

EMPLOYEE REQUIRES A REASONABLE ADJUSTMENT

Employee/ Manager/ Principal seeks advice from DESS on approval options and direction.

If Manager/ Principal Approves adjustment.

If medical advice needed Occupational Health appointment sought to identify adjustments needed.

Does OH report confirm and identify reasonable adjustment, or is a workplace assessment required.

Employee can (if required) contact Access to Work for assistance. WPA arranged if needed.

Line Manager/Principal and employee meet to discuss Adjustment/Arrange WPA.

ATW issue report on recommendations and authorises level of support/funding.

DESS advise Managers/Principals on specialist equipment needed. Managers/Principal orders equipment on procurement.

Disability Passport issued to staff member and Manager/Principal.

KEY
DESS: Disability Employment Support Service