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# **LJMU Workplace Reasonable Adjustment Passport (WRAP)**

# Workplace Reasonable Adjustment Passport (WRAP)

**What is a workplace reasonable adjustment passport?**

A workplace reasonable adjustment passport (WRAP) serves as a live record of your agreed workplace adjustment needs with your line manager. Regular discussions about your passport with your line manager will help them provide personalized support and make necessary adjustments at work.

This workplace adjustment passport is not intended as a formal policy document. Rather, it serves as a guide to facilitate discussions between you and your line manager regarding the individualised support required to fulfil your day-to-day responsibilities effectively. Its aim is to enhance your overall work experience and foster a positive environment for both you and your colleagues. It is designed to help tailor requirements that meet your specific needs and promote a productive and inclusive workplace.

**Who is this passport for?**

WRAPs are for anyone who has a disability[[1]](#footnote-1), health condition, or circumstance (for example caring responsibilities, cultural needs, gender assignment[[2]](#footnote-2)) which they would like to make their manager aware of. The WRAP provides a framework for discussion and recording of how we can best support people who would benefit from reasonable adjustments.

**How to use this passport.**

To fill out this passport, include any details that might help your line manager understand how your disability, condition, or circumstance affects your daily life. You are not required to disclose any information that makes you uncomfortable.

Once complete, the WRAP can provide a framework for a discussion with your manager about how we can support you to work at your best. This passport is your personal document and can be shared with line managers in your current or new department to assist in implementing any needed workplace adjustments. It should be reviewed annually with your line manager, although more frequent reviews may occur if there are changes in your health or work environment.

**What’s in the passport.**

[**LJMU Workplace Reasonable Adjustment Passport (WRAP)** 0](file:///C%3A%5CUsers%5Clbsjdaer%5CDownloads%5CWorplace%20Reasonable%20Adjustment%20Passport%20-%20draft%203.docx#_Toc167443821)

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**Do I have to complete all of it?**

No. This is your document, and it is up to you how much you feel comfortable disclosing. In addition, not every section will be relevant.

**What happens to the passport once I have completed it?**

You will keep a copy of the passport and a copy will be kept securely by the [HR Business Partner](https://www.ljmu.ac.uk/staff/hr/about-us/meet-the-team) and by the line manager on staff infobase.

**I’m not sure what adjustments I need. Is there someone who can help me?**

There are several places you can find more information and get support if you would like. The adjustment planner in appendix 4 contains some prompts to help you. In addition, if you have a disability, you can speak to your [HR Business Partner](https://www.ljmu.ac.uk/staff/hr/about-us/meet-the-team) for a referral to occupational health, and you may wish to apply to Access to Work (see the additional information in appendix 3).

If you would like any further support, please email reasonableadjustments@ljmu.ac.uk

Part A: About me

**Outline/overview of disability/condition/circumstance:**

**The disability/condition/circumstance has the following impact at work:**

# Part B: Reasonable adjustment details

|  |
| --- |
| **Workspace** |
| Do you require any reasonable adjustments to your workspace to support you to work at your best?Yes [ ]  No [ ]  |
|  |

|  |
| --- |
| **Working hours** |
| After reviewing the [Flexible Working Procedure](https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=197&l=1), do you require any adjustments to your working hours to support you to work at your best?Yes [ ]  No [ ]  |
|  |

|  |
| --- |
| **Communication** |
| Do you have a preferred method of communication that supports you to work at your best or any methods of communication that you may find challenging? Yes [ ]  No [ ]  |
|  |

|  |
| --- |
| **Equipment and Technology** |
| Do you require any equipment or technology to be provided to support you to work at your best?Yes [ ]  No [ ]  |
|  |

|  |
| --- |
| **Additional information** |
| Please provide any additional information that is not covered in the sections above.  |
|  |

|  |
| --- |
| **Additional advice** |
| Has additional advice been given or requested (e.g. from HR, Occupational Health, Access to Work etc)? If so from whom and what date was it requested/given?Yes [ ]  No [ ] Please attach any supporting documents to the back of this document. |
| **Requested from:****Date requested:****Date received:** |

