not distracted. Maybe somebody maybe good at solving problems as they may be doing on a daily basis because of impairment or health conditions and all these are highly characteristics and skills that employers are looking for so it is shifting the focus on away from the disability but on the ability and the strengths that disabled people can bring to the workplace.

So, disability as an asset: Reasons why you should want to hire a disabled person is that it may have particular advantages, people may use the way that they look at things differently or more creativity and diversity of views is an asset and be brought to the knowledge of customers. Disabled people will bring different life experiences and perspectives to the workplace. And employees who feel then valued supported and encouraged and treated well are likely to be better engaged are more loyal, harder working and less likely to take time off sick. So, it is about finding the best talent is out there and looking at all these strengths and skills that people can bring to the workplace.

So, employing disabled people is good for business because you will have a workforce that reflect the diverse range of customers, it serves in the community and it will bring additional skills to the business. And something that we hearing a lot now is employers are saying that diversity drives success. Now there are common miss conceptions about reasonable adjustments, people say it is expensive employers must pay for all the adjustments, there are adjustments that can be done and cost very little and Adam will talk more about that as well. It is often a fear that stops us from asking or engaging with a disabled person, everyone is unique so it is best to ask the disabled people what support they will want because they will know this. And to take time to ask people, that you're engaging with, what works best for them and revisit them throughout their period of training or work. To find out what support is available, when moving on to training, learning, so that they feel confident about what they want to do. And, another thing that people have said that, we like to see more role models, we want to see a holistic approach, to provide a continuity of support, sometimes support is only at a beginning, but for some people, it would have to be available throughout a duration of employment or training. And to support plans regularly and revisit the needs because people with health conditions this may shift or change over the months or years that they work. Flexibility is something that people talk about a lot. The work arrangements and starting time, finishing time, is 9.00, does a person have to be at work necessarily at 9.00 if they find it difficult to use public transport when it is very busy, during the rush hour, can they come in a little bit later, or leave later or earlier, can they work from home, to have that discussion with the employer with the employee. The breakdown of new tasks and skills is very important. To go through that, maybe give a demonstration rather than just talk to the person, particularly if it is a young apprentice who comes, to really demonstrate how they can do that. For some people it might be providing a quiet space and then assistive technology, another big issue that Adam will talk more about. I'm going to say a few words about apprentices and support that is available. Apprentices who have an education health and care plan or previously had a statement of special educational needs or learning difficulty assessment, can apply for adjustment to English and maths requirements to entry level 3 functional skills and British Sign Language can now be used as an alternative to English functional skills for those who have BSL as their first language and that came about through the main recommendations which was excellent news. And extra funding available as well, for apprentices aged 16‑18 or 19‑24, who have an education health and care plan. There is a payment of £1,000 available for both the employer and the training providers.

And training providers can also claim learning support of up to £150 per month from Education and Skills Funding Agency. And there is a new burst bursary for care leavers of £1,000 available, aged 16‑24, when they start a new apprenticeship and that's money that goes directly to them. Also, a word on Access to Work, and Access to Work grant can pay for practical support if you have a disability, physical or mental health condition to help you with starting with your work, staying in work, and to moving to self‑employment or start a business.

And Access to Work, does cover apprenticeships, traineeships and supported internships. And it will help towards the additional cost for example of a taxi fayre if you have difficulties using public transport, or support worker or reader or somebody with visual impairment, a communicator, or a specialist job coach for person with learning difficulty, or help for personal care needs during work.

Specialist equipment the although nations to your existing equipment to suit particular needs. The principles of Access to Work is that they will pay above and beyond a reasonable adjustment that the employer have to make, so support that compliments but not replace or subsidise an employer's legal duty to make reasonable adjustments, it is the additional cost they will cover. And, it is for the support that allows individuals to overcome workplace barriers that arise from their disability. And there is a lot of information on that on the Government website, www. Got. UK apprenticeships or Access to Work, if you want more information on that. So, another thing is it has to be valuable for money, so it needs to support the individuals' needs in the most cost-effective way for the taxpayer. There's another support that is available through Access to Work and that's through Remploy, and Remploy providers a free service for apprentices who are feeling low, anxious, upset and struggling to keep up with their apprenticeship it is confidential and run by fully trained professionals with expertise in mental health. You can get more information on the Government website. The one thing I would say is that with Access to Work, if things don't go too smoothly and people need a bit more time to fill in their forms, and with the assessment, to keep in touch with Access to Work, to keep the communication channels open, because otherwise a case may be closed and then you'll have to start again, so that's a possibility because the time is often, that they are giving may not be enough for certain people to do that. OK. For those who are interested, of doing an apprenticeship, we have a guide that you can download free from the better net with lots of information. Disabled young people who want to go into apprenticeships and different routes they can take and support that is available to them. We also have a right to participate. It is introduction to the Equality Act, and we have videos and campaigns and template complaint letter to protect disabled people from discrimination in every day situation, which will explain the different stages a person has to go through first, if they are wanting to make a complaint in either work or in society or with education.

