



Department  
for Work &  
Pensions

# Adjustments Planner

This planner belongs to

**This is mine to keep.** I can update my Adjustments Planner at any time to reflect changes in my requirements or support needs.



## About me

About my needs, extra help and where I can travel to.

### Do my needs differ?

- ☐ No
- ☐ Day to day
- ☐ Time of day
- ☐ The environment

### What extra help would I need when my needs differ or when things are difficult?

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### Where could I travel to and how could I get there?

Where	How will I get there?
Example: Manchester	Example: Bus, taxi

## 1 Travelling

Depending on the type of job, course and the location, this may vary.

Support could include:

- a taxi
- changes or adaptations to a vehicle
- a travel buddy to come with me on journeys.

### Support I need to travel to my place of work or education

- ☐ A taxi
- ☐ Changes to a vehicle
- ☐ A travel buddy
- ☐ Other
- ☐ I do not need support for this

### More information about my travel needs



## 2 Accessing premises

This might be an individual adjustment for me, or something that the place of work or study provides for everyone.


Support could include:

- accessible parking or disabled parking space
- a ramp or lift
- widened or automatic doors.

### Adjustments I need to access the premises at my place of work or education

- ☐ Accessible parking
- ☐ A ramp or lift
- ☐ Widened or automatic doors
- ☐ Other
- ☐ I do not need adjustments for this

### More information about what I need or already have to access premises



### 3 Environment

This might be individual changes to the working or learning environment, or something that the place of work or study provides for everyone.

Support could include:

- accessible toilet, disabled bathroom, or being sat near to one
- adjustment to lighting, for example, to avoid glare or to enable you to lipread
- a permanently allocated desk.

#### Adjustments I need to the environment at my place of work or education

- ☐ Accessible toilets
- ☐ A quiet area to be based in
- ☐ A permanently allocated desk
- ☐ Adjustments to lighting
- ☐ Other
- ☐ I do not need adjustments for this

#### More information about what adjustments I need or already have for my environment



### 4 Communication support

This might be support or adjustments to talk to or meet with people or for reading, writing, understanding, and absorbing information or following instructions.

Support could include:

- prompting to provide more or less information
- British Sign Language interpreter
- a notetaker.

#### Support I need for communicating

- ☐ Additional processing time, for example, in an interview or timed test
- ☐ Prompting to provide more or less information
- ☐ British Sign Language interpreter
- ☐ Video relay service support for lipspeakers
- ☐ A notetaker
- ☐ A hearing loop
- ☐ Other
- ☐ I do not need support for this

#### More information about what communication support I need or already have



## 5 Alternative formats

This might be receiving information in a different way.

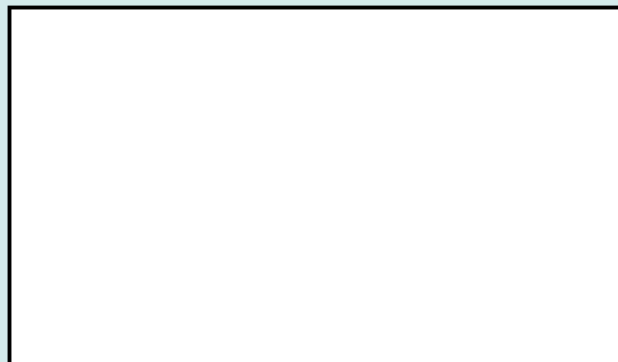
Support could include:

- braille
- large print
- audio, spoken recording of text
- easy read, which is simplified text and images.

### Alternative format support I need

- ☐ Braille
- ☐ Easy read
- ☐ Large print
- ☐ Different coloured paper
- ☐ Audio
- ☐ Other
- ☐ I do not need support for this

### More information about what alternative formats I need or already have



## 6 Specialist equipment, hardware and furniture

These can help perform tasks more efficiently and comfortably.

This could include:

- alternative computer hardware such as mice, keyboards, number pads or large monitors
- alternative furniture such as height adjustable desks, chairs, footrests or wrist support
- additional equipment such as hearing aids, noise cancelling headphones or a braille reader.