**Fluctuating conditions/circumstances**

Please complete this section if you have a fluctuating circumstance (e.g. variable caring responsibilities or cultural needs) or a fluctuating mental or physical impairment or condition.

|  |
| --- |
| **On good day / when things are going well** |
| On good day / when things are going well, I believe that my disability / condition / circumstance has the following impact on me at work: |
|  |

|  |
| --- |
| **On a bad day / when things are not going well** |
| On a bad day / when things are not going well, I believe that my disability / condition / circumstance has the following impact on me at work: |
|  |

|  |
| --- |
| **Therefore, I might need the following further adjustments:** |
|  |

|  |  |  |
| --- | --- | --- |
| **Workplace adjustment**  | **Date identified** | **Date implemented** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Part C: Workplace adjustment review record

The following table should be used to keep a written record of when the passport is reviewed and / or amended. The passport should be reviewed **six months after creation** to ensure adjustments have been put in place and are effectively removing barriers. Where they have not been put in place or are not proving useful, this meeting would ensure adjustments can be actioned or new adjustments agreed. Further reviews to be completed **annually**, or where there has been a **significant change** in the employees’ disability / condition / circumstance, or job role / workplace.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review date | Amendments made | Reason for amendments | Employees signature | Managers signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Appendix 1: Training adjustments

If you need modifications to training materials (such as larger text or different coloured paper), please notify the training provider promptly to ensure they can make the necessary adjustments.

Please bring any personal aids or equipment (like coloured overlays or specific stationery) that you need to the training sessions.

In compliance with the General Data Protection Regulation (GDPR), the training provider will not keep any copies of this document after it is no longer needed for your specific training session. It is your responsibility to **resubmit** this document **each time** you register for a training course.

After completing this page, please send it to the training provider, and they will forward it to the relevant trainer for your course.

|  |
| --- |
| **Name:** |
| **Training:****Training date:** |
| **I have a condition which has the following impact on training courses:** |
| **I therefore need the following agreed reasonable adjustments:** |
| **Date completed:** |

# Appendix 2: Interview adjustments

If you need adjustments to the interview process (e.g., questions provided in writing as well as verbally, additional time, accessible locations) it is your responsibility to notify the hiring manager as soon as possible to allow them time to put adjustment(s) in place (e.g., request for translator with due time to arrange one).

If you have accessories or aids (e.g., coloured overlays, etc.) it is your responsibility to bring them with you to any interview.

In compliance with the General Data Protection Regulation (GDPR), copies of this document will not be kept beyond the specific timeframe required for your interview date. Hiring managers will be responsible for disposing and destroying this document post interview process. It is your responsibility to send this page each time you are due to attend an interview.

After completing this page, please send it to the hiring manager who issued your interview invite. You can do that by replying to the interview confirmation email containing your interview details.

|  |
| --- |
| **Name:** |
| **Interview for:****Interview date:** |
| **I have a condition which has the following impact in interviews:** |
| **I therefore need the following agreed reasonable adjustments:** |
| **Date completed:** |

# Appendix 3: Access to Work

The UK government's Access to Work program assists individuals with disabilities or health conditions in obtaining or retaining employment by providing various forms of support.

Eligible individuals can receive grants to cover the costs of practical workplace support, mental health management at work, and communication assistance during job interviews.

The grants can fund specialist equipment, support workers, and travel costs among other things, and do not affect other benefits. The support is provided in the form of a grant, and you do not need to repay it.

To be eligible you must be 16 or over, in paid work in England, Scotland or Wales, and have a physical or mental health condition or disability that means you need additional support to do your job or get to and from work.

For example:

* a physical disability, for example if you’re hard of hearing or use a wheelchair.
* a learning disability or related condition, for example if you have Down’s syndrome.
* a developmental condition, like autism spectrum disorder
* having ADHD or dyslexia
* an illness such as diabetes or epilepsy
* a temporary condition, like a broken leg
* a mental health condition, for example anxiety or depression

**You do not need to be formally diagnosed with a condition to apply.**

Individuals will have to apply for Access to Work directly. You can apply by phone, or online, and the form is available in multiple formats on request. For more detailed information, you can visit the Access to Work page at <https://www.gov.uk/access-to-work>

# Appendix 4: Adjustment planner

When identifying reasonable adjustments that might help you to work at your best, it can help to think about how your disability / condition / circumstance affects you.