And, if you have any other questions, you can contact Disability Rights UK on the website or e‑mail me: And if there are any more questions, then I'll, you can ask later on or e‑mail me.

ANNE: Thank you Rabia, that was really interesting, there's a real need to see the employment and apprenticeships rates going up so hopefully that will happen after your advice today. And there's good tip toss take away. For anyone who joined a bit later, there will be a chance to ask questions at the end to both Rabia, and Adam, but now I'm going to hand over to Adam Tweed from AbilityNet.

ADAM: Thank you very much. Can you hear me all right? Perfect. So, thank you and thank you everybody for choosing to spend your lunch hour with us. I am Adam Tweed service development manager for AbilityNet answers on a postcard if you could tell me exactly what that job title means but I'm going with it at the moment. And I'm talking to you about the tools, apps and in‑built features that can make a difference when applying for jobs and positions. AbilityNet supports people of any age, living with any disability or impairment to use technology to achieve their goals at home, at work and in education.

And we do this by providing specialist advice services, free information resources and by helping to build a more accessible digital world. We have, advice, so, we have advice available on our website, fact sheets and publish regular blogs I'm hoping a lot of you will have seen. We have a free helpline, that is above and there you can chat to somebody if you have any queries about technology and using technology for yourself or people you're supporting. For the purpose of this webinar, one of our key services we provide is workplace assessments, so we carry out needs assessments within the workplace. And we also have accessibility testing of websites so we have very dedicated team who will look at your websites and check them for accessibility so they can be used by everybody. I want to start by quickly covering the concept of unconscious bias, so unconscious bias is something that we all experience, we instinctively cool for rise people and things using criteria we can observe, that is age, gender, skin colour disability and it saves us time and effort when it comes to processing the huge amounts of information we're bombarded with every day, about you it leads us to make assumptions and act based on those assumptions.

And biases, so when we think about and talk about disability in the workplace, it is perhaps not surprising that our unconscious bias triggers about 50% of us to think of people in wheelchairs. It is disability, in perhaps its most obvious form and less than 8% of disabilities require the use of a wheelchair. I mention this because I think when it comes to employing disabled people, one of the biggest barriers is perceived scale that accommodating disabilities suggests, and physical access is where our brains reach this block. In a survey by Reed in partnership with Disability Rights UK, 19% respondents stated they consider the cost of modifying equipment made it expensive to employ disabled people. The truth of the matter is that it is simply not the case and the accommodations required to bring disabled people in the workplace, so‑called reasonable adjustments are far less difficult to achieve than unconscious bias may suggest. So, purple, an organisation focused on bringing disabled people and businesses together suggested the average cost of reasonable adjustments is around £180 perspective person and often this can be supplemented by schemes, such as the Access to Work that Rabia just mentioned which providing additional assistance when the barriers remain after reasonable adjustments have been made. However, according to the work network, 59% of common adjustments cost nothing to the employer, and figures from the tools we use suggest up to 90% of the adjustments can be done although little cost and be achieved by line management intervention alone. Key point I want to make, is that if you build inclusive practices, it no longer becomes a question of accommodating a disabled person, inclusive environments require minimal adjustments to have the maximum for everyone, web accessibility team states it is not about disability but universality. But why? I mean, as recruiters, HR professionals, businesspeople, and jobseekers, you will know that inclusion and diversity are things we should legally do. But at some point, you're going to come across somebody asking the question, what's in it for me? Why should I make this investment? And I'll touch on a few points and the points that Rabia has also covered but we really do want to hammer them home. So, there's a misconception and again, this goes back to unconscious or maybe conscious bias that disabled people require more time off for sickness. It is a view held by about 12% of respondents in the survey, in fact the opposite is true and the fact that disabled workers have had to overcome significant barriers in order to enter the workforce, has strong work ethic and job loyalty. Inclusive culture attracts people to a company with 50% job applicants that diversity and inclusion policy is the thing they look for when deciding to apply for a job. Disability drives innovation. Innovation is all about fixing the barriers we face.

