**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s personal profile**

My job title and/or department(s):

This document outlines my access needs because I [*have hearing loss / am deaf / am Deaf]*.

I give permission for this profile to be shared with:

If you aren’t sure about anything, please ask me by:

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| **About my deafness** |
| * My deafness level in my **left ear** is:
* My deafness level in my **right ear** is:
* What I can hear, what I can’t and how clear it is – or isn’t:
* What makes it harder for me to hear:
* My communication preferences (in order of preference) are:
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| **Here are my top 5 things you and my colleagues can do to help me** |
| 1.
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| **About my technology** |
| Here’s a list of the **technology** I use, how it **helps** me and any **limitations** you should be aware of.  |
| Find out more about assistive technology at [ndcs.org.uk/information-and-support/assistive-technology/](http://www.ndcs.org.uk/information-and-support/assistive-technology/). |

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| **My communication support needs at work** |
| **Example:** My interpreter helps me in meetings, but they need a list of names and terminology in advance. |
| **Access to Work**I ***[have / have not]*** applied for Access to Work (AtW) to help with the costs of my communication support. Status of application: *(****Note:*** [*Access to Work*](https://www.ndcs.org.uk/information-and-support/money-and-benefits/financial-support/access-to-work/) *will not pay for reasonable adjustments. It is not usually available for unpaid work experience.)* |

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| **Based on my job description, here are some challenges and other additional information** |
| **Example:**I struggle to communicate when there’s lots of background noise, and if meetings are called at short notice, it can be hard for me to find communication support. However, being deaf can help me tune out background noises in the office and focus on my work more. |

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| **Health and safety: Important things to consider** |
| [ ]  I struggle to hear fire alarms or other safety announcements. Please check I’ve noticed them![ ]  I need my employer to provide me with written versions of any health and safety information.[ ]  If my support staff aren’t around, the backup communication method I’m most comfortable with is: [ ]  If you’re dealing with sensitive topics, please make sure you’ve thought about how that would translate in my preferred communication method(s).[ ]  If you notice I’m feeling isolated or struggling socially, please help me by:  |

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| **Useful resources** |
| The National Deaf Children’s Society recommends the following resources for employers:* [Making your services and workplace deaf-friendly](https://www.ndcs.org.uk/information-and-support/professionals/workplace/) (NDCS website)
* [Deaf awareness for employers and professionals](https://www.ndcs.org.uk/information-and-support/education-and-learning/deaf-works-everywhere/deaf-awareness-for-employers-and-professionals/) (NDCS website)
* [Ensuring your opportunities are accessible](https://www.ndcs.org.uk/information-and-support/professionals/workplace/accessible-opportunities/) (NDCS website)
* [Reasonable adjustments in the workplace](https://www.ndcs.org.uk/information-and-support/professionals/workplace/reasonable-adjustments/) (NDCS website)
* [The law when working with deaf children and young people](https://www.ndcs.org.uk/information-and-support/professionals/activities/resources/law/) (NDCS website)

**Top tip:** [AXS Passport](https://app.axs-passport.co/) is a free platform that enables you to create multiple digital passports. With a variety of categories and reasonable adjustments, you can share your needs and preferences quickly and effectively. |