Health Adjustment Passport

Putting Your Workplace Needs Into Words

A practical companion for identifying barriers, considering adjustments and preparing to talk about support at work.

What is the Health Adjustment Passport?

The Department for Work and Pensions Health Adjustment Passport is a document for people whose disability or health condition creates barriers when moving into work or staying in a job. It can help you identify reasonable adjustments, talk with an employer or work coach and support an Access to Work application.

How it can help

- Organise what kind of work, hours or location you are considering.
- Describe the situations that create a barrier and how they affect work.
- Record adjustments or practical support that may help.
- Prepare a discussion with an employer, potential employer, work coach or Access to Work.
- Keep a copy and update it if your role, needs or useful support changes.

It is your information

The official guidance says the passport belongs to you and cannot be shared without your permission. You decide what to include, who sees it and which sections are relevant. You can keep a fuller copy for yourself and share a shorter summary for a particular conversation.

What it is not

- It is not an Access to Work application or funding decision.
- It does not guarantee a particular adjustment, assessment route or outcome.
- It is not a requirement to provide every medical detail. Focus on what happens at work and what might help.

Use the current official DWP form to complete the passport itself. It is available in standard, easy-read and large-print formats. This guide is a companion to help you think through your answers.

Before you complete it

- Think about the type of work, hours and location you want to describe.
- Note the work conditions that help you, as well as the barriers you want to reduce.
- Write down support you already use and anything you would like to explore.
- Plan when you might review the information so it stays useful if your work changes.

Keep your wording practical and specific. You can add detail later or leave out anything you do not want to share.

Putting workplace needs into words

You do not need to find perfect wording. Start with one situation and describe the practical effect it has on a work task. You can add possible support even if you are not sure which option will work best.

A simple structure

Situation: When or where does the difficulty occur?
Barrier: What part becomes harder?
Impact: What happens to the task, time, communication or wellbeing?
Possible support: What change could reduce the barrier?

Example

“When several verbal instructions arrive quickly, I can lose track of the order. This makes it harder to complete tasks when priorities change. Written priorities and a short check-in could help me confirm what comes first.”

Prompts to consider

- Which tasks or situations take extra effort because of a health condition or disability?
- What contributes to the difficulty: communication, time, sensory environment, travel, organisation or something else?
- What already helps? What have you tried before?
- Could an adjustment be trialled and reviewed after an agreed period?

Possible support areas

WORK AREA	IDEAS TO DISCUSS
Communication	Written instructions, agenda in advance, agreed contact or follow-up notes.
Time and tasks	Predictable scheduling, clear priorities, planned breaks or a different task sequence.
Environment and tools	Quieter space, equipment, software, lighting or flexible work location.
Recruitment and travel	Accessible interview format, communication support or disability-related travel help.

My first example

Situation and barrier: _____

Work impact: _____

Possible support to explore: _____

Sharing and Access to Work

A completed passport can support a discussion with an employer or work coach and can help you prepare an Access to Work application. Keep your own copy so you can update it when circumstances change.

Choosing what to share

- Decide which sections are relevant to the person or decision.
- Ask who will see the information and how it will be stored.
- You can explain a work barrier and support need without sharing information that is not relevant to that discussion.
- Keep a version for yourself and update the record when an adjustment changes.

How Access to Work fits

Access to Work is separate from the passport and has its own eligibility and assessment rules. The passport may help explain your support needs when applying. Depending on the current rules, you may be able to apply if you are already in paid work, about to start work or have a job interview. Check the latest GOV.UK guidance for your circumstances.

Employer adjustments and additional support

An employer must consider reasonable adjustments where a disabled worker or applicant would otherwise face substantial disadvantage. Access to Work does not pay for adjustments that are the employer's responsibility. It may help with additional practical support for eligible people.

Conversation prompts

- "This is the part of the work that creates a barrier for me."
- "This is the effect on the task or my ability to work consistently."
- "Could we explore this adjustment or another way to reduce the barrier?"
- "Who will follow up, and when can we review whether it is helping?"

The passport can help structure a conversation, but it does not make the decision about which adjustment is reasonable or what Access to Work may fund. Ask the relevant service or employer about the process and next steps.

My next conversation

Person or service I will contact: _____

The first point I want to explain: _____

What I want to ask: _____

My workplace needs summary

Use this printable page to prepare your own notes. Complete only what feels useful. You can take it to a work conversation, use it alongside the official form or keep it private.

Role, work goal or interview I am thinking about

_____

_____

What helps me do my work well?

Consider tasks, communication, hours, environment, travel, equipment and support.

_____

_____

_____

The main barrier I want to describe

_____

_____

Support or adjustment I would like to explore

_____

_____

Who I may share this with and what I want to ask

_____

_____

When I will review or update this

_____

Official information

DWP · Health Adjustment Passport and accessible formats: https://www.gov.uk/government/publications/health-adjustment-passport

DWP · Passport completion notes: https://www.gov.uk/government/publications/health-adjustment-passport/health-adjustment-passport-completion-notes

GOV.UK · Access to Work: https://www.gov.uk/access-to-work

GOV.UK · Reasonable adjustments: https://www.gov.uk/reasonable-adjustments-for-disabled-workers

This planning page is not the official DWP form. Check the latest official guidance before applying for support.