

For more information or free advice and guidance contact:



Dyslexia Advice Centre

Health & Wellbeing Innovation Centre

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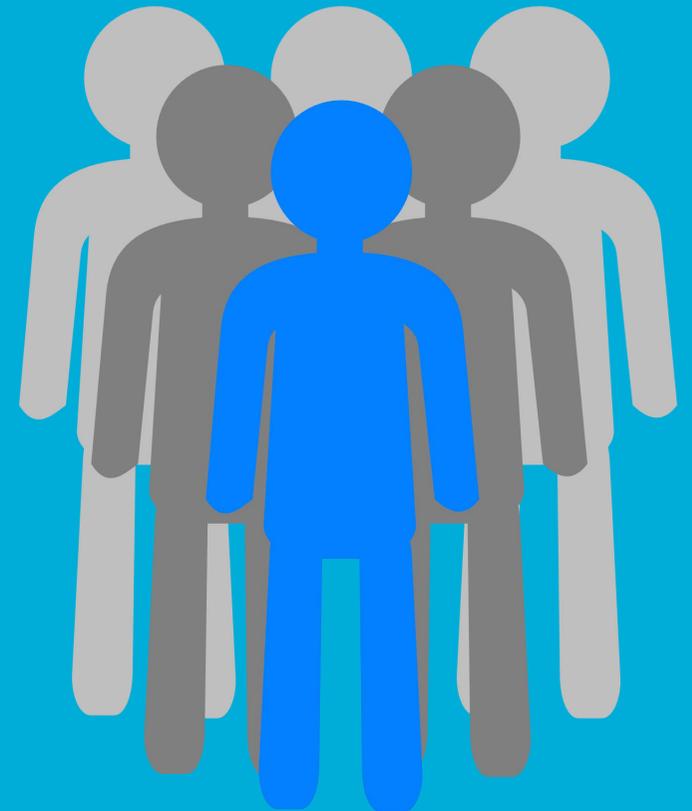
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Charity No: 1165690

Dyslexia & Employment



Applying for Work

Nowadays application forms and procedures are often online and may incorporate tests or assessments that may disadvantage people with dyslexia.

So where do you start?

Application Forms

Forms can appear difficult or confusing but they do tend to follow a similar format:

- Personal details
- Qualifications
- Employment history
- Previous experience and skills

It is important that you refer to the job description and person specification when completing the previous experience and skills section.

Make sure you address every detail, this can be done one point at a time.

Don't expect the employer to be able read between the lines and work out that you can do something.

If you can, get someone to proofread before you send it off and keep a personal dictionary of words that you need to use that are spelt correctly.

Keep a copy of applications you have already completed so that you do not need to keep looking up details.



Do you mention that you have dyslexia?

There is no legal requirement to disclose a disability when applying for a job. However, some employers offer guaranteed interviews for a disabled applicant who has partially met the required experience and skills under the "Positive about Disabled People" scheme.

Dyslexia is recognised as a disability under The Equalities Act 2010.

Unfortunately, some employers still avoid employing someone with dyslexia.

You may decide not to mention dyslexia before an offer of employment has been made.

However, it is a good idea to speak to your employer before you start work about the support you will need. Failure to disclose your support needs may lead to capability issues at a later date.

Applying for Work

Under 'reasonable adjustments' the employer can be asked to accept a CV and covering letter if an electronic version of a form is not available.



CV

A CV may be needed as a first introduction to an employer.

You can create a professional CV with help through the National Careers Service.

Group and individual support is available through work clubs provided by the Jobcentre and other voluntary organisations. Plus there are lots of ideas and hints available online.

You do need to get your CV proofread as spelling errors are not going to give the best first impression.

Job Interviews

People with dyslexia may be further challenged when invited to an interview. Dyslexic difficulties can become more pronounced with stress or anxiety.

Interview

If you are invited to an interview, you may be asked to complete written tests or other assessment exercises.

At this point you may wish to disclose that you are dyslexic. Depending on the severity of your dyslexia you may be entitled to reasonable adjustments during the interview, written tests and other assessment processes.

Reasonable adjustments may include:

- Extra time
- Taking notes into the interview
- Having a list of questions and assessments in advance
- Avoiding multi-layered questions
- Questions are presented in a chronological order

You will be more confident and more successful if you prepare well. Key strategies include:

- Research about the employer.
- Anticipate key questions and practise the answers.
- Tailor your 'story' to the job.
- Be able to say why you would be good at the job.
- Be able to talk about something that went well.
- Prepare questions to ask during the interview.

Manage your stress - the better prepared, the more relaxed you will be.

Dyslexia at Work

Dyslexia is recognised as a disability under The Equalities Act 2010. This means that an employer must make reasonable adjustments for dyslexic employees.

Dyslexia can affect some aspects of work. It is important that when seeking employment you know your strengths, weaknesses and skills. With this information 'reasonable adjustments' and support can be put in place.

A dyslexia screening will highlight the difficulties you have and how these can be supported.

The screening can be used as evidence for a claim to Access to Work.