Making things better, faster, easier to use, and to grossly over generalise disabled people as a result of barriers they face, often have to be innovative problem solvers, they have to find ways around problems to think outside the box, to negotiate, to be resourceful, ten a persistent and as again, as Rabia said these are qualities, that's ridiculous to ignore as potential employer. In addition to this, a 2013 report from Deloitte when firms think they're including ability to innovate, inclusivity increases by 83%, how they measure that? I don't know, but the point is there's an increase in that. And you only need to look at series of in Silicon Valley, when people look and act and want the same way, and similar backgrounds and have similar life experiences and the products of the decisions they make seem to target that very narrow group. And then the trouble starts. Being inclusive organisation, can provide public, can improve public perception, being inclusive employer, and employer that values diverse workforce, will benefit from this public perception, and will typically lead to increased uptake in services. So‑called purple pound, is valued at around £250 billion a year. Conversely, 4.3 million disabled on‑line shoppers will click away from inaccessible websites at a loss of 7.5 billion and 7 a% of families have gone elsewhere in physical shops due to poor accessibility or customer service, if you employ disabled people you're going to quickly find out where your barriers lie. I'm going to hand over now to Annie for another poll.

ANNE: Thanks Adam, I'm going to launch the poll now. So, just depending how you joined the webinar you may find you can't see the poll but can respond to the question in the chat panel. The question is do you work with anyone with a disability? Yes, no, or don't know. So, I'm going to let the poll run for a bit longer. So, anybody who wants to engage with us.

Can see the votes going up. Last few seconds for everybody to engage with the poll. OK, I'm going to end the poll now. And, share the results. So perhaps unsurprisingly, given the results of the previous poll which showed many of you who are attending work with young adults or students two are disabled, it's overwhelmingly yes 87% of you work with people with a disability. And then 9% of you are not sure. Adam, if you have any comments to make about that, I'm going to stop sharing the poll now and hand back to Adam.

ADAM: Yeah, I mean, that's really interesting, I think obviously given the audience, not unsurprising but the not sure is an interesting, and really interesting result because, leading into my next slide, the thing to bear in mind when we've thinking about the unconscious biases I was talking about, is not every disability is physical or visible, 70% are non‑apparent. These may be like epilepsy or diabetes; how would you know for example if somebody is deaf if you're looking at them across the room? Not every disability is disclosed. So, one in four of us experience mental health condition every year, and 36% of mental health conditions remain undiagnosed. Not every disability is recognised. Between one in ten and one in seven people are neurodiverse, so another thing that Rabia brought up earlier, so this is dyslexia at around one in ten, and dyspraxia one in 20, ADHD one in 25 and one in a hundred people are is on the autism spectrum, although the employment rates for people on the spectrum are very low in most industries, and these are typically due to the barriers in the hiring practices and workplace attitudes in place at the moment. That we're trying to break. And not all disabilities are present from birth, so, eight out of ten of us will acquire some impairment during our working life. We also need to consider not every disability is permanent. All of us experience some level of disability, pretty much on a daily basis I like this graphic, I pinch it had from Microsoft so apologise that to them, but this just demonstrates house in each of the areas, there are both the, so the first in the list of disabilities here is permanent impairment, one arm, deaf, blind or nonverbal, the next one along is a temporary, impairment, so things like injuries, infections, and then the third one in the line is a situation on impairment so something like not being able to use our arms because you're holding a baby. Or you're in a crowded room so you can't hear. So, designing your products, your policies, your working practices with inclusion at the core has added benefit of assisting everyone and having adjustments in place, that means mean that acquiring a disability does not risk losing a skilled employee, either temporarily or permanently. So, it is not necessarily expensive, we see the bin fits, so what's available for you to bake it into your practice? So, the reed disabilities survey highlighted that almost half, 47% of respondents said it would help if job applicants were more willing to be open about their health conditions.

