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Title	Recruitment candidates with Dyslexia – Standard Operating Procedure
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Summary	This outlines the procedures for dealing with candidates who disclose dyslexia during the recruitment process
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1. INTRODUCTION

This Standard Operating Procedure supports the **PeopleSupport** Recruitment and Selection Policy. It is a revised Standard Operating Procedure and supersedes all previous directions relating to Dyslexia.

2. APPLICATION

This Standard Operating Procedure takes immediate effect. It applies to all external and internal applicants to the Metropolitan Police unless it is stated otherwise in the applicable section. It also applies to individuals processing those applications.

All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Mayor's Office for Policing and Crime (MOPC) or the Commissioner must be aware of, and are required to comply with, all relevant Metropolitan Police Service (MPS) policy and associated procedures.

3. EVIDENCE OF DYSLEXIA

A candidate who advises that they are dyslexic, prior to any selection process involving written assessment or the reading of material, is required to provide proof of their dyslexia by way of a report.

Candidates applying to the Metropolitan Police Service must have had an educational psychologist's (experienced in assessing adults) or occupational psychologist's assessment in their adult years (the assessment should have been completed since the applicant reached 16 years of age). Alternatively an update carried out by a dyslexia specialist who has an RSA or AMBDA diploma and has experience of working with dyslexic people in the workplace will be sufficient.

Applicants who wish to be considered for a reasonable adjustment to be made on the basis of their dyslexia must declare their dyslexia in the relevant section of their application form. In the case of an internal selection process written notification and a copy of any report concerning their dyslexia should be forwarded with their application.

If they are unable to supply a report (or the report was completed prior to the candidate reaching 16 years of age), they should be referred for assessment by the Metropolitan Police Service to:

Independent Dyslexia Consultants
1 – 7 Woburn Walk,
London,
WC1H 0JJ

(Telephone number 020 7388 8744)

The cost of the assessment must be borne by the candidate. The cost will vary according to the provider and the type of report required i.e. if the candidate has no report they will require a full report to be completed, whereas some candidates who are in possession of an old report may just need an update added, which is much less expensive. Candidates will be advised on a case-by-case basis.

The report provided must include full details and evidence of the candidate's:

- Measurement of cognitive ability
- Reading speed
- Reading accuracy
- Spelling
- Handwriting speed
- Handwriting legibility
- Other difficulties (for example: short term memory/working memory, attention, concentration, clumsiness, disorganisation, mathematical ability, spatial ability, ability to read and understand graphically presented information such as histograms, charts, etc.)

Each area should be accounted for in the report even where there is no impairment. Where there is an absence of information it will be assumed to indicate no difficulty in that area. In the case of candidates for Police Officer or PCSO roles, the report is forwarded to the National Policing Improvement Agency (NPIA) who will recommend which, if any, adjustments should be made. NPIA have produced a document which explains in detail the process they follow regarding adjustments and this can be found at **Appendix 1**.

There may be occasions when the candidate will state on their medical form that they are dyslexic and not on the application form.

Candidates with dyslexia may also be identified through the medical questionnaire completed by Police Officer, MSC and PCSO candidates as part of the Day Two assessment, which explicitly mentions dyslexia.

In these cases it will be necessary for the **PeopleSupport** Recruitment Medical Staff to obtain authority from the candidate to release the information to the relevant Recruitment Manager or Recruitment Officer. To this end the candidate should be sent a letter by the **PeopleSupport** Recruitment Medical Staff explaining the situation and requesting them to complete the necessary medical information release form.

A copy of the release form is attached at **Appendix 2**.

Any candidates who inform Recruitment of their dyslexia by any of these three means are then asked by the medical team to complete a quick dyslexia self-assessment questionnaire, a copy of which can be found at **Appendix 3**. As part of their assessment by the Medical Officer they will also be asked questions about their functional abilities for the role. This allows the medical team to gauge the level of assistance likely to be required.

Candidates with minor problems are encouraged to inform the recruitment team, if they have not already done so, so that assistance can be given.

Candidates with dyslexia that may impair their ability to undertake the role for which they have applied will be discussed at the Medical Case Conference. The decision regarding whether to employ rests with the **PeopleSupport** Recruitment Manager.

4. REASONABLE ADJUSTMENTS

Upon receipt of the supporting evidence the recruitment record should be marked to show that the candidate is dyslexic. The supporting evidence usually states the amount of extra time that should be allowed when undertaking written assessments. However, if it does not then the candidate should be allowed extra time of 25% - which is the maximum extra time allowed.

