



HM Government

# Access to Work BSL Adjustments Planner

Supporting British Sign Language users  
in employment or planning their move  
into employment.

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# 1. The Access to Work BSL Adjustments Planner

## Overview

The Access to Work BSL Adjustments Planner provides a document for you to note the support and adjustments you need to move into work or move between jobs.

The Access to Work BSL Adjustments Planner can support you by:

- recording any support or adjustments or working requirements you need in the workplace,
- Raising awareness of Access to Work support, and
- Supporting your Access to Work application.

Access to Work is a government grant that can provide you with funding to meet the costs of support in the workplace. Support from Access to Work 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, and
- A support worker or job coaching support.

## What is an Access to Work BSL Adjustments Planner?

The Access to Work BSL Adjustments Planner is a confidential, personal document that belongs to you, and it cannot be shared with others without your permission.

The Passport can help to:

- prepare you for an interview, by providing a framework to support more confident conversations with potential employers about your in-work support, and
- support you to apply for Access to Work by reducing the need for an Access to Work assessment.

## How to complete your Access to Work BSL Adjustments Planner?

You can complete the Access to Work BSL Adjustments Planner yourself, or ask for help to complete the Planner from:

- a member of your family, or
- someone who knows you well, support worker or charity.

Once completed, you own the planner and can share it with potential or current employers. It is your responsibility to update the planner and make sure it reflects any changing needs.

## 2. The Access to Work BSL Adjustments Planner

### About You

**Name:**

#### The support you need

**Useful Tip** - Think about what support you need.

- Do you need support at certain times of the day or when you are attending meetings or working in a different place?
- If yes, how often does this happen and what extra help would you need?
- Have you previously had any extra support, such as an interpreter, or have you used any digital services to translate information, for example speech to text software?
- Do you have another disability or health condition, and do you need adjustments or special requirements?

For example- you might need a sit/stand desk if you have a back problem.

If you need extra support, or you have had support in the past that you still need, what support is needed?

**I need support with.....**

### The types of support you might need.

#### Travel to Work

Access to Work customers who are deaf or have hearing loss do not usually need travel to work support.

**Useful Tip** - if you have another disability or health condition please think about the following:

Do you need support to get to work?

This could include:

- A taxi
- Changes to a vehicle
- A travel buddy
- Other, please add.

If yes, what support do you need?

**I need support...**

## **Entering Work Premises**

Do you need your workplace to be adapted for you to enter and move around?  
This would not usually be needed by people who are deaf or have hearing loss.

### **Useful Tip**

Do you need support with any of the following:

- Accessible Parking
- Accessible toilets
- A Ramp or Lift
- Widened or automatic doors
- A quiet area to be based in
- A permanently allocated desk in a hot desk environment
- Adjustments to lighting e.g., to avoid glare, lower lighting, or clear lighting to enable you to lipread, for example.

If yes, please provide details, or do you need other support?

**I need support.....**

## **Communication Support in Work**

Do you need support or adjustments to talk to or meet with people?

Do you need support with reading, writing, understanding information or following instructions?

### **Useful Tip**

Communication adjustments could include but are not limited to:

- Additional processing time, e.g., in an interview or timed test
- Prompting to provide more or less information
- British Sign Language Interpreter
- British Sign Language video relay service support or lip speakers
- A Notetaker
- Information in a different format e.g., audio, Braille, easy read, large print or on a different coloured paper.

If you already have support from a British Sign Language Interpreter, do you want to continue to receive support from your current interpreter?

If yes, is the support provided by:

- A registered British Sign Language Interpreter, or
- Someone else. Please state their relationship to you or their qualification, or
- A friend or family member.

To note - registered, qualified interpreter are usually the preferred option. Charities representing people who are deaf or have hearing loss do not recommend using an informal interpreter, and always recommend using a registered, qualified interpreter. Registered interpreters are regulated, bound by a code of ethics, and can guarantee a quality of service.

**I need support.....**

### **Specialist software**

Do you need or have you used specialist software?  
If yes, which ones have you used?

### **Useful Tip**

Software could include speech to text or text to speech, magnifying software or spelling or grammar checkers, for example but not limited to:

-  Jaws
-  Dragon
- **ZoomText** ZoomText
-  Text Help, Read & Write

Do you need training to use the specialist software?

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

**I need support...**

If yes, please contact Access to Work for advice, visit [gov.uk/access-to-work](http://gov.uk/access-to-work) or call 0800 121 7479.

You can also contact Access to Work for advice in BSL - full information on this is included at the end of the passport.

## **Specialist Equipment & Coping at Work**

Have you used any specialist equipment before that you have found useful? If yes, what was this?