As this would allow the organisation to take appropriate measures at interview, and assessment stage. But obviously we've covered unconscious bias and we hear time and again, of people who are unwilling to disclose a level of disability, for fear of being discriminated against.

So, clear talents are a tool that we use, there are kind of three flavours, so clear talents in recruitment as name suggests assists with the recruitment process and ensures you find the right person by eliminating the unconscious bias. So, integrates with your recruitment process, and then allows your applicants to apply for a job, disclose barriers, rather than specific impairments and allows you to set up the adjustments they will need in order to access the interview process, and also the adjustments needed within the workplace. Clear talents on demand is available for everybody, for free and allows you to identify the barriers in the workplace and office and simple solutions and information with regards to addressing this. Clear talent at work, gives you access to the metrics and case management. Allowing you as an organisation, if you choose to set this up, to gain an insight in your several workforce and target areas in which you can see the best benefit and best return. So, the companies that have used clear talents have seen disclosure rates go from 35% to 65% in the same year, at the same time as seeing sickness absence drop by nearly 350% and that's in a single year. The other key thing that it is highlighted is the fact that 90% of adjustments required could be resolved directly with line management at little to no cost. It goes back to what I was saying earlier. And we've now got another poll so I'm going to hand back to Annie.

ANNE: OK. I'm going to launch the poll now. And the question is do you check your communications and documents for accessibility? So, answer yes, no, or don't know. And again, for anybody who joined the webinar later on, depending how you've joined the webinar you may find you can't see the poll so please do respond in the chat panel instead. I'll let the hole run a bit longer to give you a chance to vote. Numbers just going up a little bit. A few more seconds and I'll end the poll. Going to share the results with you now. And yes, yes you do check your communications and documents for accessibility, that's really positive, 68% of you, 22% say no. And 10% don't know. So, it is good to stop sharing the results now. And Adam, I don't know if that's a typical set of responses, or?

ADAM: It is not, that's incredibly good set of responses.

It is really, really good to see that so many of you do, again it is kind of a case of preaching to the choir a little bit in this, but it is also great that those of you who said no, or don't know, are being that honest. Because that's also what we need to know. It is about being able to say, I don't do this, and you know, it is the sort of thing we're here to help you with. So, so, yes, for those of you who don't know, or those who said no, there is a great tool and these are the kind of my top tech tips for this ‑ so the first thing is the accessibility checker, so making your documents more accessible using accessibility checker and what we really want to do is to get it to the point where for those of us old enough to remember when you had to spell check a document once you'd finished it is another click, actually what we want to get to the point of is the same as we get to a spell check at the moment where it will run by default. But the accessibility checker, just move to here, and it is a little video this, is present in across all of the office suite so, outlook, word, PowerPoint, Excel, and one note and I'll show you this video, it might be that I have documents in the background that I can give you a better demonstration full screen later on but we'll see how we do for time, because I really want to see this. Here we have a point where I've put in an image, click on the check accessibility button and it is telling me there's no Alt description. If I run this through to the end and I'll talk you there through, Alt text description on image is vital if you have any level of sight impairment and including image in the document that brings meaning to that document. It is not, you don't need to describe every single image on a document, you can have the decorative ones that don't need to be picked up by screen readers but somebody who uses a screen reader will typically want to, and why shouldn't they, know what that image is. So, Microsoft will be using some of its cognitive services be able to generate a description of that image for you. It is not always accurate. I think the example I've shown there, said it is a man, it was a building, and I think it came up with another version I did with an astronaut it came up as a man riding a bicycle, so there's the option of editing it, but the check accessibility will also check for things like putting the image in the right place so the screen reader reads the flow and in PowerPoint presentations it is vital. So, the next thing is using in ballot tools. And to normalise those. So, in the workplace, just try and get to know these tools as well as you can, and here's an example of the inbuilt voice typing so this is dictation for Google, and in Google docks and I'm hoping you will be able to hear the sound.

Voice over: I'm not a pleasant background, I'm a pleasant ...

