

[Insert your name] Personal Profile
[Insert job title or role applied for]

This document outlines my access needs in the workplace because I am [insert your preferred term here eg have a hearing loss, hard of hearing, deaf]. If you are not sure of anything, please feel free to ask me for more information.

About my hearing difficulty

Give as much detail as possible such as:

- your level of hearing loss
- what you can hear and how easy/hard this is
- what you can't hear
- how you access information eg using a radio aid, preferring emails to phone calls, using subtitles, having presentation or training slides and video links in advance

Communication/mobility tips

Suggest some things an employer and colleagues can do to help them communicate well with you and/or to enable you to move around safely, such as:

- people say my name when they first speak to me to make sure I am ready to listen to them
- keep background noise to a minimum
- make sure your face is not in shadow when speaking – eg when you stand with a window behind you
- Use my radio aid – it's easy and it makes a huge difference
- Make sure I have visual access eg use bullet points and visuals in training and meetings, send minutes promptly
- If possible, make a quieter space available for 1:1 and group conversations

My hearing support needs

If you use any support, list it here and state when you use it (eg your hearing aids – explain work best between 1-2m and are not very effective beyond this, radio aid if you use one, subtitles etc).

If you have Access to Work *(AtW) funding, or will be applying for it, to cover the costs of your visual support, give details here. This is really important as many employers have not heard of AtW.

*Access to Work is not usually available for unpaid work experience, but it is worth checking with them to see what support you might be able to get.

Other adjustments that would help me

List things your employer can do to help you access the workplace, such as:

- advance notice of meetings held in a different location so that you arrive early to sit near the speaker
- opportunity to ask for clarification about tasks
- you may need headphones which will plug/connect directly to your hearing aids for phone calls
- using subtitles in video meetings (eg TEAMS Google Meet etc)
- positioning me near, and to one side of, the speaker in meetings

Health and safety

Explain whether you can hear fire alarms. If not, suggest what your employer can do to make sure that you know where to go in the event of a fire (eg. ensure the fire marshals are aware of your hearing impairment). Depending on the place you are going to be working in, you may want to say whether there are any adjustments your employer needs to make.

Situations I find challenging at work

List situations you find difficult at work, such as:

- knowing who is speaking to me – please use my name first or touch my shoulder if you are behind me
- hearing without being able to see people's faces
- listening in places with lots of background noise (eg the canteen or a pub)
- hearing in dim light – it makes it hard to see people's faces
- hearing over distance eg in a conference room, large hall etc
- hearing clearly when people are speaking and over a metre away

Related links:

W: berkshiresensoryconsortium.co.uk

List resources here that your employer might find useful, such as:

- Access to Work information: www.gov.uk/access-to-work
- Advice from NDCS: <https://www.ndcs.org.uk/our-services/information-for-deaf-young-people/work-and-careers/>
- Advice from Action for Hearing Loss. They have an employer's hub <https://www.actiononhearingloss.org.uk/how-we-help/businesses-and-employers/employer-hub/>

Related Advice Sheets