



Department  
for Work &  
Pensions

# Adjustments Planner supporting notes



## Using QR codes to go to websites

To scan a QR code:

1. open the camera or QR code scanning app on your phone
2. hold your phone so that the QR code appears in view
3. select the link to take you to the website.



## What is a workplace adjustment?

Workplace adjustments are often simple changes that remove barriers for disabled people, and enable them to thrive at work. Adjustments can include:

- specialist equipment, hardware and furniture
- kit or tech adjustments, such as assistive software or ergonomic equipment
- soft adjustments like different working patterns or a quiet place to sit in an office, and
- human adjustments like a support worker or a British Sign Language (BSL) Interpreter.

The Equality Act 2010 says that employers have a duty to make reasonable adjustments if they know that a disabled employee needs them, or if they 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. Not all adjustments are reasonable for all jobs, workplaces or professions, but many of them are.

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.

## Reasonable Adjustments useful links

For information on reasonable adjustments in the workplace, search “**employment workplace adjustments**” at:



[www.equalityhumanrights.com](http://www.equalityhumanrights.com)



[www.acas.org.uk](http://www.acas.org.uk)

## **Introduction to the Adjustment Planner**

The Adjustments Planner is a confidential, personal document that belongs to you, and you do not have to share it with anyone. It cannot be shared with others without your permission.

## **How the Adjustment Planner could help**

The Adjustments Planner is a useful tool to support you to:

- progress to higher education
- take up work during term time, or
- move into employment by enabling you to plan your future.

The Adjustments Planner can support you by:

- helping you to think about any extra support or arrangements you might need whilst you are a student or in the workplace
- raising awareness of support in education, including Disabled Students' Allowance
- supporting an Access to Work application for extra support.

The planner can:

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

## **How to complete your Adjustments Planner**

You can complete the Adjustment Planner as an interactive/digital copy and save it to your files, or you can print it out and complete it with a pen.

You can complete the Adjustments Planner yourself, or ask someone who knows you for help to complete the planner.

You can update the Adjustments Planner at any time to reflect changes in your requirements or support needs. This is yours to keep.

## Applying for help

### Disabled Students' Allowance

If you need support whilst studying, please speak to the student support team who can advise you about the support they can provide or advise how you can apply for Disabled Students' Allowance.

Disabled Students' Allowance (DSA) is support to cover the study-related costs you have because of a mental health problem, long-term illness or any other disability.

Search “**DSA**” to find out more:



England: [www.gov.uk](https://www.gov.uk)



Scotland: [www.saas.gov.uk](https://www.saas.gov.uk)



Wales: [www.studentfinancewales.co.uk](https://www.studentfinancewales.co.uk)

### 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. A job or work can include self-employment, an apprenticeship, work experience or a supported internship.

Access to Work is a government grant that is available to help 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
- a support worker or job coaching support
- communication support at a job interview if:
  - you are deaf or hard of hearing and need a BSL interpreter or lipspeaker
  - you have a physical or mental health condition or learning difficulty and need communication support.



For more information about Access to Work go to [www.gov.uk/access-to-work](https://www.gov.uk/access-to-work)

## Office for National Statistics (ONS) useful links

The ONS has information on standard occupations list, and employment data. For more information go to [www.ons.gov.uk](http://www.ons.gov.uk) or scan the QR code.



Types of employment are listed under 9 group headings. Search **“SOC 2020 Volume 1: structure and descriptions of unit groups”**.

For data about disability and employment, search **“datasets for disability and employment”**.

## DWP social media channels

The official social media accounts in use by the Department for Work and Pensions (DWP) are:



[www.youtube.com/dwp](http://www.youtube.com/dwp)



[www.facebook.com/dwp](http://www.facebook.com/dwp)



[www.x.com/dwpgovuk](http://www.x.com/dwpgovuk)



[www.instagram.com/dwpgovuk](http://www.instagram.com/dwpgovuk)



[www.linkedin.com/company/dwp](http://www.linkedin.com/company/dwp)

## DWP British Sign Language (BSL) videos



[www.youtube.com/dwpsign](http://www.youtube.com/dwpsign)