



Ministry
of Defence

Adjustments Passport

Armed Forces Service Leavers

Your Adjustments Passport

Introduction

As a Service Leaver, if you have a disability or health condition that makes it harder for you to move into a civilian job you can use this Adjustments Passport:

- to support you to identify what extra support and changes (known as reasonable adjustments) you might need when you are ready to move to a civilian job.
- to apply for extra support from Access to Work. This could include funding for specialist equipment to support you to do your job, support getting to and from work and/or support when you are in work, such as job coaching support.
- to support you to talk to a new employer about adjustments and in-work support you may need when you are ready to move into a job. A job could also include, self-employment, an apprenticeship or work experience.

The Adjustments Passport is a personal document which belongs to you, and it cannot be shared with others without your permission.

How to complete your Adjustments Passport?

- You can complete the Adjustments Passport yourself, or ask a member of your family, or someone who knows you well.
- You should keep your Adjustments Passport in a safe place as it contains personal information about you.
- Once completed, you can update your Adjustments Passport at anytime.

About you

Name:

What type of work would you like to do?

How many hours do you feel you could work?

Location – Where do you want to work?

About your health

Do you have a disability or condition that affects your daily life?

Think about:

- how you communicate and interact with people.
- how you plan and organise tasks.
- how you deal with sensory issues such as hearing, speech or visual impairment.
- how you get around co-ordination, dexterity, or mobility.
- how you deal with unexpected change.
- how you access support services.
- how you cope with work tasks (mental health).
- do you attend regular medical appointments?
- other – please add

Does your condition vary depending on the day, time of day or the environment or situation you are in?

If yes, how often does this happen and what extra help would you need when things are at their most difficult?

Have you previously had any extra support, such as extra time in exams or in a previous job, such as a job coach?

If yes, what extra support did you have?

About work

Travel to work

Would you need support to get to work?

This could include:

- difficulties using public transport or at peak times
- a taxi
- adaptations to a vehicle
- a travel buddy
- learning a new route
- full support to travel as the individual is not an independent traveller
- health support needs

If so, what support would you need?

Accessing work premises

Would you need any support to access work premises?

This could include:

- lifts
- ramps for a wheelchair
- widened doors
- parking
- clear signage

Communication support

Do you need support with communication and/or interaction with people?

This could include:

- adjusted interview process to take into account differences in communication styles, for example additional processing time, prompting to give more or less information.
- British Sign Language Interpreter
- British Sign Language video relay service support or lip speakers
- a notetaker

Specialist IT programmes

Have you previously used any specialist IT programmes? If so what have you used?

This could include software such as:

- Jaws
- Dragon
- Zoomtext
- Read & Write Gold

Would you need training to use the specialist equipment/software?

If you have not used any specialist IT programmes previously, would like more information about what is available and how this could support you?

Specialist equipment and coping at work

Is there any specialist equipment you have used in the past that you have found useful? If so, what?

This could include equipment such as:

- specialist office equipment such as a mouse, keyboards, chairs and desk including a fixed desk
- a braille reader
- a handheld magnifier
- hearing aids
- a wheelchair
- noise cancelling headphones
- adaptations to the equipment you already use

Or:

- managing sensory activities
- adjustable lighting
- quiet spaces

If you have not used any specialist equipment previously, would you like more information about what is available and how this could support you?

Support while you are at work

Would you need someone with you at work to support you? If so, what kind of support could they provide?

This could include:

- a support worker or job coach to support with learning the tasks of the job
- a support worker or job coach to support in a workplace with some of the job tasks you cannot do because of your disability / health condition
- a support worker or job coach to support you with workplace coping strategies understanding expectations/following instructions/extra processing time, explain unwritten rules of the workplace/support your relationship with your manager
- someone to personally support you with reading due to sight loss, dyspraxia or dyslexia
- disability awareness training for your colleagues

Supporting organisations

Where you have been supported by a charity or disability organisation, please provide their advice or any details on the type of equipment or support you may need in the workplace.

Recommendations of support within the workplace

Specialist aids and equipment

Support	Supplier	Cost (incl. VAT)
		£
		£
		£
		£
		£

Applying for help – Access to Work

Communication support at a job interview

Have you been successful in getting a job interview?

Do you require communication support at the interview?

If yes, you can now apply to Access to Work by using the following link:

www.gov.uk/guidance/apply-for-communication-support-at-a-job-interview-if-you-have-a-disability-or-health-condition-access-to-work

Please note: Your job coach can support you with your application if you need this.

Your application for communication support at a job interview

Date application submitted:

Date application completed:

Was your application successful?

Support when you have received a job offer or need extra help in your current job

Have you had a job offer or need support to stay in your current job?
(remember this can also include self-employment, an apprenticeship, work experience or a supported internship)

If yes, you can now apply to Access to Work for in-work support in any of the following ways:

- online: www.gov.uk/access-to-work/apply
- by telephone: 0800 121 7479
- by textphone: 0800 1212 7579

Additional information can be found in the Access to Work factsheet:

<https://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers>

Please note: Your job coach can support you with your application if you need this.

Your application for Access to Work

Date application submitted

Date application completed

Was your application successful?

This document contains personal information, which should be stored in accordance with Data Protection Act 2018.

Please note: The passport does not guarantee an Access to Work award.

Questions and answers

Who is responsible for completing the Adjustments Passport?

- The Adjustments Passport can be completed by the individual. You could also seek support from the Unit welfare specialists.

When should the Adjustments Passport be completed?

- The Adjustments Passport can be completed at any time, and is intended to support those looking to move into civilian employment.

How often should the Adjustments Passport be reviewed and updated?

- This is dependent on the individual, but ideally the Adjustments Passport should be updated when the individual's support needs change.

What happens when the Service Leaver wants to leave a job? Can they take the Adjustments Passport with them if they move to a new employer?

- The Adjustments Passport belongs to the individual and they take it with them when they change employer.

What happens if the Service Leaver moves to a new employer?

- The Adjustments Passport should be completed before the individual moves to the new employer/provider so that the individual can share the information.

Who is responsible for keeping and maintaining the Adjustments Passport?

- The Adjustments Passport belongs to the individual and they or their representative are responsible for updating the Adjustments Passport.

How will the Adjustments Passport speed up the Access to Work application process?

- The Adjustments Passport can remove the need for the individual to undergo an Access to Work assessment which will enable the Access to Work case manager to make an award more quickly.