



<b>Name:</b>		<b>Pronouns:</b>	Put an X in this column next to adjustments you would like to have. Leave blank if not applicable.
<b>Date of Birth:</b>			
<p>I am neurodivergent* and the following reasonable adjustments marked by an 'X' are helpful to me to access, engage and feel comfortable in employment. The following adjustments are ideas and should be personalised, agreed and built on through discussion.</p> <p><b>Please note: Employers have a duty to make reasonable adjustments.</b></p>			
COMMUNICATION	Clear, precise communication, eg information broken down, instructions explicit, awareness that I can struggle with jokes and sarcasm or anything unclear		
	A step-by-step process or checklist or workplan to follow that I understand		
	Support with time management and prioritization of tasks		
	Lengthy information to be summarised in bullet points or in structured notes		
	Time to process information before dealing with requests		
	The option of a quick catch up after a meeting or request to check understanding		
	Having clear deadlines and advance notice of any change to these		
	Having meeting details, agendas, or presentations at least a day before the meeting		
	Allow me to sit quietly in a group activity as I struggle with social communication		
	Patience- I can find it hard to explain information or how I am feeling		
	Having a buddy who can clarify anything I am unsure of		
	Communication by email/in writing/verbally is my preferred way		
HEALTH	Provide discussion points when arranging any sudden meeting, to reduce anxiety		
	Avoid directly offering me additional shifts as I struggle to say no and additional work can make me burnout		
	To manage my energy levels at work, I would find these helpful		
	For others not to invade my personal space at work as this causes me anxiety		
	Coloured paper, as I struggle reading black text on white paper		
	To be able to use suitable assistive technology software (consider access to work assessment)		
ENVIRONMENT	A dimly lit, quiet environment in order to concentrate, and or to go to when feeling overloaded		
	A desk in quiet area /with limited distractions /that allows a change of position		
	If possible, allow me to have my own desk or workspace so it is a familiar space and I can set it up a particular way I feel comfortable with		
	Allow me to use my noise cancelling headphones to help me to block out noise around me. They help me concentrate		
	To use a fan to enable me to regulate my temperature, if possible		
	Allow me to use my sunglasses / cap to help regulate light levels		
CHANGE	Advance notice of any changes, so I have time to plan and prepare		
	Stick to what has been agreed and follow processes so things are as expected		
	Meetings to start and finish on time, as I struggle when they don't		
	A flowchart of possibilities when role is more flexible, so I know what to expect		
	Processes are very important to me and I need advance warning of any changes		
	Advance warning of fire drills, let me leave the building first, or to use a buddy		
KNOWLEDGE	For my colleagues to understand that I am neurodivergent, and my needs		
	For my colleagues not to interrupt me when I am focusing on a task		
	To allow me to keep my video camera off on video calls, where appropriate, and to communicate through the chat facility		
	A workplace buddy to discuss unwritten social rules, expectations and who I can go to if I am having any day to day issues		
	To have regular catch ups, possibly shorter but more frequent, so I have chance to clarify any issues, with a named supervisor, agenda to be sent out in advance		



Have you got a reasonable adjustment or health and wellbeing plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you had a previous assessment regarding access to work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you had a previous DSA (disabled students allowance) needs assessment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Additional reasonable adjustments for discussion not covered overleaf</b> (eg hybrid or home working options; flexibility to attend appointments / sessions; a familiarisation visit; to go out at lunchtime; scripts for calls; etc)		
<b>Important information to know about me:</b>		
I am interested in:		
It is not always obvious to others if I am stressed or anxious, this is what people may notice:		
Things that can make me feel stressed/distressed:		
What helps me when I feel anxious, stressed or distressed:		
I am interested to know what support is available for neurodiverse staff in this employment and if any networks are available	Yes <input type="checkbox"/>	No <input type="checkbox"/>

\* Neurodivergent people see and experience the world differently (eg autism, ADHD, dyslexia, dyspraxia, etc).