ADAM: I thought I would go for high risk on the example and as you can see it picked it up incredibly well and quickly so that's dictation available by default within Google docks and Microsoft dictate, very accurate well. Again, on the built-in tools, there are the Microsoft learning tools, nous these are a brilliant suite for anybody who struggles with reading, I've got notes running on a different tablet using the Microsoft reader just because it makes them so much easier to read. Again, view, and immersive reader and you can change the width of the screen, you can change the colour of the background, there's text spacing, sill lab at the case, so breaks it up into syllables and focus line. And you can scroll down using that. Basically, this allows a document to be read by anybody in a style that's more comfortable to them. There's a brilliant narrator with this so that you'll get your document read out.

And the point is you don't need to declare a disability in order to access these tools, these are inbuilt, they'll follow you from education into the workplace, and you need to encourage people around you to use them, I use the narration, so the text to speech, to proofread the work I do, because obviously when you read something back you're often going to read it as you think you've written it, not necessarily as it is written. My next tip is about creating flexible working environments. So, obviously kitting out a business as a workplace, so we do workplace assessments as an assessor, something like sit/stand desk is a fairly regularly recommended product. But obviously they're quite expensive. And kilting out an entire office as standard would be a significant expense for any business.

But having a small selection of hot desking sit/stand desks for example, will allow you to accommodate people of tall or small stat suture, people with back injuries or wheelchair users, the same goes for proactive things like having available ergonomic mice, so we've got the roller mouse here, and the left and right handed versions of mice. And again, you're talking about supporting people proactively, not saying that here's a selection, of devices you can use according to the way you're going to work best as opposed to hatching them come forward and put up their hands and say I'm experiencing a problem, it is proactive in terms of RSIs, by having the tech available. And then, my final point, is embracing the tech. So, this to me, it is a really nice story, recently where McDonald's have a new option to apply for a job using your voice assistant. I'm going to mute mine in case it goes off, but Alexa or Google Home, will allow you to go through the first round of interviews for McDonald's job. Now, obviously not everybody has the ability to build these skills, but these voice assistants are increasingly being included in homes across the country. And there's no reason why we can't look to thinking about a future where being able to apply for a job could be done, can be supported by these devices and maybe, even the initial parish of interview process carried out in the comfort of your own home in your own time with a little recording that you can go over and over if you need to. There's no reason why we need to stick with the systems that we've currently got in place. So, I think I'm going to leave it there. Because I'm going to end up, we are believing then and hand back to Annie.

ANNE: Thanks Adam for such informative presentations and it is good to see there's so many easily available tools already out there, to remember such small tweaks can make such a big difference and also, I was thinking, just really to remind ourselves that to check our unconscious bias all the time. So, to move on now, to the Q&A section, I'm sure you have a lot of questions you'd like to ask, so if you have a question, fire away in the Q&A window, we will try to cover them all but if not we will gather all the unanswered questions and put a blog together in the webinar early next week. Moving on to the questions. We've got a question from she asked is it legally OK to offer reasonable adjustments that aren't available to nondisabled candidates, for example giving interview questions to neurodiverse people before the interview but not offering that to all candidates? I'm not sure, Rabia, maybe you would like to start on that.

RABIA: Everybody can do a reasonable adjustments I'm not a legal adviser so I can't tell you but if that is something that would help a disabled person to feel less anxious, and give them time to understand the question and process that question that is being asked, then that would, could come under a reasonable adjustment. You can support a disabled person, that's why a reasonable adjustment is there, you know yeah. I would say yes but I'm not a legal adviser.

ANNE: OK. And Adam, did you have anything to add?

ADAM: All I'd add to that is if you're thinking about reasonable adjustments then think about what it is, you're trying to test? Do you want to test somebody in how quickly they can answer a question. If that's not the case, then why not make that available to everybody? Why not have a set time that is, can accommodate what you would typically give as an adjustment for example. So, build in the inclusion to interview process rather than having to add it as an add‑on.

ANNE: OK. And next question, is from Sally, she has asked do those in voluntary positions have the same rights as those who are in paid positions? Rabia, would you like to.

RABIA: A reasonable adjustments is for everybody to not discriminate against that person. So, if they are in education, or in training, or in work, or in their life, you cannot discriminate against the person. So, if you are making adjustments that is inclusive for everybody, then, yes. OK. Adam do you have anything.

ADAM: No, I'm going to stay out of that one.