Recruitment teams should identify candidates with disabilities when allocating medical assessment places by informing the medical selection team. Copies of dyslexia assessments should also be made available to the **PeopleSupport** Recruitment medical selection team at this point.

If a dyslexic candidate successfully completes the recruitment process, the (B)OCU should be advised, at the earliest opportunity, in order to allow the necessary support programme to be put in place to assist them in the workplace.

With regards to internal candidates, details of previous adjustments that have been provided for the candidate within other selection procedures should also be explained and previous reports or other supplementary information should also accompany the candidate's report.

Where the reasonable adjustment recommended is something other than a time extension of up to 25%, the Line Manager/Recruiter running the selection process must consider the evidence in the reports and agree the recommendation. Consideration should be given to the candidate's requirements, the recommendations and the views contained within the report, the structure of the selection process and what the selection process aims to measure.

The candidate should be informed of the adjustments to be made to the selection process prior to their attendance in order to allow them to prepare adequately. In the event of a reasonable adjustment being agreed, the individual running the selection process must ensure that all those involved with the process are aware of the adjustments that need to be made.

5. USEFUL LINKS

DCFD Advisors, Diversity and Citizen Focus Directorate

6. RESPONSIBILITIES

The ownership of this Standard Operating Procedure resides with **PeopleServices**.

It is the responsibility of all members of the Metropolitan Police Service involved in recruitment and selection to the Metropolitan Police Service to ensure compliance with this Standard Operating Procedure.

Responsibility for implementing and reviewing the Standard Operating Procedure rests with the Head of **PeopleSupport** Recruitment.

The responsibility for monitoring this Standard Operating Procedure rests with **PeopleSupport** Recruitment

7. ASSOCIATED DOCUMENTS AND POLICIES

PeopleSupport Recruitment and Selection Policy
Equality Policy

Appendix 1



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METROPOLITAN POLICE SERVICE
PeopleSupport Medical Recruitment Centre

Consent for the release of personal medical information

Surname: Title: Mr/Mrs/Miss/Ms/Other*

Forenames:

Role Applied For:

Date of Birth:

Declaration

I consent to the release of the following medical information to Human Resources/ Other (please specify).

Please note: the release of this specific medical information is to assist with the appropriate workplace management of your medical condition or disability. You can refuse to give consent if you wish (without affecting your application). If you do so then medical information provided to management will be expressed only in terms of your fitness for work duties.

Signature:.....

Date.....

Appendix 3

RESTRICTED

The checklist For each question tick in the box which is closest to your response from Rarely to Most of the time. For example, if you frequently have trouble filling in forms, put a tick in the 'Frequently' column	Rarely	Occasionally	Frequently	Most of the time
1. Do you confuse visually similar words when reading (e.g. tan, ton)?				
2. Do you lose your place or miss out lines when reading?				
3. Do you confuse the names of objects (e.g. table for chair)?				
4. Do you have trouble telling left from right?				
5. Is map reading or finding your way to a strange place confusing?				
6. Do you re-read paragraphs to understand them?				
7. Do you get confused when given several instructions at once?				
8. Do you make mistakes when taking down telephone messages?				
9. Do you find it difficult to find the right word to say?				
For each question tick the box which is closest to your response from Easy to Very difficult . For Example, if you find sounding out words difficult, put a tick in the 'Difficult' column	Easy	Challenging	Difficult	Very Difficult
10. How easy do you find it to sound out words (e.g. el-e-phant)?				
11. When writing, do you find it difficult to organise your thoughts on paper?				
12. Did you learn your multiplication tables easily?				
13. How easy is it for you to learn to write a foreign language?				
14. How easy do you find it to recite the alphabet?				
15. How easy is it to think of unusual (creative) solutions to problems?				
16. How hard do you find it to read aloud?				

Additional questions for dyslexic candidates	
Question	Answer
How old when diagnosed	
Have they had a formal report	
When was this	
Do they still have a copy	
Highest level of education	
Any adjustments made at school	
Can they write down a message	
Can they read the message they Wrote	
Any problems with dyspraxia	
If yes to dyspraxia then ask	
Can they ride a bicycle	
Can they drive a car with gears	
Any problems with dressing e.g. clothes on back to front	