



HM Government



Easy
Read

Adjustments Planner

Supporting students and graduates to plan for the future



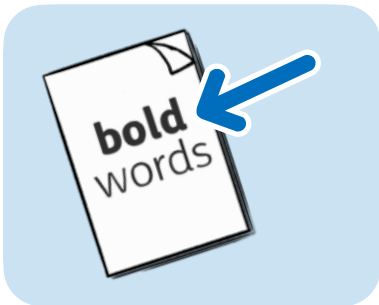
Easy Read



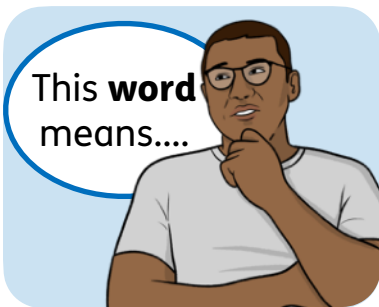
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



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 important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



[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

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About this planner



This is a planner for people with a disability, health condition or extra needs who are:



- Students at university.



- People who have finished university, called graduates.



Services and work places can make changes for people who need extra support, called adjustments.



This planner will help you to plan the adjustments you need at university or in a job.

How this planner can help you

This planner can help you by:



- Helping you find any extra support you might need.



Disabled Students Allowance

- Letting you know about support in education, like Disabled Students Allowance.



- Supporting you when you apply for **Access to Work** to extra support in your job.

Access to Work is money from the government to help pay for any support needed at work, including:



- Money for equipment to support you in your job.



- Support with getting to and from work.



- A support worker or help with finding a job.



This planner is a private document that belongs to you.



It cannot be shared with others without you agreeing first.



Anyone else who sees or keeps hold of this planner should follow the law about keeping personal information safe.

How to fill in your planner

You can fill in the planner yourself or ask for help from:



- A family member.



- Someone who knows you well.



- A disabled students officer at your university.



You can change your planner at any time if the support you need changes.

About you

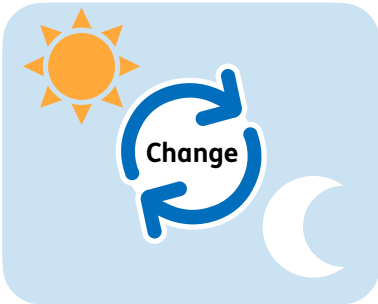


Write your name here:



Think about what support might help you as a student or when you are finding a job.

You might want to think about:

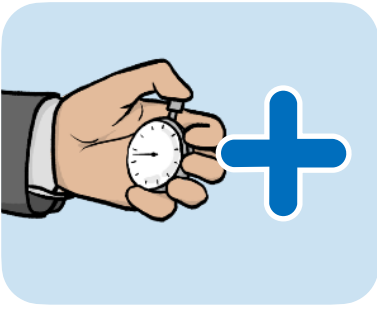


- If your support needs change depending on the time, the day, or where you are.



- How often this happens and what extra help you might need when you find things difficult.

You might also want to think about:



- If you have had support in the past, like extra time in exams or a job coach.



- If you have a disability or health condition that could be helped with adjustments?

Like, you might use a sit/stand desk if you cannot sit down for long amounts of time.

Types of support you might need

Travel to Work

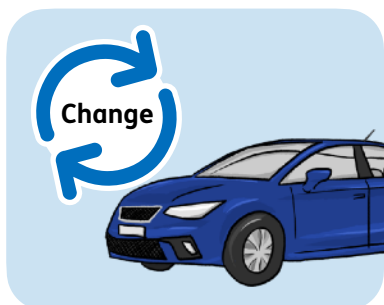


Do you need support to get to work?

The support might be:



- A taxi.



- Making changes to a car or van.



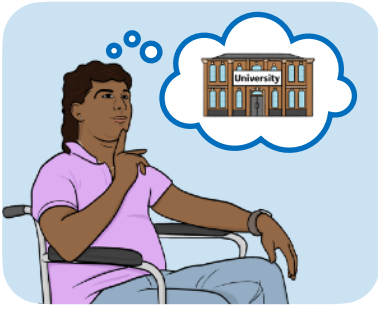
- Someone to travel with you.