ANNE: Just to know we've had a question from David who asked is it possible to have the statistics, to be given verbally. Yes, we will share the slides in e‑mail you will receive after the webinar and will include further information on the blog as well.

RABIA: Can I come back for a moment with the volunteer, if you are as an organisation you have volunteers, you have the same responsibility towards those volunteers to be inclusive for that volunteer. As an employer. You cannot discriminate against the volunteer whether they are paid or not.

ANNE: OK. Great. Thank you Rabia. We have another question from Shan is there accessibility chicaner Google docks, or G suite perhaps Adam you might answer that.

ADAM: There's not one that's built in. But there is one called Grackle which is currently free add‑on, that will do similar checking, but Microsoft is the one that has the inbuilt ability checker and at the moment Google doesn't have anything inbuilt.

>>: Another question we've had separately is that do you have any specific tips for neurodiverse people, Rabia, maybe you can answer that.

RABIA: Well, it is first of all to provide an environment where the person feels comfortable in, maybe a quiet place you can provide for that person. If you are prior to a person coming to work and you will say, your job it involves use ago folio copier, not just a show a picture of a photo copper, use the photocopier, take a photo of that in the workplace, and define clear plans, and so that is expected for the individual, checks for understanding as well, and to allow sufficient time to listen to a person, and to allow a person to finish a task. That would be some tips I would say.

ANNE: Those are, that's good advice. We've also had a question through, just looking through the chat panel ‑ do you have any examples of organisations that have or universities that have organised meaningful encounters with employers for disabled students? Adam, I know you've had a lot of experience. Perhaps do you have any examples?

ADAM: I'm really, bad at thinking of things on my feet. If it is not tech‑based, we have had, there are several people out there, and I can certainly add it to the blog because we did see somebody recently who was working closely, I just can't remember the name but there are people who work with institutions about getting people, and disabled people into work directly from there the university.

ANNE: Great we'll add that to the blog. Rabia?

RABIA: I'm going to say I don't know not off the top of my head right now so I can add to that, in Norwich there's a university, University of Greenwich perhaps, yes, I have, a YouTube video where you can see a young man called Joe who found a job, apprenticeship and that was a further education college actually, to find that job and the way they worked. So, I can send that link.

ANNE: That would be treat and we'll send that around to everybody. OK, we've got one more question, which is mostly I think directed towards Adam's part of the presentation. Just thinking about apps, do you have any particular apps that might help in particular with reading or spelling?

ADAM: Reading and spelling, obviously there are the learning immersive reader within Microsoft, is a fantastic product. Not just to help with reading, but again, it is about something that helps everybody so not just if you're struggling with reading, but I don't know if you're sitting by a window and you've got bright screen and struggling to look at the text in front of you. Immersive reader is fantastic, I'd also say with spelling, then, use the voice assistants. I've quite regularly do so, Alexa, how do you spell such and such and get it raid back to me, so use the tech around you, don't assume something is there to switch on your lights or play music, think about the ways you can use the way in way they work to help you with whatever you're doing. , so yeah, if you're filling out a job application or want a hand with spelling, go Alexa, Google, Siri, whatever you how do you spell such and such.

ANNE: This is quick question from Kathryn, she has asked which version of MS office are the tools available in.

>>: 365. So, they were available on earlier versions as add‑in but office 365 and on‑line, so, for example, it is available free in one note.

ANNE: Looking at the time we'll end the webinar there, just to say as per the slides that are on screen, when we end the webinar there's feedback form that comes up, so we encourage you to let us know about the webinar and any comments you have about future topics you'd like us to cover. Slides and transcripts and recording will be available very soon, so you'll receive them soon. And again, if you have a question that hasn't been covered, do feel free to send it through to us. And Adam, if you would be able to go to the next slide that would be great. Just to say, we hope, we'll meet some of you at AbilityNet's TechSharePro Conference coming up, you can find ought more on the website. If you'd like to join us for our next webinar, it is on nurse, 28th November, at 1.00, at looking at public sector digital accessibilities regulation, we will be joined by the University of York as case study. Again, if you'd like to find out about our webinars and other news, register at our newsletter. If you haven't already. And, just to say thank you once again to Rabia and Adam and everybody who joined us, for your time this lunch time. And we'll be in touch very soon. Bye everybody.

RABIA: Bye and thank you.

ADAM: Thank you bye.