Department for Work & Pensions

Your Health Adjustment Passport

Other ways to communicate with us

If you need braille, British Sign Language, a hearing loop, translations, large print, Easy Read, audio or something else, please contact us on 0800 169 0310.

If you use Relay UK dial 18001 followed by our telephone number.

If you live in Wales and want this form in Welsh call 0800 328 1744.

This passport can be used if you have a disability or health condition that makes it harder for you to move into work or stay in a job. This passport can be used to:

- support you to identify what support and changes (known as reasonable adjustments) you may need when you are in work or moving into work
- help you to apply for support from Access to Work. This could include funding for specialist equipment to support you to do your job, support getting to and from work or support when you are in work, such as job coaching
- help you talk to employers about adjustments and in-work support that you may need.
- A job could also include, self-employment, an apprenticeship, work experience or a supported internship.

This passport belongs to you and it cannot be shared with others without your permission.

About you

01 **Your surname or family name**

02 **All other names in full**

03 **How many hours do you feel you could work?**

04 **What location do you want to work in?**

05 **What type of work would you like to do?**

About your health

06 **Do you have a disability or condition that affects your daily life?**

Think about:

- how you communicate and interact with people
- how you plan and organise tasks
- how you deal with sensory issues such as sight or hearing loss
- how you get around
- how you deal with unexpected change
- how you access support services.

☐ No **Go to question 9**

☐ Yes

Tell us about this.

07 **Does your condition vary depending on the day, time of day or the environment or situation you are in?**

☐ No **Go to question 8**

☐ Yes

How often does this happen and what extra help would you need when things are most difficult?

08 **Did you have any extra support when you were in education or in a previous job?**

This could be things like extra time in exams or having a job coach.

☐ No **Go to question 9**

☐ Yes

What extra support did you have?

About work

09 **Would you need support to get to work?**

This could include help when using public transport, a taxi, adaptations to a vehicle or a travel buddy.

☐ No **Go to question 10**

☐ Yes

What support do you need?

10 **Would you need any support to access work premises?**

This could include lifts, ramps for a wheelchair, widened doors, reserved parking or clear signage.

☐ No **Go to question 11**

☐ Yes

What support do you need?

11 **Do you need support communicating and interacting with other people?**

This could include:

- adjusted interview process to take into account differences in communication styles, for example additional processing time, prompting to give more or less information
- a British Sign Language interpreter
- a British Sign Language video relay service support or lip speakers
- a notetaker.

☐ No **Go to question 12**

☐ Yes

What support do you need?

12 **Have you used any specialist IT programmes at school, home or in work?**

This could include:

- Jaws
- Dragon
- ZoomText
- Read and Write Gold
- document reading equipment.

☐ No **Go to question 13**

☐ Yes

What have you used?

13 **Would you need training to use any specialist equipment or IT programmes?**

☐ No **Go to question 14**

☐ Yes

Please tell us which ones.

14 **If you have not used any specialist IT programmes previously, would you like more information about what is available and how this could support you?**

☐ No

☐ Yes

15 **Have you used any specialist equipment that you found useful?**

This could include:

- office equipment like a mouse, keyboards, chairs and desk including a fixed desk
- a braille reader
- a handheld magnifier
- hearing aids
- a wheelchair
- noise cancelling headphones.

☐ No **Go to question 16**

☐ Yes

Tell us about this.

16 **Do you need any changes to the place that you would work in?**

This could include adjustable lighting or quiet spaces.

☐ No **Go to question 17**

☐ Yes

Tell us about this.

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

☐ No

☐ Yes

Support while you are at work

18 **Would you need someone with you at work to support you?**

This could include a support worker or job coach to support you with workplace coping strategies, such as understanding expectations, following instructions, extra processing time, explaining unwritten rules or supporting your relationship with your manager.

☐ No **Go to question 19**

☐ Yes

What kind of support do you need?

Applying for help – Access to Work

19 **Have you been successful in getting a job interview?**

☐ No **Go to question 24**

☐ Yes

20 **Do you need communication support at the interview?**

☐ No **Go to question 24**

☐ Yes

You can now apply to Access to Work for in-work support in any of the following ways:

- online: **www.gov.uk/access-to-work** or go to **GOV.UK** and search for Access to Work.
- by telephone: 0800 121 7479

For more information go to **www.gov.uk** and search Access to Work factsheet.

Your Jobcentre can support you with your application if you need help.

21 **Date you completed your application for communication support?**

DD/MM/YYYY

22 **Was your application successful?**

☐ No

☐ Yes

23 **Have you had a job offer or need support to stay in your current job?**

This can also include self-employment, an apprenticeship, work experience or a supported internship.

☐ No

☐ Yes

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Your Jobcentre can support you with your application if you need help.

24 **Date you completed your application for Access to Work?**

DD/MM/YYYY

25 **Was your application for Access to Work successful?**

☐ No

☐ Yes