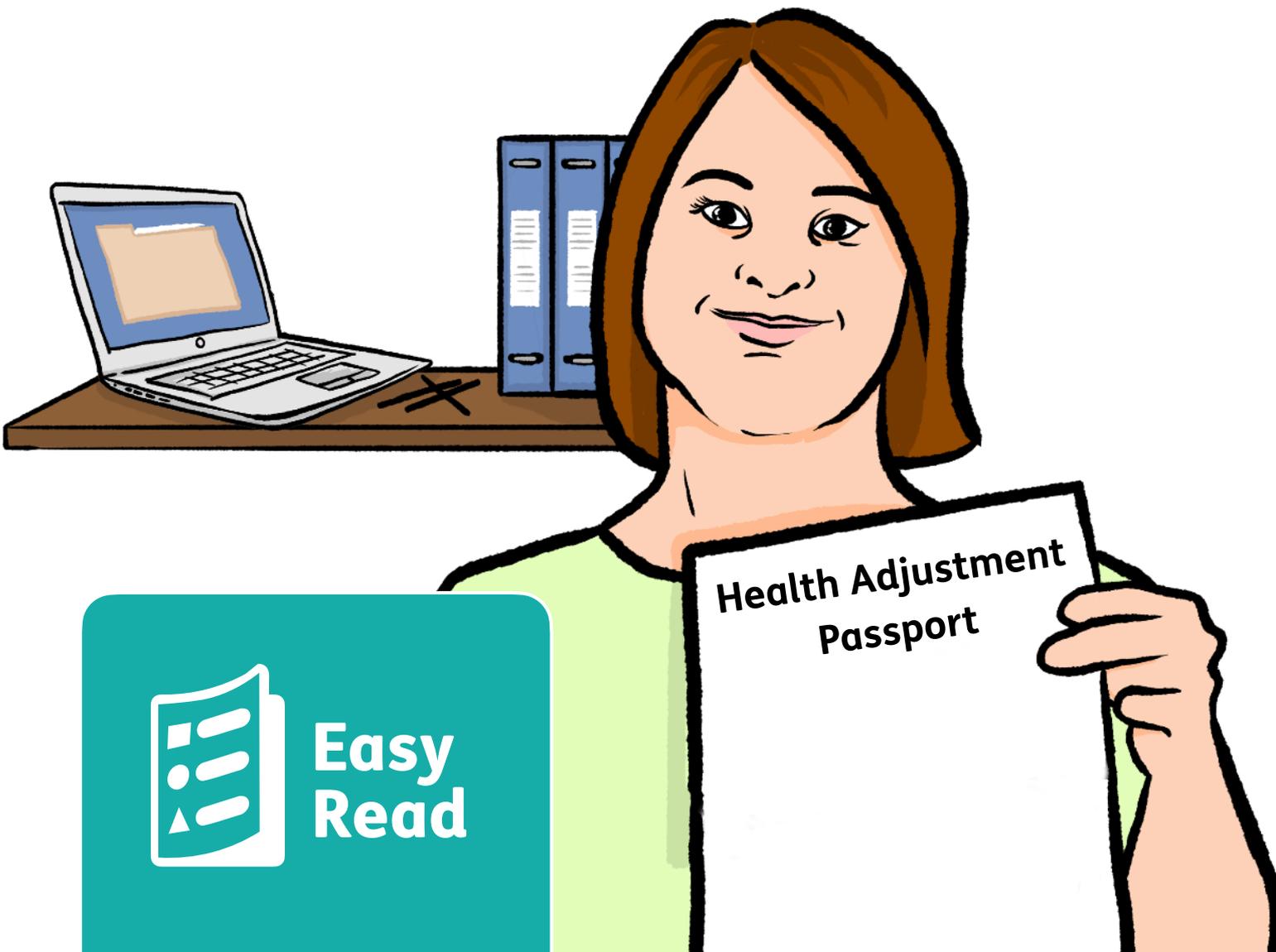




Department
for Work &
Pensions

Your Health Adjustment Passport

Support to work



**Easy
Read**

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In this Easy Read document, hard words are in **bold**. We explain what these words mean in the sentence after we have used them.