### **Useful Tip**

This could include equipment such as:

- Specialist computer hardware such as mice, keyboards, number pads or large monitors,
- Specialist furniture such as height adjustable desks, ergonomic chairs, footrests, and armrests that are not standard adjustments, or
- Magnifiers, braille readers or hearing aids and wheelchairs
- A braille reader
- Noise cancelling headphones

If you use a hearing aid, what benefits do they provide?

When using your hearing aids do you still have difficulty hearing?  
Please provide a brief overview

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

If yes, please contact Access to Work for advice, visit [gov.uk/access-to-work](http://gov.uk/access-to-work) or call 0800 121 7479.

You can also contact Access to Work for advice in BSL - full information on this is included at the end of the passport.

**I need support...**

## **Workplace Adaptations You Already Use**

Do you already use specialist equipment or adjustments now?

**I use the following.....**



## **Special work requirements**

Do you have any special work requirements that you use now?

### **Useful Tip**

This could include:

- Accessibility features such as a phone or fire alert system,
- Managing sensory sensitivities
- Adjustable lightings
- Quiet spaces

**I use the following.....**

## **Support while you are at work**

Do you need someone to support you whilst you are at work?

### **Useful Tip**

This could include:

- Communication support from a BSL interpreter
- Help to learn and complete parts of the job
- Develop coping strategies
- Instructions and processes
- Additional time
- Help with reading or working with colleagues

**I need support.....**

## **Supporting Organisations**

Have you received any support from a charity or organisation, if yes, have they identified any support or equipment that would help you in the workplace?

Please provide details below:

Recommendations of support within the workplace

## Specialist Aids and Equipment

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

## Applying for support

### Access to Work

#### Communication Support at a Job Interview

Do you need a BSL interpreter or Speech-To-Text-Reporters (STTR) to make sure the interview is accessible?

If yes, you can apply to Access to Work by visiting [www.gov.uk/guidance/apply-for-communication-support-at-a-job-interview-if-you-have-a-disability-or-health-condition-access-to-work](http://www.gov.uk/guidance/apply-for-communication-support-at-a-job-interview-if-you-have-a-disability-or-health-condition-access-to-work)

If you need support to take up a part-time job or move into employment you can contact Access to Work for advice or apply for support.

You can apply for Access to Work in any of the following ways:

- Online: [www.gov.uk/access-to-work/apply](http://www.gov.uk/access-to-work/apply)
- Telephone: 0800 121 7479
- Textphone: 0800 121 7579
- [Relay UK](#) (if you cannot hear or speak on the phone): 18001 then 0800 121 7479
- British Sign Language (BSL) [video relay service](#) if you're on a computer – find out how to [use the service on mobile or tablet](#)  
Monday to Friday, 9am to 5pm

Please note: Someone can support you with your application.

Please note: The Access to Work BSL Adjustments Planner does not guarantee an Access to Work award.

Additional Information about Access to Work can be found at:

Access to Work factsheets:

[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)

BSL information on Access to Work is available here: [BSL Access to Work factsheet for customers - YouTube](#)

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

### 3. Useful Information

#### **What is a workplace adjustment?**

Workplace adjustments remove barriers for disabled people in the workplace.

Adjustments can include:

- technology, such as assistive software, or
- small adjustments in the workplace such as changing working patterns, or
- having a quiet place to sit in an office, or
- a support worker or
- a British Sign Language Interpreter.

Workplace Adjustments are called “Reasonable Adjustments” under the Equality Act 2010. The Equality Act states employers have a duty to make reasonable adjustments if they know that a disabled employee needs them or could have been “reasonably expected to know”.

The word “reasonable” is important and there are tests in law to decide whether an adjustment is reasonable or not.

**Useful note** – When applying for work, you should be asked if you need any adjustments at every stage of the recruitment process.

Employers are not allowed to ask you about disability or health conditions during a recruitment or interview process so please only talk about adjustments you need, not your disability.

#### **ONS impairment type categories** –

- [Disability and employment - Office for National Statistics \(ons.gov.uk\)](#)

#### **Access to Work and Reasonable Adjustments useful links** –

More information can be found on reasonable adjustments at other charities and organisations' websites:

- [In employment: Workplace adjustments | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/employment-workplace-issues/workplace-adjustments)
- [What reasonable adjustments are: Reasonable adjustments - Acas](https://www.acas.org.uk/articles/what-reasonable-adjustments-are)
- <https://www.deafumbrella.com/access-to-work>
- <https://www.signsolutions.uk.com/access-to-work-for-deaf-employees/>
- <http://www.deafatw.com/apply-for--use-atw.html>
- <https://rnid.org.uk/information-and-support/benefits/access-to-work/>
- <https://www.deafplus.org/advice>