# Workplace adjustment and arrangement passport

You can use this passport to record your workplace adjustments and other [working arrangements](https://www.humanrights.vic.gov.au/resources/reasonable-adjustments-flexible-work-arrangements/) such as flexible work or return to work plans.

It’s designed to help you, and your employer or manager keep track of the adjustments that support you to participate fully in the workplace. If you change jobs or move to a new team, you can use this passport to show your new manager what adjustments you need.

Before using it, check your organisation’s policy and procedures for requesting workplace adjustments. For more help, you can read our [workplace adjustments guide for employees](https://www.vpsc.vic.gov.au/workforce-programs/disability-employment/workplace-or-reasonable-adjustments-in-the-public-sector/workplace-adjustments-guide-for-employees/) for a step-by-step explanation of the workplace adjustment process and how to use the passport.

## Privacy and sharing

This passport is a private document containing personal and health information. Your employer or manager must ask your permission before sharing it with others.

You’re responsible for storing your passport. We recommend you store it in a secure folder or system.

Read our [Workplace adjustments advice for public sector organisations](https://vpsc.vic.gov.au/workforce-programs/disability-employment/workplace-or-reasonable-adjustments-in-the-public-sector/workplace-adjustments-advice-for-public-sector-organisations/) to learn more about how privacy is handled.

## Your details

**First name**

**Enter first name here**

**Last name**

**Enter last name here**

**Your pronouns (optional)**

Example: she/her/hers, he/him/his, and they/them/theirs.

**Enter pronouns here**

**Your disability identity (optional)**

You can share your identity in the way that feels right for you.

You might choose terms like person with disability, disabled person, Deaf, or neurodivergent - or you can leave this blank if you’d rather not use any terms.

Your disability identity is personal information. It can’t be shared without your permission. Discuss this with your manager. For example, you may share with everyone in your workplace. Or you might prefer to only share with your manager or your immediate team members.

**Enter disability identity here**

## Resources and support

[JobAccess](https://www.jobaccess.gov.au/) and [Employee Assistance Fund](https://www.jobaccess.gov.au/i-am-a-person-with-disability/looking-applying-job/government-services-help-you/funding-workplace-changes/what-eaf) (EAF) provide [workplace assessments](https://www.jobaccess.gov.au/i-am-an-employer/create-accessible-inclusive/getting-workplace-assessment) and funding for workplace adjustments.

Use a [Personal Emergency Evacuation Plan](https://www2.education.vic.gov.au/pal/disability-and-reasonable-adjustment/policy-and-guidelines/personal-emergency-evacuation-plan) (PEEP) to record any specific evacuation assistance you may need during an emergency. Your Safety and Wellbeing team or Floor Warden can support you with this.

Read our [workplace adjustment guide](https://www.vpsc.vic.gov.au/workforce-programs/disability-employment/workplace-or-reasonable-adjustments-in-the-public-sector/workplace-adjustments-guide-for-employees/) for information on how to access these resources.

## Adjustments record

Record your workplace adjustments and [arrangements](https://www.humanrights.vic.gov.au/resources/reasonable-adjustments-flexible-work-arrangements/) here. Review and update your information as needed or if things change.

You can find examples of workplace adjustments in our [advice for public sector organisations](https://www.vpsc.vic.gov.au/workforce-programs/disability-employment/workplace-or-reasonable-adjustments-in-the-public-sector/workplace-adjustments-advice-for-public-sector-organisations/).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Adjustment number | Description | Date requested | Actions taken or updates | Status (In use, pending approval, not approved, no longer needed, trial, needs update) |
| Example | Requested ergonomic desk chair to reduce back pain | 8 Feb 2024 | 14 Feb 2024: Workplace assessment was completed, and chair was ordered and delivered.  9 December 2024: Back pain was increasing, so a new workplace assessment was completed and a more suitable chair was ordered. | In use |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| Add more rows if needed. |  |  |  |  |

## Additional information (optional)

You can use this space however you would like.

You can add any useful information such as:

* adjustments you are considering
* any relevant supporting documents such as your Personal Emergency Evacuation Plan (PEEP)

**Enter additional information here**

## Communication preferences (optional)

To help your manager support you better, state how you prefer to communicate throughout the adjustment process.

|  |  |
| --- | --- |
| Type of communication | Preference |
| Meetings | For example: cameras on or send an agenda in advance |
| Feedback and updates | For example: clear and specific feedback in writing through email |
| [Trusted or support person](https://www.vpsc.vic.gov.au/workforce-programs/disability-employment/workplace-or-reasonable-adjustments-in-the-public-sector/workplace-adjustments-advice-for-public-sector-organisations/) to help you with the adjustments process | For example: John Smith, VPSC Diversity and Inclusion Advisor |
| Add more rows if needed |  |

## Passport review

Review your passport regularly to make check that your adjustments and arrangements are still working for you. You can talk with your manager to schedule in time to review your passport. Make sure to send a calendar invite now so you don’t forget.

For example, you might want to meet once a month if you’ve introduced a new adjustment to make sure it’s working for you. Then every 6 months as a general check-in.

**Next review date:**

**Enter next review date here**