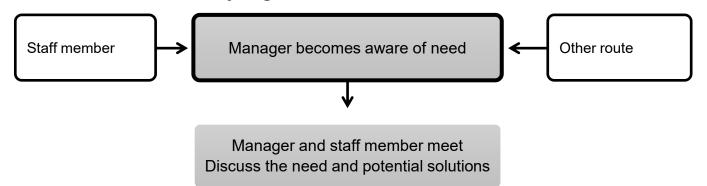
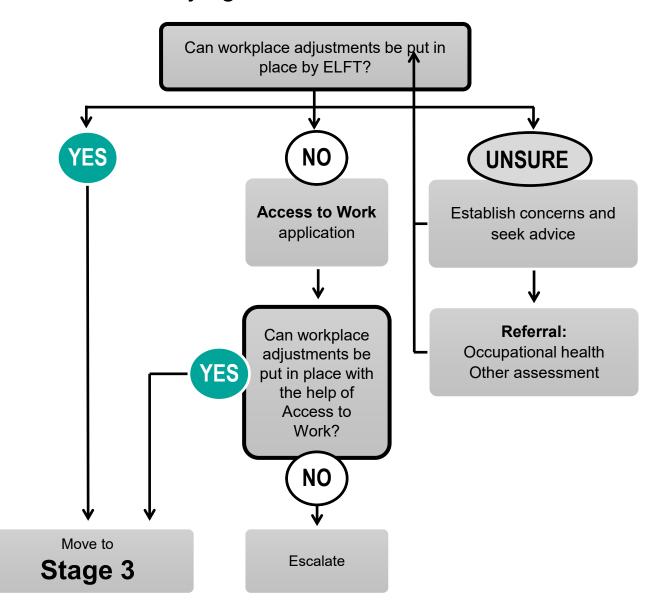
Stage 1
Identifying the need and decisions



Stage 2
Identifying the need and decisions



Stage 3 Putting adjustments in place Workplace adjustments are agreed and recorded What are the It is the Manager and staff member agree what work expectation manager's needs to be done of the staff responsibility to member? ensure workplace Are temporary adjustments are adjustments put in place Does equipment, training, travel or needed? interpreter need to sourced? NO YES Can equipment or service Contact be ordered through usual Procurement for Organise for channels? specialist changes IT services NO to be actioned equipment and Oracle Department credit card services Set up taxi account YES Place order Problem solve delays Claim funds Workplace adjustments set up fully NO YES back from Escalate and in working order? Access to Work if necessary Stage 4 Review Set new review Review after 1 year or sooner if Return to **YES** NO date circumstances change. Stage 2