

## A guide on workplace adjustments transcript

This document is a transcript of an Auslan training video with tips on how to write job applications when applying for a position in the NSW public sector. The video can be [viewed in the Belonging and Inclusion Library](#).

You can view the [full series of videos in the Belonging and Inclusion Library](#).

## Background

The video is part of a series created following a one-day workshop held by the Public Service Commission. The workshop focused on meeting the cultural and language needs of Deaf Auslan-speaking employees. The workshop was open to all Deaf employees in the NSW public sector as an opportunity to invest in their career growth in an environment tailored to their needs. The workshop was delivered entirely in Auslan and was designed with input from the Deaf community.

## About Auslan

Auslan is a language used predominately by the Australian Deaf community.

## Transcript

[Workplace adjustments](#) support a person with disability to perform at their best. You can request that adjustments are made to ensure you are able to participate in the workplace on an equal basis with others. Adjustments can be requested [at any stage during recruitment](#), or while you are employed in a role.

Adjustments can range from changes to equipment, work practices and environment and may change as people's needs change. Most adjustments are simple to organise.

Under the Disability Discrimination Act 1992 workplaces must provide workplace adjustments if requested. These adjustments are important as they will help you to

- Perform at your best.
- Work productively
- Work safely
- Feel included.
- Help you to be motivated.

These adjustments are important to give staff what they need to be on an equal basis with others.

You can speak with your manager about your needs and what you need to perform your role.

You have your individual rights and choices and you do not need to share information about your disability if you do not want to. If you do share your information, your manager cannot share it with others without your permission.

There are multiple options for funding workplace adjustments. Your agency may choose to fund workplace adjustments through existing budgets.

Additional funding and support is available through Job Access. This is through EAF and Work Assist.

EAF is financial assistance from the government for staff with disabilities and mental health conditions. This funding allows employers to buy modifications, equipment, Auslan services etc.

Some examples are:

- Auslan interpreting
- Equipment for work
- Communication devices
- Disability (deafness) awareness training
- Mental health awareness training
- Adjustments to your physical workspace

Work Assist can also provide support if you are having difficulty fulfilling the essential requirements of your role due to an injury, disability or health condition.

If you are eligible, a Disability Employment Service provider can also work with you and your employer to help in a variety of areas.

Check your agency intranet for more information on workplace adjustment policies or speak to your HR team about requesting any adjustments you need.