**\_\_\_[insert your name]\_\_\_: personal profile**

**\_\_\_[insert contact details]\_\_\_**

**\_\_\_[insert job title or role applied for]\_\_\_**

This document outlines my access needs in the workplace because I am [insert your preferred term here e.g. deaf, hearing impaired etc.]. If you are not sure about anything please feel free to ask me for more information.

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| **About my deafness** |
| Give as much detail as possible, such as:* your level of deafness
* what you can hear – if anything – and how clear it is
* what you can’t hear
* the impact your surroundings have on your hearing
* how you communicate (e.g. lip-reading and/or sign language).
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| **Communication tips** |
| Suggest five things your employer and colleagues can do to help them communicate well with you (e.g. don’t speak too quickly, speak at a normal volume).  |

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| **My technology** |
| Explain what technology you may use (e.g. hearing aids, cochlear implants, Next Generation Text, radios aids, amplified phones, video relay) and how it helps you. Also mention the limitations of technology (e.g. hearing aids help you hear some sounds but you still need to lip-read as voices aren’t clear enough).If you’re not sure what technology might be available visit [www.ndcs.org.uk/technology](http://www.ndcs.org.uk/technology) for suggestions. |

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| **My communication support needs** |
| If you use any communication support (e.g. BSL interpreters, speech-to-text, note-takers) list it here and state when you use it (e.g. in meetings with more than three people).If you have Access to Work\* (AtW) funding, or will be applying for it, to cover the costs of your communication support, give details here. This is really important as many employers have not heard of AtW. \*Access to Work is not usually available for unpaid work experience, but it is worth checking with them to see what support you might be able to get. |

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| **Other adjustments that would help me** |
| List things your employer can do to help you access the workplace (e.g. advance notice of meetings so that you can book communication support). |

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| **Health and safety** |
| Explain whether you can usually hear fire alarms. If not, suggest what your employer can do to make sure that you’re alerted in the event of a fire (e.g. ensure the fire marshals are aware of your deafness).If you are going to be working in places such as construction sites or with heavy machinery you may want to say whether there are any adjustments your employer needs to make. |

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| **Situations I find challenging at work** |
| List situations you find difficult at work, such as:* communicating with more than one person
* lots of background noise
* meetings called at short notice so there’s no time to find communication support.

If you’re not sure what you might find difficult, look at your job description and think about the tasks that might be involved. |

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| **Additional information** |
| Use this space to tell your employer anything else you would like them to know about your deafness or any additional needs you have. This is a good place to say something positive such as ‘Being deaf helps me ignore all the background noises in the office and focus on my work more’.  |

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| **Useful resources** |
| List resources here that your employer might find useful, such as:* our resource, *Breaking the sound barrier: A guide to recruiting and supporting deaf colleagues*
* YouTube videos on deaf awareness: [www.youtube.com/user/ndcswebteam](http://www.youtube.com/user/ndcswebteam)
* Access to Work information: [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)
* products and equipment available: [www.ndcs.org.uk/technologyatwork](http://www.ndcs.org.uk/technologyatwork).
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NDCS resource: February 2016