An Access to Work grant can provide the equipment that is needed to support you at work, There is more money available at the start of a new job [within 6 weeks of starting] so don't delay applying for this.

Access to Work

More details on Access to Work can be obtained from <https://www.gov.uk/access-to-work/overview>. Applications can be made by telephone 0345 2688489.

Job, Traineeship or Apprenticeships?

Everybody wants to get a well paid job but sometimes that does not happen. There are opportunities to have training while getting work experience.



Traineeships

Traineeships are for those aged 16-24 and not ready to start an apprenticeship, you will get work experience and help with English and maths if you need it. They are not paid but you will get help with expenses.

Apprenticeships

Apprenticeships combine practical training in a job with study. You will get paid and depending on qualifications you have before you start you may be able to study for qualifications at all levels up to a degree.

Work Choice

The Government has a scheme called Work Choice which can help you get and keep a job if you're disabled and find it hard to work.



Work Choice is a voluntary scheme that can help people with severe dyslexia and complex barriers to work. The type of support you get depends on the help you need.

This is different for everyone but can include:

- Training and developing your skills
- Building your confidence
- Interview coaching

You need to have a recognised disability that means you find it hard to get or keep a job and need specialist help that you can't get from other government programmes or schemes.

To find out how to join Work Choice, speak to a Disability Employment Adviser (DEA) at your local Jobcentre Plus.

Self Employment

If you wish to be self employed then the New Enterprise Allowance scheme [NEA] may be for you.

If you are claiming a qualifying benefit the Jobcentre can refer you onto the NEA scheme.

Qualifying benefits include:

- Jobseekers Allowance
- Employment Support Allowance (Work related activity group)
- Income Support (Lone Parent)
- Universal Credit

All you need is to have a good business idea and how it will provide sufficient income to cover all expenses and your own living costs.

The NEA scheme offers support by:

- Helping create a business plan.
- Providing a business mentor.
- Offering financial support (currently £65.00 per week for 3 months, then £33.00 per weeks for the next 3 months).

NEA support continues for 26 weeks after you start trading.

Additional Support

The following organisations can help with applying for jobs, writing your CV and interview practice:

CSW Careers South West

CSW give advice and information to young people aged 13-19 on work, training, getting a job or apprenticeship as well as personal support [housing, health, money, relationships and rights etc.]

0800 955 111

contact@cswgroup.co.uk

<https://www.cswgroup.co.uk/contact/>

Penwith Community Development Trust

Based in Penzance, provides help and support to get into employment through education, skills development, volunteering and the promotion of community development. The reception is open 9am - 12pm Monday to Thursday.

01736 33468

skills@pcdt.org.uk

RIO [Real Ideas Organisation]

Based in Liskeard and work with young people 16-24. They run an Arts Council Bridge programme for jobs in the arts and culture and a talent match programme to find jobs for young people with complex needs.

01579 646005

info@realideas.org



CN4C [Cornwall Neighbourhoods for Change]

Based in Redruth, they provide a range of training and help with CV writing, confidence building including a Job Club on Wednesdays.

07817 014 743

enquiries@cn4c.org.uk

Access Training

Based in St Austell, will help young people get in to work or training.

01726 77600

enquiries@accesstraining.co.uk

Cornwall Marine Network

Based in Falmouth, run Workskills courses and apprenticeships for young people and will help with job applications.

01326 211382

networkoffice@cornwallmarine.net

How we can help...



Dyslexia Cornwall can help people develop work focused strategies by offering access to a range of services .

Information and Advice Services

We offer a confidential information and advice service.

Our information and advice services are carried out by our highly experienced dyslexia advisers.

Dyslexia Helpline

We offer a confidential telephone Helpline service which provides information and advice on dyslexia and related subjects.

Our Helpline is run by volunteers who are experienced and qualified dyslexia advisers.

This is a FREE service.

Our Helpline is sometimes very busy. If you get no reply, please leave a message on the answerphone.

Helpline: **01872 27 48 27**

Dyslexia Screening

Dyslexia screenings give an indication as to whether you are likely to be dyslexic. **Dyslexia screenings cannot diagnose dyslexia.**

The screenings are carried out by an experienced dyslexia adviser and take up to 60 minutes to complete.



Dyslexia Assessments

We offer a full diagnostic assessment service tailored to your employee's needs.

The assessment involves a series of diagnostic tests to determine whether your employee is dyslexic or has other specific learning difficulties.

The assessments are carried out by a dyslexia trained teacher who are fully qualified assessors registered with the Professional Association of Teachers of Students with Specific Learning Difficulties (PATOSS).

The assessments take up to 4 hours to complete.

Other Diagnostic Assessments

Dyslexia Cornwall can provide access to diagnostic assessments for other learning difficulties.

Mentoring Support

We offer a specialist one to one mentoring service tailored to the needs of the individual. Mentoring is carried out by experienced dyslexia specialists.

Dyslexia Awareness Workshops

We offer dyslexia awareness workshops to help people better understand dyslexia and how it impacts on their lives.



For a full list of services and charges visit
www.dyslexiacornwall.org.uk