



Ministry
of Defence

Your Adjustments Passport

A guide for people who have
been in the Armed Forces



Easy
Read

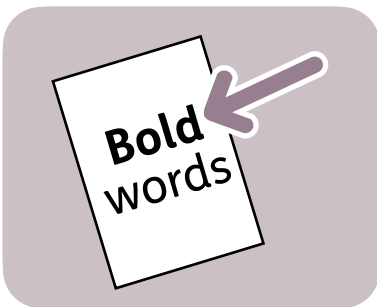
Easy Read



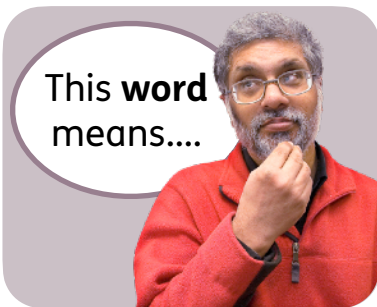
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. You may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker.



These are words that some people will find hard. When you see a bold word, we will explain it in the next sentence.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

What is in this booklet

About this booklet	4
Your Adjustments Passport	6
About you.....	11
About your health	13
About Work.....	18
Applying for help - Access to Work	32

About this booklet



This booklet is a guide to **Adjustments Passports** for people who have been in the **Armed Forces**.



An **Adjustments Passport** is a record of any changes you need to help you in your next job, called 'adjustments'.



The **Armed Forces** includes the Army, Royal Navy and Royal Air Force.

Adjustments



If you have been affected by your work in the Armed Forces, you may have to leave. Like if you have had an injury.



You may need some adjustments to help you do your job in your next place of work.

Adjustments could be things like:



- A lift or a ramp if you have difficulty with stairs.

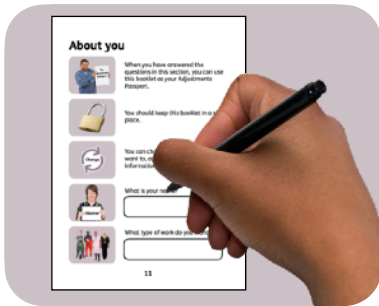


- Someone to support you if you have difficulty doing some things by yourself.



- Information in large print or Easy Read if you have difficulty with eyesight or understanding.

Your Adjustments Passport



You make your own Adjustments Passport by answering the questions that start on page 11.



You can write your Adjustments Passport at any time.



You can get help to write your Adjustments Passport from your Unit Welfare Office or a member of your family.



You can decide:

- What information is in your Adjustments Passport.



- Who can see your Adjustments Passport.



You are responsible for keeping your Adjustments Passport up-to-date.



You should make sure your Adjustments Passport is up-to-date when you apply for a new job.



Your Adjustments Passport will be helpful when you are looking for a new job, or starting a new job. It will help you to explain:

- What support you need to be able to do a job.



- What you need when you are looking for a new job.

Your Adjustments Passport will also help you to explain:



- What help you need to go to a **job interview**.

A **job interview** is a meeting where the managers decide if you should have the job.



- About your health when you are looking for a job.



Your Adjustments Passport will help you to get help from the **Access to Work** scheme.

Access to Work is a government scheme that helps disabled people to get a job and stay in a job.



You can get more information about Access to Work at:

www.gov.uk/access-to-work

The Access to Work scheme



The Access to Work scheme can pay up to £66,000 a year to help you work.

You can use the money for things like:



- An **interpreter** or support if you need some help to communicate with people.

An **interpreter** helps you communicate in a different language - like British Sign Language.

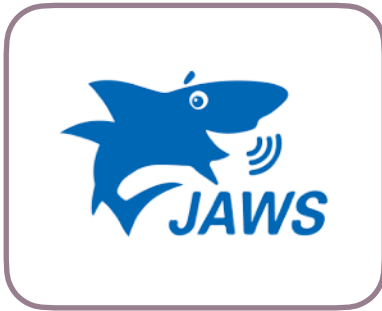


- Travel to work if you can't walk or use a bus or train.



- Someone who can check what support you need at work.

You can also use the money for accessible computer programmes, like:



- Jaws - this helps people with sight problems by reading text out loud.



- Dragon - this helps people to use their voice to control their computer.



- Zoom text - this helps to make everything look bigger on a computer.



- Text Help Read and Write - this helps people with reading and writing.

About you



When you have answered the questions in this section, you can use this booklet as your Adjustments Passport.



You should keep this booklet in a safe place.



You can change your answers if you want to, and remember to keep the information up-to-date.



What is your name?



What type of work do you want to do?



How many hours can you work, per day or per week?



Where do you want to work?

About your health



When you answer the questions in this section, you should think about:

- How you communicate with people.



- How you plan and do things.



- What do you do if you can't hear or see very well.



- How you move around.



- How you deal with changes you are not expecting.

When you answer the questions in this section about your health, you should also think about:



- How you get the help and support you need.



- Your mental health.



- Whether you go to the doctor or hospital regularly.



Please explain your disability or health condition.



Please explain how your disability or health condition affects your daily life.



Does your disability or health change at different times of the day or in different places?

Yes

No



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



Have you had any extra support in the past? This may have been at school or in another job.

Yes

No



If yes, what extra support did you have?

About Work



Travel to Work

You may have difficulty using a bus or train.



To get to work, you may need:

- A taxi.



- To make some changes to a vehicle.



- Someone to travel with you.



- Help to learn a new route.



- Help with your health to travel to work.



Do you need support to get to work?

Yes

No



If so, what support do you need?

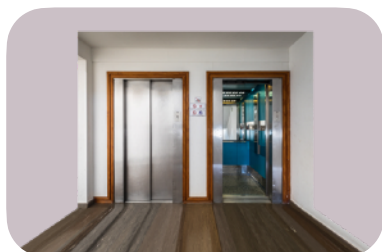
The place where you work



Do you need help to move around the place where you work?

Yes

No

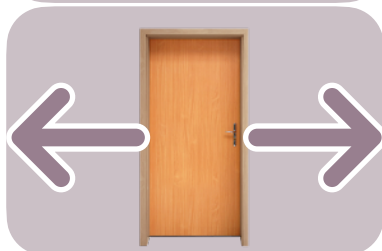


You may need:

- Lifts.



- Ramps for a wheelchair.



- Wider doors.



- A place to park.



- Clear signs.



What help do you need to move around where you work?

A large, empty rectangular box with rounded corners and a black border, intended for a user to write their response to the question above.

Help to communicate with people



Do you need support to communicate with people?

Yes

No



You may need:

- Changes to the way people meet with you when they are choosing someone to do a job.



- A British Sign Language interpreter.



- British Sign Language video relay service support or lip speakers.



- Someone to write down what is said at the meeting.



What help do you need to communicate with people?

A large, empty rectangular box with rounded corners and a black border, intended for writing an answer to the question above.

Accessible computer programmes



Have you used an accessible computer programme before? If so what have you used?



This could include programmes such as:

- Jaws.



- Dragon.



- Zoomtext.



- Text Help Read and Write.



What accessible computer programme do you need?



Would you need any training to use an accessible computer programme?



If you have not used any accessible computer programmes before, would you like more information about them?

Yes

No

Accessible equipment

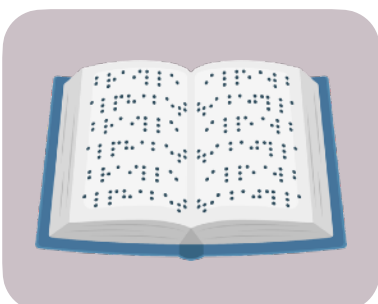


Is there any accessible equipment you have used which is useful? If so, what?



The accessible equipment you have used could include:

- An accessible mouse, keyboard, chair or desk.



- A braille reader.

Accessible equipment could also include:



- A handheld magnifier.



- Hearing Aids.



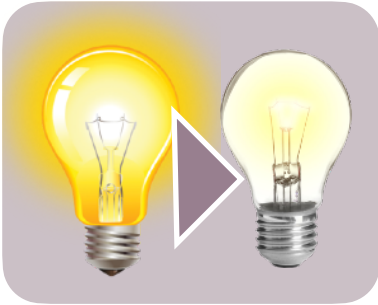
- A wheelchair.



- Headphones.



It could also include any changes to equipment that helps you to use it, called 'adaptations'.



Accessible equipment could also include:

- Lights that can be adjusted.



- Quiet spaces.



Do you need any more information about accessible equipment that could help 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:

- Someone to help you learn how to do the job.



- Someone to help you do the job.



- Someone to help you communicate with people at work.

Support while you are at work could also include:



- Someone to help you because you have problems with your sight.



- Training for the other people at work so they understand more about your disability or health condition.

Supporting Organisations



Which organisations help you?



This could be help with:

- Someone to support you.



- Equipment.

Applying for help - Access to Work

Help to communicate at a job interview



Have you been asked to go to a job interview?



Do you need help to communicate at the interview?

Yes

No



If you need support at the interview, you can apply to Access to Work for help. Click on this link:

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



You can ask someone to help you to apply for help from the Access to Work scheme.

Applying for help at a job interview from Access to Work



What date did you ask Access to Work for help?



What date did you finish all the paperwork?



Did Access to Work give you the money you asked for?

Support to do a job



Do you need support to do a job?

Yes

No



If yes, you can apply to Access to Work for help by:

- Going to: www.gov.uk/access-to-work/apply



- Phone: 0800 121 7479



- Textphone: 0800 1212 7579



You can get more information about
Access to Work at:

[www.gov.uk/government/
publications/access-to-work-
factsheet/access-to-work-factsheet-
for-customers](http://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers)

Applying for help to do a job from Access to Work



What date did you ask Access to Work for help?



What date did you finish all the paperwork?



Did Access to Work provide the help you needed?

This Easy Read booklet was produced by easy-read-online.co.uk
The booklet includes images licensed from Photosymbols & Shutterstock.