



EmployAbility Video

Hi, I'm Sarah, and I work for EmployAbility. We work with talented neurodiverse and disabled students and graduates to help you into employment.

We are so proud to be working with the FCA, for the 13th year running. The FCA Partners with us to ensure that disabled applicants are provided with the highest level of individualised and free support for their programmes. This is part of the FCA's commitment to being a Next Generation Inclusive Employer with genuine barrier free access to roles.

It means that your disability, whatever form it takes, will not have any detrimental impact on your chances of success. And as part of this commitment, it means that we will support you throughout.

We are here to discuss and advise you on any adjustments you may need. We will then advocate these on your behalf to the FCA so that you can focus on the tasks involved.

I, along with my colleagues, will be here to help you throughout the process. There are four different steps to the FCA's application process. You need to get through each stage in the process to progress to the next one.

I will go through each of these steps with you now and explain how we can support you at each stage and the sorts of adjustments that can be made.

So the full steps are:

Step one, the online application form. It's very important that all the information is correct - your dates, your grades, your email address, your course information, etc.

My advice is that you double check everything before submitting. Usually, there are no adjustments required for this stage in the process unless you have mitigating circumstances that have impacted your profile compared to other candidates. For example, your disability had an impact on the grades you were expecting or how long you've taken to complete your degree or your ability to gain work experience. If so, you should add this on the application form. You can get advice from EmployAbility on how to best word this sort of statement.

Step two, the online test. This is the FCA online assessment, which is a strengths-based assessment. Strengths-based assessments explore what motivates and energises you, rather than placing too much emphasis on what experience you might have in any certain area.

Before taking part in your online test we recommend you visit the FCA's Assessment partner's preparation hub for advice and guidance on strengths based assessments and to also complete some practise behavioural and cognitive assessment questions. The assessment partner is Cappfinity, and you can find the link to the preparation hub in the application process information on the FCA early careers page.

Important: the online assessment itself is not timed. You can take a break whilst taking the test and you can take your time to complete it. But you will be given a deadline of three days to complete the test once you have received the online test invitation.

If you require more time; the test in a different format or any other adjustments, it is very important that you contact the EmployAbility team before you start the test. So if you think you might need any adjustments, you must contact us here at EmployAbility before you start the test, this is super important.

So examples of adjustments could be anything from extra time, such as 25%, 50% or 100% extra, depending on the impact of your disability. Usually, you will be given three days to complete the test. However, this can be extended to give you extra days if it is required.

Step three Motivational questions. You'll be asked to provide written responses to four motivational questions. The FCA will assess your motivation, drive, commercial acumen and written communication. There is a 250 word limit on each question. It is important that you read, review and spell check your answers before submitting.

A tip I would recommend is that you use the full word count to provide your answers, 250 words In this case. Word counts are a really good gauge for you to know the level of depth and detail for which to deliver your answer.

Adjustments: Ordinarily, you will be given five days to complete these questions. However, if you need some extra time, we can provide that for you. Of course, you still need to make sure you complete your answers and submit them before the overall deadline. If you feel you may need some additional support to this stage in the process, please contact us at EmployAbility and we will be able to discuss this with you.

Step four, telephone interview. During the interview, the FCA will assess your drive, motivation, judgement and engagement skills. Interviews will last for up to 30 minutes for graduates and 20 minutes for interns. The interview style will be a mixture of motivation and competency based questions. An important piece of advice is don't be afraid to repeat anything you used in the motivational questions section. Each stage in the process is being evaluated separately and possibly by a different recruiter. It is important that you contact EmployAbility as soon as you reach the telephone interview stage. This is to ensure we have plenty of time to discuss your adjustments with you and also make sure these are put into place.

An example of an adjustment that can be made for you is to have an alternative format for the interview. For example, it may be more appropriate for you to have a face to face or videoconference interview as opposed

to a telephone interview. Or it might be that you need to have additional time for the interview. This is so that you can have extra time to think through your answers and process the information. If your communication skills are negatively impacted by your disability, we will talk to the interviewer and make sure that this does not go against you.

For those with a hearing impairment, we can offer an alternative format, such as a face to face interview with support from a sign language interpreter or a note taker, or you may prefer to be interviewed using instant messenger service.

Once you successfully complete these four stages, you will be assessed for the assessment centre stage. There are a limited number of spaces available on the Assessment Centre. Therefore, not everybody can be invited.

Whether or not you are selected for an assessment centre will depend on your overall performance across the three main stages in the process. Online test, motivational questions and telephone interview. So it's very important that you put in 100% effort across all three of these areas.

You should not feel discouraged if you are not invited to an early assessment centre.

For interns, there are typically around nine to ten assessment centre days each year, so there is plenty of opportunity to be chosen.

If you are chosen for an assessment centre, EmployAbility will work with you to discuss any adjustments you might need and talk through the exercises with you. So again, we ask that you contact us as soon as you are invited to the assessment centre stage.

Well, that's all from me for now. Please do apply and get in touch with us here at EmployAbility for any support we can provide. If you are not sure of the support you might need, please do feel free to reach out to us and have a confidential discussion about any adjustments or additional support you may need, once you've applied or even beforehand.

We will not share with the FCA any information you provide to us without your express permission. So I wish you the very best of luck with your application to the FCA and look forward to hearing from you.