TALENT ENGINEERING ACADEMY

Inclusive Recruitment and Reasonable Adjustments

PRACTICE WORKBOOK

Identify avoidable barriers and build a practical, confidential route for accessible participation.

PATHWAY	Assessment and Hiring Decisions
LEVEL	Practitioner
EDITION	2026.09
UPDATED	2026-09-24

Free learning. Practical work. Better recruitment.

An education initiative by Vitae.

WORKBOOK GUIDE

Build something useful as you learn.

This workbook turns the course into a practical piece of work you can review, refine and adapt. Print it, annotate it digitally, or use the prompts in your preferred notes tool.

YOUR COURSE DELIVERABLE

A barrier audit and adjustment-handling workflow.

How to use this workbook

01 Work through the course lessons in order, then complete the matching workbook prompts.

02 Use fictional or properly authorised information. Do not add candidate or client confidential data.

03 Compare your decisions with the self-review guidance. Revise assumptions, gaps and unclear ownership.

04 Keep the finished workbook as evidence of your learning and as a starting point for real work.

BEFORE YOU START

Talent Engineering Fundamentals, or equivalent recruitment experience.

Course page: https://talentengineering.org/courses/inclusive-recruitment

PART 1

Plan your course deliverable.

Use these planning pages to define what you are producing before you work through the lesson exercises. Return to them as your thinking develops.

WORKSHEET 01

Journey stage and potential barrier

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 02

Essential capability versus assessment method

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 03

Candidate request route

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 04

Adjustment owner and confidentiality

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 05

Implementation and confirmation

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

WORKSHEET 06

Feedback and unresolved issues

Capture the evidence, decisions, assumptions, owners and next actions that make this section usable.

YOUR WORKING NOTES

PART 2

Apply each lesson.

Each exercise is designed to turn the lesson into evidence of practice. Complete the task, then use the guidance to challenge your first answer.

LESSON 01 / 04

Separate essential work from avoidable barriers

YOUR PRACTICE TASK

Audit five steps in a fictional application journey and distinguish essential demands from process barriers.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A role needs accurate written incident reports, but an application form times out quickly and cannot save drafts. The time limit measures the form’s inconvenience rather than the essential writing capability.

SELF-REVIEW GUIDANCE

For each barrier, identify the capability actually being assessed and a possible accessible route. Do not remove legitimate job requirements without analysis, and do not defend an unnecessary obstacle simply because it is standard.

LESSON 02 / 04

Create a clear request and response route

YOUR PRACTICE TASK

Write an adjustment request workflow with acknowledgement, clarification, decision and confirmation.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A candidate requests captions and additional preparation information. One coordinator agrees the arrangements, checks the platform and briefs the panel on the practical setup without circulating private medical details.

SELF-REVIEW GUIDANCE

Name an owner and fallback contact. Limit access to sensitive information. Include a check before the event so an agreed adjustment is actually available, not merely noted in the ATS.

LESSON 03 / 04

Adapt the method while preserving the criterion

YOUR PRACTICE TASK

Adapt a fictional interview task in two ways and explain what remains constant.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

A candidate provides a written planning response before a discussion rather than being judged on rapid unsignalled presentation. The panel still assesses planning quality and the ability to explain decisions, using the same job-related anchors.

SELF-REVIEW GUIDANCE

Name the capability, the changed method and how evidence will be scored. Avoid awarding or deducting points because an adjustment was used. Seek specialist advice where measurement comparability is uncertain.

LESSON 04 / 04

Review access and candidate experience

YOUR PRACTICE TASK

Create an access review with three service measures and a supplier escalation example.

YOUR RESPONSE

FICTIONAL WORKED EXAMPLE

Two candidates report that the assessment link cannot be navigated by keyboard. The owner pauses that method, arranges an alternative and raises a supplier issue rather than asking each candidate to find a workaround.

SELF-REVIEW GUIDANCE

Measure response and implementation quality without exposing personal circumstances. Identify who can pause an inaccessible step and how affected candidates receive an equivalent opportunity.

FINAL REVIEW

Strengthen the work before you use it.

Review the completed workbook as one connected piece of work. The strongest deliverables are internally consistent, explicit about limitations and clear about who decides what happens next.

- [ ] The work distinguishes facts, evidence, assumptions and open questions.
- [ ] Decisions have named owners, dates and review points.
- [ ] Measures connect to the outcome rather than activity alone.
- [ ] Risks, accessibility needs, privacy considerations and limitations are visible.
- [ ] The next action is specific enough for another person to follow.
- [ ] The finished deliverable can be explained in plain language.

FINAL CHANGES AND NEXT ACTIONS

FURTHER READING

Continue with trusted sources.

These sources support further study. A reference does not imply endorsement. Check the current official rules and obtain appropriate professional advice for real legal, financial or regulated decisions.

GOV.UK: Discrimination in recruitment

UK legal context. Obtain advice for your jurisdiction and circumstances.

https://www.gov.uk/employer-preventing-discrimination/recruitment

W3C: Web Content Accessibility Guidelines

Technical accessibility background for digital recruitment services.

https://www.w3.org/WAI/standards-guidelines/wcag/

CIPD: Selection methods

Professional context for selection methods and their limitations.

https://www.cipd.org/uk/knowledge/factsheets/selection-factsheet/

ABOUT THIS WORKBOOK

Original educational scenarios. Practical work is self-directed and is not independently assessed. Adapt any method to your context with appropriate review.

Talent Engineering Academy is an education initiative by Vitae.