



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

More information about my travel needs

A taxi

Changes to a vehicle

A travel buddy

Other

I do not need support for this

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

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

Accessible parking

A ramp or lift

Widened or automatic doors

Other

I do not need adjustments for this

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