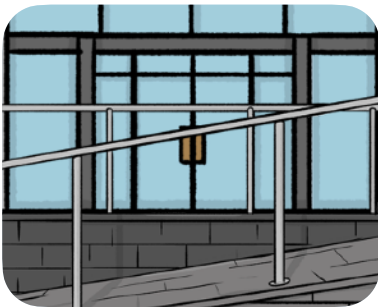
Please write down any support you might need:

A large, empty rectangular box with a blue border, intended for the user to write down their support needs.

Using buildings



Do you need anything to help you get into or use buildings?

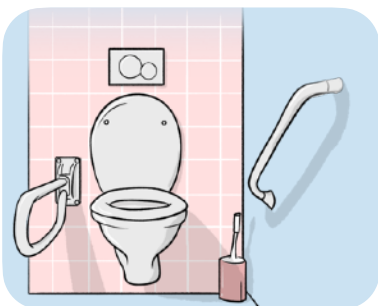


This might be changes made just for you or something everyone in the building can use.

This might include:

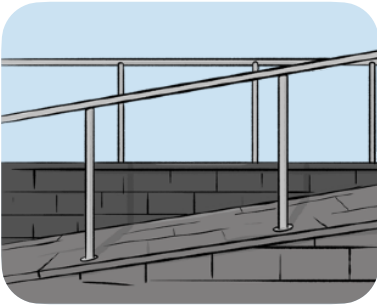


- Accessible parking, which makes it easier for disabled people to park their car.

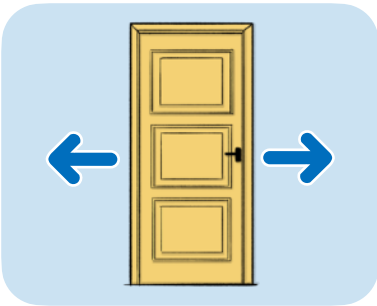


- Accessible toilets, which are easier for disabled people to use.

This might also include:



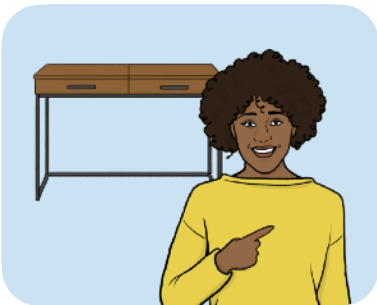
- A ramp or lift.



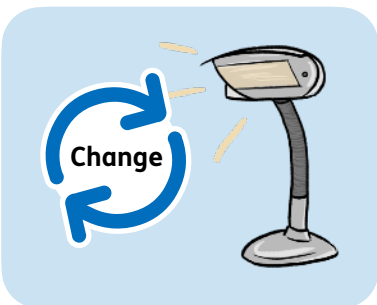
- Wider doors or automatic doors.



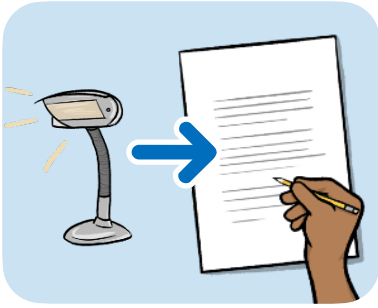
- A quiet space to work in.



- A desk that is for you, so you can use the same desk every day.



- Changes to lighting to suit your needs.



If you need these things or anything else, please write it here:

A large, empty rounded rectangular box with a blue border, intended for writing notes or requests.

Help with speaking or listening

Do you need support or changes for:



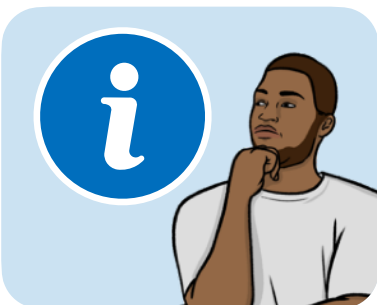
- Talking to people or meeting them.



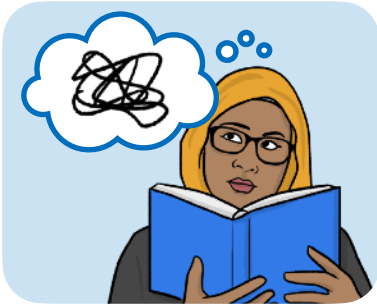
- Reading.