Some impacts may be consistent and easy to identify. But also consider if there might be variations that mean you require additional support or flexibility at certain times.

This could be:

* at different points of the year
* at different times of the day
* in certain contexts
* a predictable pattern (e.g., later in the day, or first thing in the morning, at the end of the week, or every fourth week after medical treatment),
* unpredictable (e.g., bipolar episode, fibromyalgia flare-up, chronic migraine).

When you complete your WRAP, these prompts might help you identify the impact your disability / condition / circumstance is having, and what adjustments might help.

**Remember, all requests must have a clear rationale for them that relates directly to your disability / condition / circumstance.** In some cases, we may seek additional advice to ensure we are working to support you in the best way possible.

## Workspace

Do you have specific needs in relation to your workspace?

These might be things that your employer provides for everyone that you need to ensure you have access to, or they may be individual adjustments just for you.

Examples could include:

* Proximity to accessible toilets
* Ramps or lifts
* Widened or automatic doors
* Accessible parking or a permit
* Adjustments to lighting – to avoid glare, clear lighting to lipread, natural daylight, dimmer lighting for sensory reasons.
* Permanent desk in hot-desking environment
* Access to a quiet room when needed to enable you to focus.
* Ability to work from home.
* Desk situated in a corner or quieter area in open plan environments.
* Access to quiet space for breaks and sensory decompression
* Access to private space to express milk
* Secure storage for medical equipment or other necessary items
* Workspace set up to accommodate wheelchairs moving freely around the room.
* Shared items or consumables placed at a height that I can reach in my wheelchair.
* Adjustments to help manage security codes or cards for access to computer systems or doors.

## Working hours

When do you work at your best? What working patterns will help you perform consistently and keep well?

Examples could include:

* Flexible working to allow you to do more of your work at the times you work best.
* Ability to have time off for medical or caring needs.
* A working pattern that allows you to work from home as needed or on agreed days.
* Additional time for tasks that take you longer to complete.
* Additional breaks to allow you to decompress, process situations, or recover.
* Planning time each day to allow you to plan and organise tasks.
* Having a fixed shift pattern.

## Communication

How do you communicate at your best? What are your preferences for people sharing information with you – and for you to share it with others? What helps you keep track of information and make sure you can access, understand, appraise, and implement as required?

Examples could include:

* Ensuring captions are available for online meetings.
* Preference for face to face / telephone / email / online communication methods.
* Additional processing time for interviews or timed tests
* Being given additional time to think and contribute in larger meetings.
* Sign language interpreters, lip-speakers, notetakers, or video relay support.
* Information in a different format – e.g., audio, braille, large print, specific fonts or on different coloured paper.
* Using clear and direct language
* Providing clear deadlines for requests
* Providing instructions in my preferred format – e.g., written or verbal
* Allow me additional time to read and / or proofread information.

## Equipment and technology

Do you need specialist furniture, equipment, technology, or software to enable you to work at your best?

Think about how your disability impacts you over the course of a working day or week and what might make work easier, more comfortable, and enable you to perform effectively.

Examples could include:

* Sit stand desk if you have trouble sitting for long periods of time.
* Ergonomic chair
* Balance chair
* Footrests or armrests
* Noise cancelling headphones.
* Loop earplugs (to reduce background noise but allow voices to come through)
* Remarkable tablet (to reduce risk of distraction)
* Adapted computer hardware such as ergonomic mice, keyboards, number pads or larger or additional monitors.
* Hearing loop
* Amplified telephone
* Magnifying overlays or software programs
* Screen reading software (text to speech)
* Dictation software
* Advanced spelling or grammar checkers
* Mind-mapping software.
1. *Equality act 2010 A person has a disability if (a) they have a physical or mental impairment, and (b) the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to- day activities.” Updated in 2024 to include the “adverse effect on their ability to participate fully and effectively in working life on an equal basis with other workers”*  [↑](#footnote-ref-1)
2. *Please refer to the memorandum of understanding / guidance in the trans and non-binary policy.* [↑](#footnote-ref-2)