### Specialist equipment I need

- ☐ Alternative computer hardware
- ☐ Alternative furniture
- ☐ Magnifier
- ☐ Wheelchairs
- ☐ Hearing aids
- ☐ Noise cancelling headphones
- ☐ A braille reader
- ☐ Other
- ☐ I do not need specialist equipment

### More information about the specialist equipment I need or already have



## 7 Assistive software

This is specialist computer software such as speech to text or text to speech, magnifying software or spelling or grammar checkers.

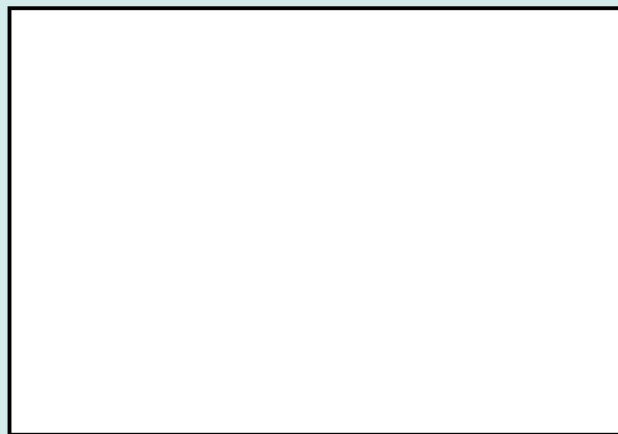
Support could include:

- a screen reader, which is assistive technology that provides text and image content as speech or braille output
- speech recognition software, which identifies words spoken aloud and converts them into readable text or uses them to control a computer
- productivity software, this supports people who think, learn and work differently. This could be text to speech, screen masking or spelling checkers
- screen masking, this tints the screen any colour, reducing visual stress
- document converter, which changes paper documents and digital documents into a more accessible font or format.

### Assistive software I need

- ☐ Screen reader
- ☐ Speech recognition software
- ☐ Screen magnifier
- ☐ Productivity software
- ☐ Screen masking
- ☐ Document converter
- ☐ Other
- ☐ I do not need assistive software

### More information about the assistive software I need or already have



## 8 Additional support

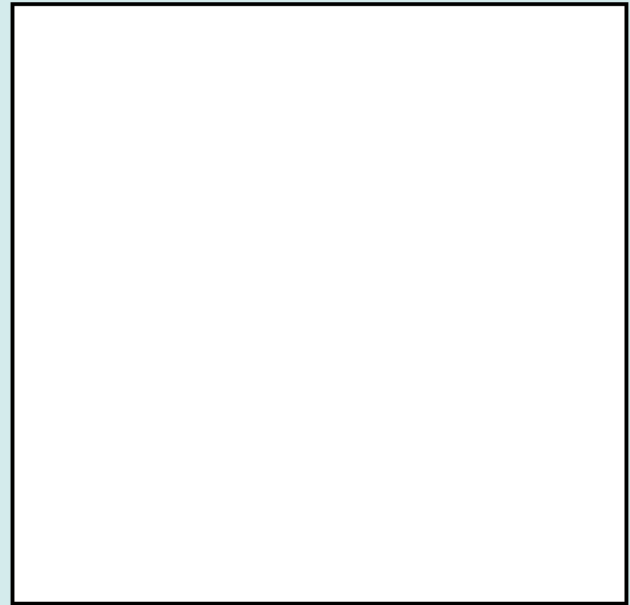
Additional support could include:

- help to learn and complete parts of the job
- change to working patterns
- an assistive or support animal.

### Help from someone or support I need

- ☐ Help to learn and complete parts of the job
- ☐ Help to develop coping strategies
- ☐ Help with instructions and processes
- ☐ Help with reading or working with colleagues
- ☐ Change to working patterns
- ☐ Additional time
- ☐ Assistance dog
- ☐ Emotional support animal
- ☐ Other
- ☐ I do not need support from someone

### More information about the help from someone or support I need or already have



## 9 Support identified

A charity or organisation have already provided advice or identified the type of equipment or support that could support me.

**Has a charity or organisation already provided advice or identified the type of equipment or support I need?**

☐ No

☐ Yes

**Support I already know I need**

<b>Support</b> For example, Chair	<b>Supplier</b> Who is providing this?	<b>Cost</b> £ Including VAT

## 10 Access to Work applications

**Have I made any Access to Work applications?**

☐ No

☐ Yes

**Record of any Access to Work applications I have made**

<b>Date submitted</b>	<b>Date completed</b>	<b>Was it approved?</b>
		<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes