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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 below  You **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?** |  |
| 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 here  This 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 need  If 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] |