



Children and Young People  
with Disability Australia



**DREAM** Employment  
Network

## **Reasonable adjustments**

**Children and Young People with  
Disability Australia**

## About this book



This book is from Children and Young People with Disability Australia or CYDA.



This book has some hard words.

Hard words are in **bold**.

We tell you what they mean.

This book is about

**reasonable adjustments.**



Reasonable adjustments are when an organisation makes changes to help people with disability.



Reasonable adjustments can be

- captions
- ramps
- moving furniture around.



Reasonable adjustments also means making places and information **accessible**.



Accessible places are easy for everyone to

- get into

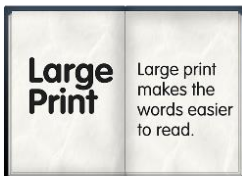


- use.



Accessible information means everyone

- can understand the information



- can get the information in different ways.

## Talk about what you might need to do



You must talk to your staff about **access needs**.



Access needs are things that

- help someone do their job
- someone needs because of their disability.



You must show your staff **respect**.

Respect means you

- listen to your staff
- are kind to your staff
- do not hurt your staff.



The law says you cannot treat staff differently because they have disability.

## How to ask about access needs



Questions you can ask include

- What are your access needs?

- How do you like to communicate?



- How can we help you feel included when you work in person?



- How can we help you feel included when you work online?

## Employee Assistance Fund

The **Employee Assistance Fund** helps organisations understand how to be more accessible.



Your organisation does not have to pay the Employee Assistance Fund to help you understand how to be more accessible.

## Other ways to make work accessible

You should have

- accessible parking spaces
- lots of breaks
- rooms that are not too bright
- quiet areas.





You can also

- ask staff what they think



- listen to what staff tell you.

## More information

For more information you can contact  
Job Access.



Call            1800 464 800



Website    [www.jobaccess.gov.au](http://www.jobaccess.gov.au)



CYDA's DREAM resources have been created to provide general information to employers and young people with disability who may be seeking employment. The content has been informed by a co-design process with employers and young people with disability. Funding for the project was provided by the Australian Government's Department of Social Services, as part of a Disability Youth Leadership Grant.

This fact sheet was current as of September 2023 and may not contain the most recent information and updates. Information is provided as a general guide and should not be considered legal or professional advice. Pictures by Photosymbols.