TechServices Applicant Tracking System Candidate Portal

Accessibility Statement

Published 15 April 2020

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# How you can use this site

This accessibility statement applies to the NHS Digital Eploy candidate portal for the NHS Digital Applicant Tracking System.

The ATS candidate portal has been designed to allow potential and current employees to apply for vacancies advertised for NHS Digital roles. The system is designed to manage candidate engagement throughout the recruitment and onboarding process.

This solution is supported & maintained by Eploy and TechServices for any data integration services. NHS Digital want as many people as possible to be able to use this solution.

On this website, you should be able to:

* Change colours, contrast levels, and fonts.
* Zoom in up to 300% with text staying visible on the screen, and images scaling without resolution loss or horizontal and vertical scrolling being introduced.
* Navigate the website using a keyboard.
* Read the website using a screen reader, including the latest versions of JAWS.
* Use the website even if CSS or Java Script are switched off.
* Use the assistive toolbar available via the Accessibility Tools button.

We have also made the website text as simple as possible to understand and have included guidance information to assist users with any queries regarding the page.

There is also an assistive toolbar available called ReciteMe. Users can access this by pressing the Accessibility Tools button at the top right of the site. The toolbar allows users of the site to customise the content in ways that allow the site to work for them and includes:

* + A screen reader which allows a user with a visual impairment to perceive and understand our digital content by reading aloud website text.
  + Five main tools to support with reading (ruler, screen mask, magnifier, margins, and a dictionary).
  + Styling which allows users to change the way a website looks. Users can customise the website’s colour scheme as well as the font style, size, colour and spacing of the text.
  + Translation of the website content into over 100 languages, including 35 Text-to-Speech voices.

[AbilityNet has advice to help you make your device easier to use](https://mcmw.abilitynet.org.uk/) if you have a specific disability.

If you require further support, then please contact [resourcing.team@nhs.net](mailto:resourcing.team@nhs.net)

# How accessible this website is?

Most of this website is accessible and will be retested for accessibility when new versions are released.

We know some parts of the website are not fully accessible:

* If users turn off Images the google maps insert will not function correctly or work with a screen reader.
* If users turn off CSS there may be additional objects that have no user function visible. Specifically named <test> and <hiddenbuttontext>. When clicked these objects will not trigger a system response and can be ignored.
* Some objects may be identified twice by some screen readers. Specifically, the progress bar where used. This does not impact the page that the progress bar is located in. The ReciteMe assistive toolbar does not read out the bar twice so it is recommended that if this is a problem, users should use the toolbar instead.
* Contracts are presented as downloadable word documents. These documents meet the Microsoft accessibility checker but at present cannot be presented as html in the browser which would make them fully accessible.
* The assistive toolbar does not read out the Salary Details label of the salary field within a vacancy. It does read out the salary range itself though.
* The assistive toolbar does not allow a user to complete their date of birth when it is enabled. The field can be completed when the toolbar is disabled, and this information is not mandatory so can be left if the user requires to toolbar to complete the other registration information.

# What to do if you cannot access parts of this website

Have you tried using the Assistive toolbar? If you press the Accessibility Tools button an assistive toolbar is displayed at the top of the page. You can then use the buttons on the toolbar to adapt the site to your specific needs.

If you need information on this Solution in a different format, please contact NHS Digital Recruitment Team at [resourcing.team@nhs.net](mailto:resourcing.team@nhs.net)

# Reporting accessibility problems

We are always looking to improve the accessibility of this Solution. If you find any problems not listed on this page or think we are not meeting accessibility requirements, contact the NHS Digital resourcing team in the first instance at [resourcing.team@nhs.net](mailto:resourcing.team@nhs.net)

## Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile applications) (No. 2) Accessibility Regulations 2018 (the ‘accessibility regulations’). If you are not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service (EASS)](https://www.equalityadvisoryservice.com/).

# Technical information about this Solution’s accessibility

NHS Digital is committed to making its websites accessible, in accordance with the [Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018](https://www.legislation.gov.uk/uksi/2018/852/contents/made).

# Compliance status

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](https://www.w3.org/TR/WCAG21/) AA standard, due to the non-compliances listed below.

## Issues with use of images and styling

If users adapt their browser by disabling CSS or images, google maps may not display correctly and additional content that provides no user functions may not be correctly identifiable to assistive technologies.

The following criteria are not therefore met by this version of the candidate portal.

WCAG 1.1.1 (A) Non-text Content - The intent of this Success Criterion is to make information conveyed by non-text content accessible using a text alternative.

WCAG 1.3.1 (A) Info and Relationships - The intent of this Success Criterion is to ensure that information and relationships that are implied by visual or auditory formatting are preserved when the presentation format changes.

WCAG 4.1.3 (AA) Name, Role, Value - The intent of this Success Criterion is to ensure that Assistive Technologies (AT) can gather information about, activate (or set) and keep up to date on the status of user interface controls in the content.

## Issues with the use of PDFs and Word Documents

Whilst the use of documents and pdfs is not associated to a specific guideline, their use is no longer recommended by either [Publishing accessible documents - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/publishing-accessible-documents) or NHS Digital’s own [standards for web design](https://digital.nhs.uk/about-nhs-digital/standards-for-web-products/accessibility-for-digital-services).

It is recognised that having a downloadable document for retention by the candidate during the offer and onboarding stage is a requirement, the data in that document should first be presented as an html page to allow review and the full accessibility functionality brought by using html pages in conjunction with assistive technology. This is not feasible within the current release of the Candidate Portal.

## Issues with technology

Internet Explorer no longer supported

NHS Digital no longer supports Internet Explorer, as this browser is now at the end of its lifecycle.

[Read more information about the withdrawal of IE support](https://digital.nhs.uk/about-nhs-digital/standards-for-web-products/withdrawal-of-support-for-internet-explorer).

ReciteMe Assistive Toolbar

There are two issues with using the toolbar on this site at present.

* Screen reader function does not read the label for the salary details field in the summary information in a vacancy.

The issue is currently under investigation and this statement will be updated to reflect any fixes applied in the future.

# How we test this website

The NHS Digital TechServices Test Team have a set of core accessibility tests which have been selected to allow broad coverage of the Web Content Accessibility Guidelines 2.1 [(WCAG 2.1)](https://www.w3.org/TR/WCAG21/https:/www.w3.org/TR/WCAG21/) Accessibility Principles. The TechServices team logs all defects raised against each of these guidelines for inclusion in this report.

The core accessibility tests are a combination of manual tests and automation assisted tests.

All Candidate Portal pages were tested including those associated to candidate registration, the application for a vacancy, offer and onboarding processes.

# What we are doing to improve accessibility

We are actively looking to improve the accessibility on our website. Any accessibility improvements will be included in the next phase of development. We therefore encourage you to report any issues you are having to with the candidate portal to [resourcing.team@nhs.net](mailto:resourcing.team@nhs.net).

# Preparation of this accessibility statement

This statement was prepared on the 27th of April 2021.

This website was last tested on the 29th of March 2021. The tests were carried out by the NHS Digital Tech Services Test Team.