Some words are [blue and underlined](#). These are links that will go to another website which has more information.

Introduction



Department
for Work &
Pensions

This information is from the
Department for Work & Pensions.



It is about the **Health Adjustment Passport**.

A **Health Adjustment Passport** is a document that will help you work if you have a disability or health condition that makes work difficult for you.



Please answer the questions to tell us what help and support you need at work.



This passport belongs to you.

It cannot be shared with anyone else unless you say so.

Health Adjustment Passport

The Health Adjustment Passport can be used to:



- Help you think about what support and **reasonable adjustments** you may need when you are at work.

Reasonable adjustments are changes that places and services can make so that disabled people can take part like everybody else.



- Help you talk to organisations about reasonable adjustments and support you may need.



- Help you to get support from **Access to Work**.

Access to Work is government support to help you at work. It can include:



- Money for equipment to help you work.



- Support getting to and from work.



- Support when you are at work.

About you



Question 1: What is your last name?



Question 2: What are your first and middle names?



Question 3: How many hours a week do you think you could work?



Question 4: Where do you want to work?



Question 5: What type of work would you like to do?

A large, empty rounded rectangular box intended for the user to write their answer to the question.

About your health



Question 6a: Do you have a disability or health condition that affects your daily life?

It might affect:

- How you talk to other people.
- How you plan and organise what you are going to do.
- How you deal with not being able to see or hear.
- How you get around.
- How you deal with change.
- How you get support.

Yes

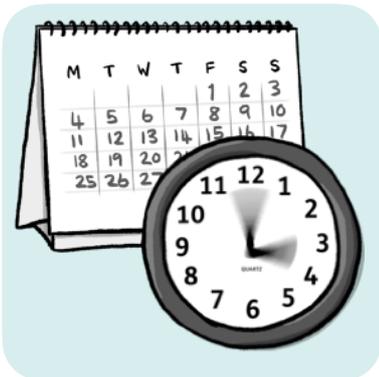
No

If you answered 'No', please go to question 9.



Question 6b: Please tell us about your disability or health condition.

A large, empty rounded rectangular box with a thin black border, intended for the user to provide their answer to the question.



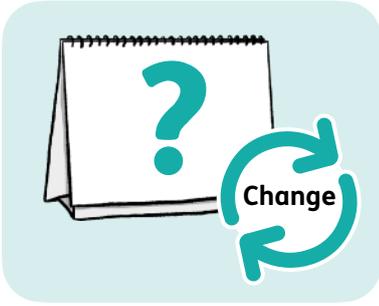
Question 7a: Does your disability or health condition affect you differently:

- On different days.
- At different times of day.
- Depending on where you are.

Yes

No

If you answered 'No', please go to question 8.



Question 7b: How often does your disability or health condition change?

A large, empty rounded rectangular box for writing an answer to Question 7b.



Question 7c: What help would you need when life is most difficult?

A large, empty rounded rectangular box for writing an answer to Question 7c.



Question 8a: Did you have any extra support when you were in your last job, school, college or university?

This could be things like extra time in exams, or having a job coach - this is a person who helps you in work.

Yes

No

If you answered 'No', please go to question 9.



Question 8b: What extra support did you have?

About work



Question 9a: Would you need support to get to work?

This could include:

- Help using buses and trains.
- A taxi.
- Changes to a car or van.
- Someone to travel with you.

Yes

No

If you answered 'No', please go to question 10.



Question 9b: What support do you need to get to work?

A large, empty rounded rectangular box with a thin grey border, intended for the user to write their answer to the question.



Question 10a: Would you need any support to get into your work building?

This could include:

- Lifts.
- Ramps for a wheelchair.
- Wider doors.
- Special parking places.
- Clear signs.

Yes

No

If you answered 'No', please go to question 11.



Question 10b: What support would you need to get into your work building?

A large, empty rectangular box with rounded corners and a thin grey border, intended for the user to write their answer to the question.

