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| **TV Access Project (TAP)****ACCESS PASSPORT** |
|  **[INSERT PRODUCTION** **LOGO]** | This document is an **Access Passport**. At **[NAME OF PRODUCTION / ORGANISATION],** we want to support everyone to have the **best possible experience** when working with us. By sharing details about your access with us, you’re **helping us to support you.** |
| **A black background with a black square  AI-generated content may be incorrect.** | **About This Access Passport**This Access Passport is **optional.**You can communicate your access requirements **however works best for you**.It is **up to you how much you want to share** to answer each question. |
| **A black background with a black square  AI-generated content may be incorrect.** | **Medical History**You **do not need to share details about your medical history** unless you would like to include it. |
| **A black background with a black square  AI-generated content may be incorrect.** | **Confidentiality**Your Access Passport is **confidential.**You own this document. This passport can be shared with your **line manager** or other **team members** to best support you. It is **up to you** if you want to share your Access Passport with **anyone else on the team**. |
| A black background with a black square  AI-generated content may be incorrect. | **Making changes**You can **review or edit** your Access Passport at any time.  |

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| **Your Details** |
| A black background with a black square  AI-generated content may be incorrect.  |  **Your Name** **Your Pronouns**  **Your Role**   |
| A black background with a black square  AI-generated content may be incorrect. |  **Your Phone Number** |
| A black background with a black square  AI-generated content may be incorrect. |  **Your Email Address**  |
| A black background with a black square  AI-generated content may be incorrect. | **Disability or health**Do you identify as **disabled** or with having a **health condition?**  |

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| **Tell us about you** |
|  A black background with a black square  AI-generated content may be incorrect. | Tell us **anything you would like us to know** that might help us support you Some examples of **information that might be useful** are belowYou **don’t have to answer** every section |
| Medicine | **Medication** * In this box you can share information about **medication** you might take
* For example, does your medication **impact you at work?**
* Do you need to take it at a certain **time of day?**
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| A black background with a black square  AI-generated content may be incorrect. | **Access requirements*** Do you have any **access requirements?**
* Do your access requirements **change from day to day?**
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| A black background with a black square  AI-generated content may be incorrect. | **Emergencies** Do you have any information that might be useful **in case of an emergency**For example, emergency medication like an EpiPen? |  |
| A black background with a black square  AI-generated content may be incorrect. | **Anything else**Is there anything else we can do support you? |  |

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| **What adjustments do you need?** |
|  *A black background with a black square  AI-generated content may be incorrect.* | Let us know any **adjustments** **you** **already have** in placeor **new ones you** **would like** to be put in place**.**Some examples of **adjustments you might find helpful** are below.You might want to include adjustments you only need some of the time, as your **access requirements might change.** |
| A black background with a black square  AI-generated content may be incorrect. | Do you need **interpreters** or **support workers?** |  |
| A white car with a black background  AI-generated content may be incorrect. | Do you need adjustments to **travel?** |  |
| A black background with a black square  AI-generated content may be incorrect. | Do you need adjustments to **accommodation?** |  |
| A black background with a black square  AI-generated content may be incorrect. | **Quiet Space**Do you need a **quiet space** available? |  |



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|  | **Working Hours**Do you need adjustments to **working hours?** |  |
| A black background with a black square  AI-generated content may be incorrect. | **Equipment or software**Do you need adjustments to **equipment or software?** |  |
| A black background with a black square  AI-generated content may be incorrect. | **Communication**Do you have **communication preferences?** |  |
| *A black background with a black square  AI-generated content may be incorrect.* | **Other adjustments**Are there **other adjustments** you would like to put in place? |  |

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| **Anything Else?** |
| A black background with a black square  AI-generated content may be incorrect. | Use this space to share any other **information that might be relevant** so that you can feel supported at work |  |
| A black background with a black square  AI-generated content may be incorrect. | If you would prefer that **we talk about your access with someone else,** please include their details hereThis might be a **support worker** or **advocate** |  |
| A black background with a black square  AI-generated content may be incorrect. | You might **not know** what adjustments you might needIf you want support to **think about this more,** tell us here |  |

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| **What happens next?** |
| A black background with a black square  AI-generated content may be incorrect.  | **Confirming your Access Passport**After you have completed the Access Passport, **send written confirmation of your adjustments to your line manager via email** |
| A black background with a black square  AI-generated content may be incorrect. | **Making changes**Remember that you can **review or edit** your Access Passport at any time |

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| **Questions?** |
| A black background with a black square  AI-generated content may be incorrect. |  **Email** [NAME OF LINE MANAGER / ACCESS LEAD][EMAIL] |