- Writing.

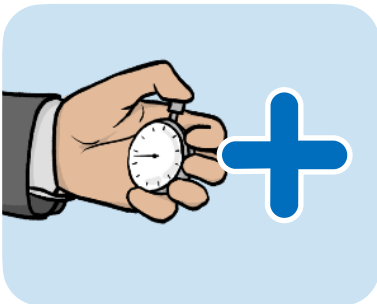


- Understanding information.



Do you need support or changes for following instructions?

Changes or support with these things could include:



- Extra time to think about information, like when you have an interview or an exam.



- Being reminded by someone to give more or less information.



- A British Sign Language interpreter.



- A British Sign Language video service.

Changes or support with these things could also include:



- Someone to take notes for you.



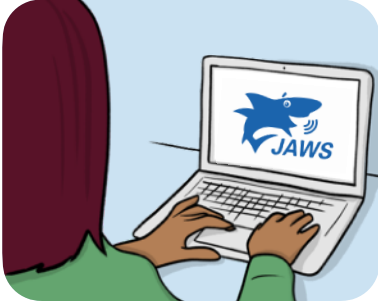
- Information in a different way, like Braille, Easy Read or Large Print.



If you need any support like this, please write it down here:

A large, empty rectangular box with a blue border, intended for writing down any support needed.

Special computer programmes



Special computer programmes can help you to use a computer at university or work.



Have you used any special computer programmes to support your needs before?

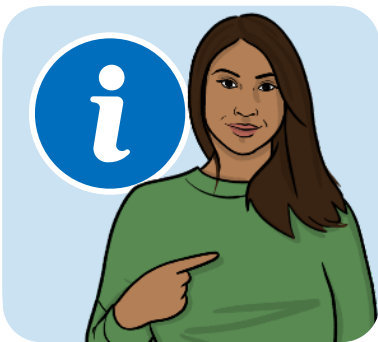


These might be to turn speech into writing or checking your spelling, like:

- Jaws
- Dragon
- ZoomText



If you need to use any special computer programmes, please write them down here:



If you have not used any special computer programmes but you would like more information about how they could support you, please contact Access to Work by:



- Website: www.gov.uk/access
- Phone: 0800 121 7479

Special equipment

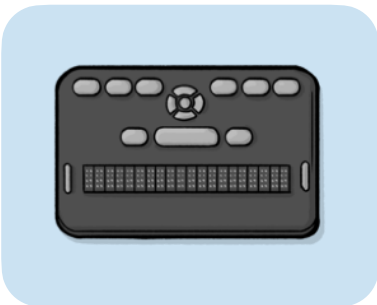
Special equipment to support you might be:



- Computer equipment, like mice or keyboards.



- Special furniture, like desks or chairs.



- A braille reader.



- Hearing aids.

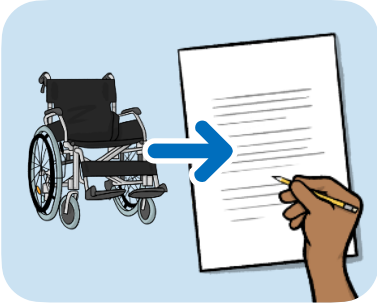
Special equipment to support you might also be:



- Wheelchairs.

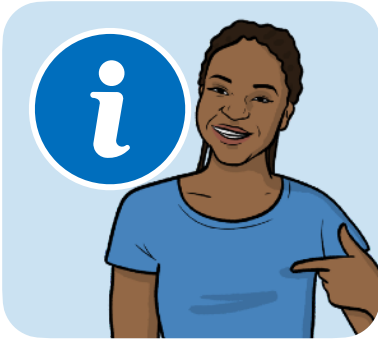


- Headphones to cut out noise around you.



If you have used any type of equipment to support you, please write it here:

A large, empty rectangular box with a blue border, intended for writing the names of any special equipment used.



