Withdrawn

**This publication has been withdrawn.**

This publication is no longer current and is not being updated. It is published here for reference only.

## Needs Assessment Report

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| **Is this an AtW Assessment?** | **Yes/No –** (Please delete appropriately) |
|  |  |
| **Is this an AtW Plus Proof of Concept Assessment?** | **Yes/No –** (Please delete appropriately) |
|  |  |
| **Is this a TESG Assessment?** | **Yes/No –** (Please delete appropriately) |
|  |  |
| **Is this a Supported Internships Assessment?** | **Yes/No –** (Please delete appropriately) |

**Personal Details**

*Only include the customer name and URN provided on referral form.*

**Employment Details**

*Job title only*

***The assessor must inform the Adviser immediately if they find that any information on the referral form is incorrect. Do not include additional corrected personal details on the report unless DWP IT protection standard has been agreed and allows.***

**The place of assessment** (check one)

Customer’s employment address as stated on the referral form

At customer’s workstation

Address other than employees’ workplace

*(This must be authorised by Access to Work in advance of the assessment)*

**Job analysis**

*To include, working pattern, office based, mobile, and job description*

**Disability/Health condition**

*Including any secondary disabilities not already identified.*

*Include History, relevant medical details, medication and current professional help*

**Assessment of needs**

**For Access to Work & Support Internships customers**

*The holistic assessment must present the barriers and give subsequent solutions for each one with each recommendation highlighted in bold. The assessment must be Holistic. It must include details of why current equipment/solutions are not meeting the needs of the customer.*

**Employer Section -** *the assessment must detail the capacity and knowledge of the organisation to highlight any areas of awareness or training to be addressed. It must address the compatibility of solutions with employers IT.*

**In addition, for TESG & AtW Plus Proof of Concept customers**

*In addition to the information above where individual support needs are in excess of 20% of their role including job aide, on-going job coach support, extra supervision needed to enable them to deliver the job and support that is not directly related to workplace activities (e.g., personal finances or handling difficult personal matters) but necessary to sustain employment.*

**Employer Section -** *It should also include details of employer, H&S requirements and steps* *the employer is taking to accommodate the individual e.g., by tailoring the job to accommodate the employee’s disability such as, adapting business processes, machinery, the pace of work expected and the extent of the job role (job carving).*

**In addition, for AtW Plus Proof of Concept customers**

*In addition to the information above, provide details of any adjustments the employer has made to the employee’s job role, which could include performance requirements and the scope of the job. Identify if the employer has limited the work tasks and/or is allowing longer than that usually required for an employee to complete the work tasks.*

**Recommendations -** *should not just be an equipment list but be specific on the specification and qualities required of a particular item and must meet the minimum need for the customer. For example, do not just list a specific magnifier but state what it needs to be able to do and why for this customer (barrier, requirement, possible solutions). This will facilitate comparisons and potentially allow employers to source best value. Full justification must be given for any recommendations.*

**Quotes & Suppliers**. *Provide on a separate page three quotes for each item over £500 to assist the employer in purchasing.*

**Progression planning** - *Reports should include a prognosis for independence and a suggested programme of tapering withdrawal of people support as appropriate. For example, public transports increasing accessibility is reviewed in travel to work therefore we would consider technology reviews for support worker duties to facilitate independence if possible. You should detail steps being taken to support progression into mainstream employment if appropriate.*

**Support Contractor’s Name**

**Support Contractor’s Signature**

**Date of assessment**

***If you have any queries on the content of this report, please refer back to your Access to Work Adviser.***

**Sole Supplier Information**

**Customer Name Customer URN**

**Customer workplace barrier**

What is the task that the customer cannot do, what has the item to overcome?

**Proposed Solution**

What does the solution need to do/provide?

**Proposed Supplier**

Why is this supplier the only person who can supply the item or solution? State clearly the specialist nature of the item.

**Please provide contact details of three other companies in the same field of expertise who have been approached for quotes and have confirmed they are unable to provide the item or an alternative solution.**