

# Disabled students – Adjustments in the workplace

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## 1. Before applying

- See our '**Disabled students – job applications**' leaflet available in firstpoint for information on disclosure and reasonable adjustments.

## 2. Before starting

Find out about what help and support you are entitled to such as [Access to Work](https://www.gov.uk/access-to-work) (<https://www.gov.uk/access-to-work>) to help you in the workplace. Analyse your needs.

- Get to know yourself well and what you need to fulfil the role so that you are not disadvantaged.
- Be clear about what you require and need and don't be afraid to ask for it – be specific
- Involve your line manager – it is best if the initial request comes from you.

## 3. Your responsibility

- Discuss your needs with your employer – try to meetface to face to talk about your situation. Have an open mind to solutions – what you can do rather than what you can't!
- Make sure they are fully aware of what you need so that you can do the work to the best of your ability.

## 4. Employer's responsibility

- It is an employer's responsibility to pay for any reasonable adjustments up front during the application and then claim these back.
- Your employer should help you fill out any forms.

## 5. Remember

- Reasonable adjustments are there to level the playing field not to give you an advantage.
- Think what would happen if you did not get the adjustments you need and the consequences.
- Have an open approach with your manager to explore possibilities

If you would like to book a careers appointment please visit:

<https://worchester.targetconnect.net>

**myCareer**

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