

Strategies and Resources: **Reasonable Adjustments**

What are reasonable adjustments?

'Reasonable adjustments are changes that organisations and people providing services or public functions have to make for you if your disability puts you at a disadvantage compared with others who are not disabled' (Mind, 2018).

When can I request reasonable adjustments?

There are many situations where reasonable adjustments may be requested. For example:

- When attending a job interview
- Within school, college, or university settings
- In your place of work
- When trying to access services, e.g., request a GP appointment
- When using or attending services, e.g., at a doctors' appointment

Some examples of reasonable adjustments in different settings:

Job Interview	School/College/University	Workplace
<ul style="list-style-type: none">• Getting interview questions in advance• Extra processing time• Information about the process itself-how long, how many interviewers	<ul style="list-style-type: none">• Flexible deadlines• Clarity in who to speak to if something is unclear• Considerations where possible to help with any sensory differences• Alternative ways of completing some certain aspects of courses, e.g., submitting a presentation via video rather than live in person	<ul style="list-style-type: none">• Clear guidance in tasks, job role, and expected outcomes• Reviews or check-in's frequently to address any anxieties or misunderstandings etc.• Flexibility of working hours where possible• Alternative ways of communication/receiving information/tasks etc.

There are many different settings in which adjustments may be useful. There are also many different things that can be requested in terms of reasonable adjustments- the table above contains only a few examples.

How do I know what will help and what to request?

Try to think about anything that you feel you struggle with or, that makes attending or being somewhere difficult. Do you struggle with lighting or certain sounds or smells? Does extra processing time help when answering questions?


When being told information or asked to do something, are there some ways that enable better understanding than others? Do you need frequent time out or quiet time?

Writing things down as you think of them may be useful to refer to when needed. It may be helpful to make a note of things as and when they come up over a period of a few weeks.

If you are still struggling, talking it through with someone may help.

Takeaways:

1. Reasonable adjustments are designed to remove any disadvantages some people may experience
2. There are many different times and settings where reasonable adjustments are appropriate

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3. There are many different types of reasonable adjustments- take time to find out what is going to work for you

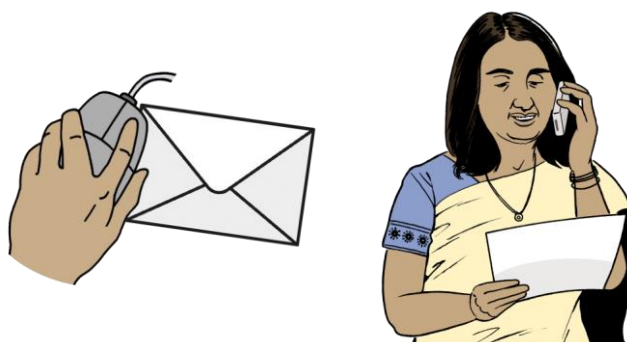
Useful links:

- Access to Work is a scheme where you can apply for funding to pay for equipment that can help you at work, as well as with costs like travel: <https://www.gov.uk/access-to-work>
- Acas gives employees and employers free, impartial advice on workplace rights, rules and best practice: <https://www.acas.org.uk/>
- GMB Union – Neurodiversity in the workplace: https://www.gmb.org.uk/sites/default/files/neurodiversity_workplace_toolkit.pdf

Mind, (2018). Available from: <https://www.mind.org.uk/information-support/legal-rights/discrimination-in-everyday-life/reasonable-adjustments/#:~:text=I%20ask%20for%3F-,What%20are%20reasonable%20adjustments%3F,to%20make%20these%20reasonable%20adjustments>

Contact Us

This guide was produced by **Autism AIM**, part of The Advonet Group. We are a free service co-led by and run for autistic adults (aged 18+) in the Leeds, Bradford and Craven areas.



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