If you have not used any special equipment before but you would like to know more, please contact Access to Work:



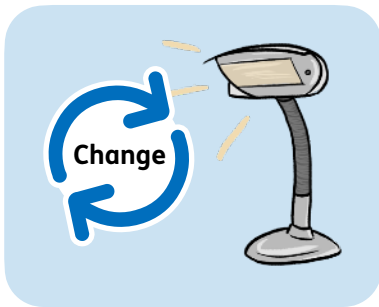
- Website: www.gov.uk/access
- Phone: 0800 121 7479

Equipment that you use already



Do you have any special equipment that helps you or equipment that needs to be changed?

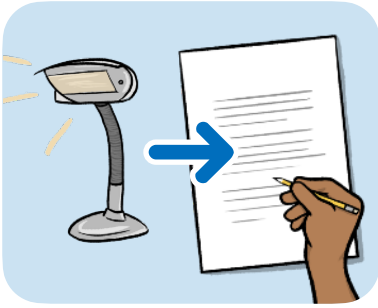
This might be:



- Changing how bright the lighting is.



- Using the equipment in quiet spaces.



If have any equipment that you use to help you, or anything equipment that needs changing, please write it here:

A large, empty rectangular box with a blue border, intended for writing a response to the prompt above.

Support while you are at university or work



Do you need someone to support you while you are at university or work?

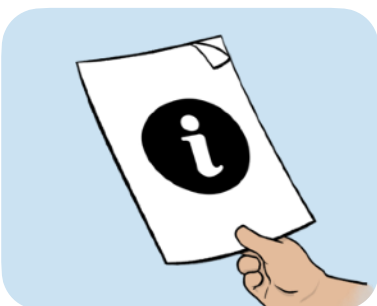
This might be:



- Help with learning about or doing parts of your job.

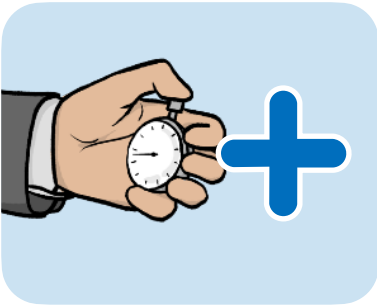


- Working on ways to cope with stress.



- Being given instructions and information about how things work.

This might also be:



- More time to do tasks.



- Help with working with other people in your job.



If you need any support like this,
please write it down here:

A large, empty rectangular box with a blue border, intended for writing down notes or requests for support.

Support from organisations



You may have had support or advice from an organisation or charity.



Please write down any organisations that have helped you here:



Please write down any support that you have been advised to get at university or work:

A large, empty rectangular box with a blue border, intended for writing the response to the question above.

Special equipment



Please tell us about support you have, who gives it and how much it costs.

Equipment	The company that gave you the equipment	How much it cost in total
		£
		£
		£
		£
		£
		£

Disabled Students Allowance



Disabled Student Allowance is money to pay for any extra support you need.

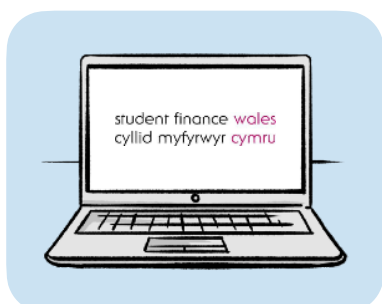
You can find out more about this on these websites:



If you live in England, go to:
www.gov.uk/disabled-students-allowance-dsa



If you live in Scotland, go to:
www.saas.gov.uk/guides/dsa



If you live in Wales, go to:
www.studentfinancewales.co.uk/undergraduate-finance/full-time/welsh-student/what-s-available/disabled-students-allowance

Support with finding a job

Support with job interviews



If you have been given a job interview and need support with how to do it, you can get help on this website:

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

Support with starting a new job

If you need help with starting a new job, you can contact Access for Work by:



- Website: www.gov.uk/access-to-work/apply
- Telephone: 0800 121 7479
- Textphone: 0800 121 7579



Please write down when you have applied for support from Access to Work:



What was the date you applied?



What was the date you finished your application?



Did you get support from Access to Work?



Please note that having this Adjustments Planner does not mean you will definitely get help from Access to Work.



You can find out more about Access to Work on this website:

www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers