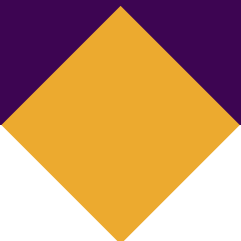
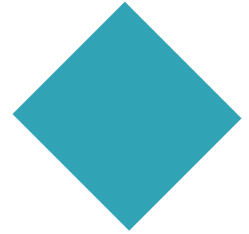


**ewgroup**

# Workplace Needs

# Assessment

**Guidance and support on  
reasonable adjustments to  
enable everyone to thrive**





Workplace or reasonable adjustments are key to ensuring you create an accessible working environment which provides everyone with the tools and support they need to access their jobs and do their best work.

Our workplace needs assessment service helps you understand the support and reasonable adjustments which will benefit your employees and implement them quickly and effectively.

Some people may be hesitant to disclose a disability or come forward and ask for reasonable adjustments, whilst others may be undiagnosed or waiting for a diagnosis. Whatever stage they are at, we can help you identify and support them with the most suitable software, tools and training to help them fully engage with work.

## Expert advice on reasonable adjustments and support

Delivered via our parent company eQS, our experts will assess the needs of your employee(s) and guide you through the workplace needs assessment process.

We will provide you with a comprehensive report, with recommendations on reasonable adjustments to implement to ensure your employees can be productive and thrive. The report breaks down the solutions, providers and costs of the recommendations made.

Our assessors are up to date in the latest innovations in assistive technology software, developments in reasonable adjustments and thinking within the disability community. They have expertise and experience in assessing employee needs within the employer's framework of working.

We can also supply the latest Assistive Technology (AT) equipment and software recommended and provide one-to-one AT training (online or in-person) and other support to support their continued learning.



**1 in 8 disabled people are waiting over a year to get the adjustments they need.**



**47% said adjustments help them to be more productive and 49% said adjustments help them stay in their job.**



# What is a workplace needs assessment?

A workplace needs assessment is an assessment carried out for an individual that looks at the barriers they will experience in coming to and performing their role at work.



# Access to Work fulfilment

Our services provide an end-to-end bespoke service for all employers and employees. We have expertise in the sourcing, provision and set-up of assistive technology equipment and software including training on the recommended software. We also provide disability awareness training, coaching and skills training, which can sometimes be paid for by the government's Access to Work scheme.



# What do reasonable adjustments look like?

A workplace needs assessment is useful for anyone, particularly neurodivergent or disabled employees.

This could involve recommendations for physical hardware:



- ▶ Lighting adjustments
- ▶ Noise-cancelling aids
- ▶ Assistive listening devices
- ▶ Taxis to work
- ▶ Remote or hybrid working options
- ▶ Flexible working hours

And assistive technology software recommendations such as:



- ▶ Speech-to text (dictation)
- ▶ Text-to-speech
- ▶ Mind mapping
- ▶ Planning and task management
- ▶ Captioning and note-taking
- ▶ E-learning

Our human support equips individuals with strategies, tools and training, including:



- ▶ 1-2-1 support and workplace coaching
- ▶ Disability awareness training
- ▶ Assistive technology training



## The benefits

We can provide you with the expertise you need to conduct workplace needs assessments and implement the reasonable adjustments and assistive technology your employees need to thrive in the workplace.

**Create an accessible and supportive workplace for all:** Provide the right support and tools to create an inclusive workplace and retain existing talent.

**Meet your legal obligations:** Under the Equality Act 2010, employers have a legal obligation to ensure disabled employees can access services, education and jobs as a non-disabled person would be able to.

**End-to-end solutions:** We offer end-to-end solutions to support your employees with the tools and training they need to thrive at work.

**Expert support:** With over 35 years of expertise and 400 consultants with lived experience we are uniquely qualified to provide the knowledge and expertise to support your neurodivergent and disabled employees.

**Skip the queue:** With long delays on assessments and diagnosis combined with significant wait times for Access to Work clearance, individuals can wait months to get the right support. Don't delay supporting your team – work with us and get started today.

Whether you have one employee or a group to assess, we can conduct workplace needs assessments to support your teams.

## The process

### 1. Discovery meeting

The individual will meet with a specialist assessor to discuss their experience in the workplace, their strengths and the challenges they face. This process is generally conducted online and lasts 1 hour. The assessor will focus on collecting information on the individual's background and history, including any relevant disability information and existing adjustments, working practices and their environment.

### 2. Research

The assessor will review the information collected and research the most effective solutions to support the individual at work.

### 3. Report

A summary of the assessor's findings will be provided in a comprehensive report, with detailed recommendations of the reasonable adjustments and support the individual may need such as specialist equipment, assistive technologies, training, coaching and more.

### 4. Implementing recommendations

We can also support you beyond the assessment and help you implement the report recommendations, providing AT training and mentoring.



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**Get in touch to start your  
workplace needs assessment  
with EW Group**

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