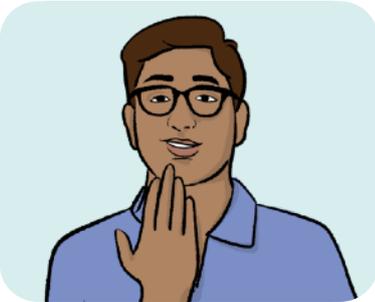


Question 11a: Do you need support with talking to other people at work?

This could include:



- Different ways of doing job interviews, like giving you more time to think about how to answer a question.



- A British Sign Language interpreter - this is someone who will sign what people are saying for you.



- Someone to take notes for you.

Yes

No

If you answered 'No', please go to question 12.



Question 11b: What support do you need at work?

A large, empty rectangular box with rounded corners, intended for the user to write their answer to the question.



Question 12a: Have you used any special computer programmes at school, home or in work?

This could include:

- Jaws.
- Dragon.
- ZoomText.
- Read and Write Gold.
- Document reading equipment.

Yes

No

If you answered 'No', please go to question 13.



Question 12b: Which computer programmes have you used?

A large, empty rectangular box with rounded corners and a thin grey border, intended for the user to write their answer to the question.



Question 13a: Would you need any training to use any special equipment or computer programmes?

Yes

No

If you answered 'No', please go to question 14.



Question 13b: Please tell us which ones you would need training to use.



Question 14: If you have not used special computer programmes before, would you like to learn more about ones you could use?

Yes

No



Question 15a: Have you used any equipment at work that you found useful?

This could include:

- A braille reader - this helps people who are blind to read words that are on a computer.
- A magnifier - this makes small writing look bigger.
- Hearing aids.
- A wheelchair.
- Headphones that block out noise.

Yes

No

If you answered 'No', please go to question 16.

It was
useful for
me to use...



Question 15b: Please tell us about equipment you have found useful.

A large, empty rectangular box with rounded corners and a thin black border, intended for the respondent to provide their answer to the question.



Question 16a: Do you need any changes to the place that you would work in?

This could include:

- Changes to lighting.
- Quiet spaces.

Yes

No

If you answered 'No', please go to question 17.

I would like to change...



Question 16b: Please tell us about this.



Question 17: If you have not used any special equipment before, would you like to learn more about ones you could use?

Yes

No

Support while you are at work



Question 18a: Would you need someone with you at work to support you?

This could include a support worker or job coach to help you with:

- Explaining rules.
- Having more time to think.
- Getting on with your manager.

Yes

No

If you answered 'No', please go to question 19.



Question 18b: What kind of support do you need?

A large, empty rectangular box with rounded corners and a thin grey border, intended for the user to write their answer to the question.

Applying for help from Access to Work

You can now apply to Access to Work for support:



- Online at www.gov.uk/access-to-work



- By phone: 0800 121 7479



- By textphone: 0800 121 7579



Your local Jobcentre can support you with applying if you need help.



Question 19: Have you been able to get a job interview?

Yes

No

If you answered 'No', please go to question 24.

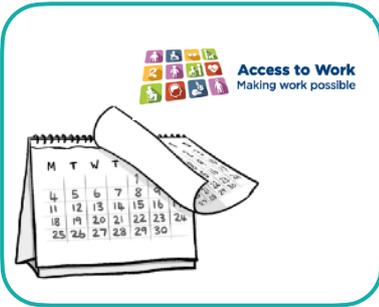


Question 20: Do you need support at the interview?

Yes

No

If you answered 'No', please go to question 24.



Question 21: When did you apply for support from Access to Work?



Question 22: Did you get support from Access to Work?

Yes

No



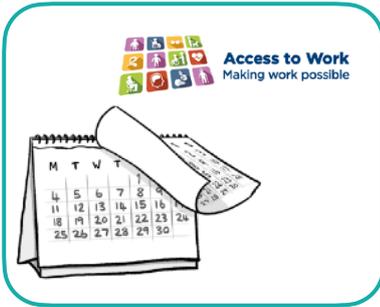
Question 23: Have you been offered a job, or do you need support to stay in your job?

This can include:

- Working for yourself.
- Getting used to working at a job.

Yes

No



Question 23: When did you apply for support from Access to Work?



Question 24: Did you get support from Access to Work?

Yes

No