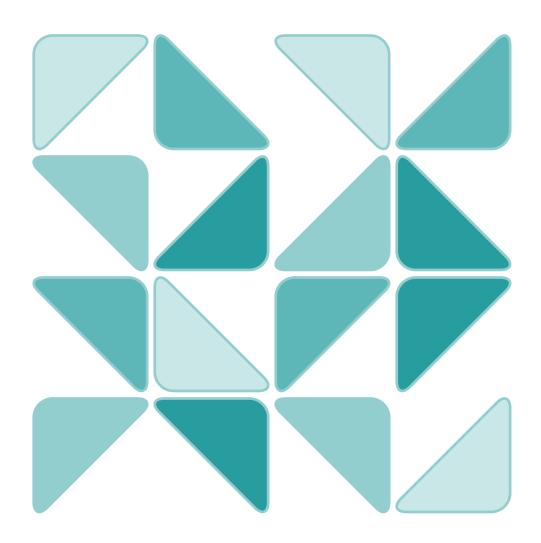# Department for Work & Pensions

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?

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

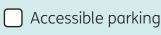**More information about my travel needs**

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.
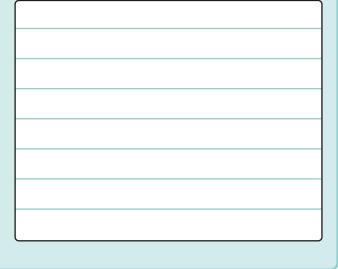
Support could include:
- prompting to provide more or less information
- British Sign Language interpreter
- a notetaker.

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

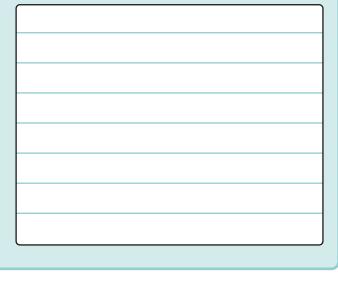**More information about what communication support I need or already have**

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

Support For example, Chair	Supplier Who is providing this?	Cost £ 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

Date submitted	Date completed	Was it approved?
		☐ No ☐ Yes
		☐ No ☐ Yes
		☐ No ☐ Yes