

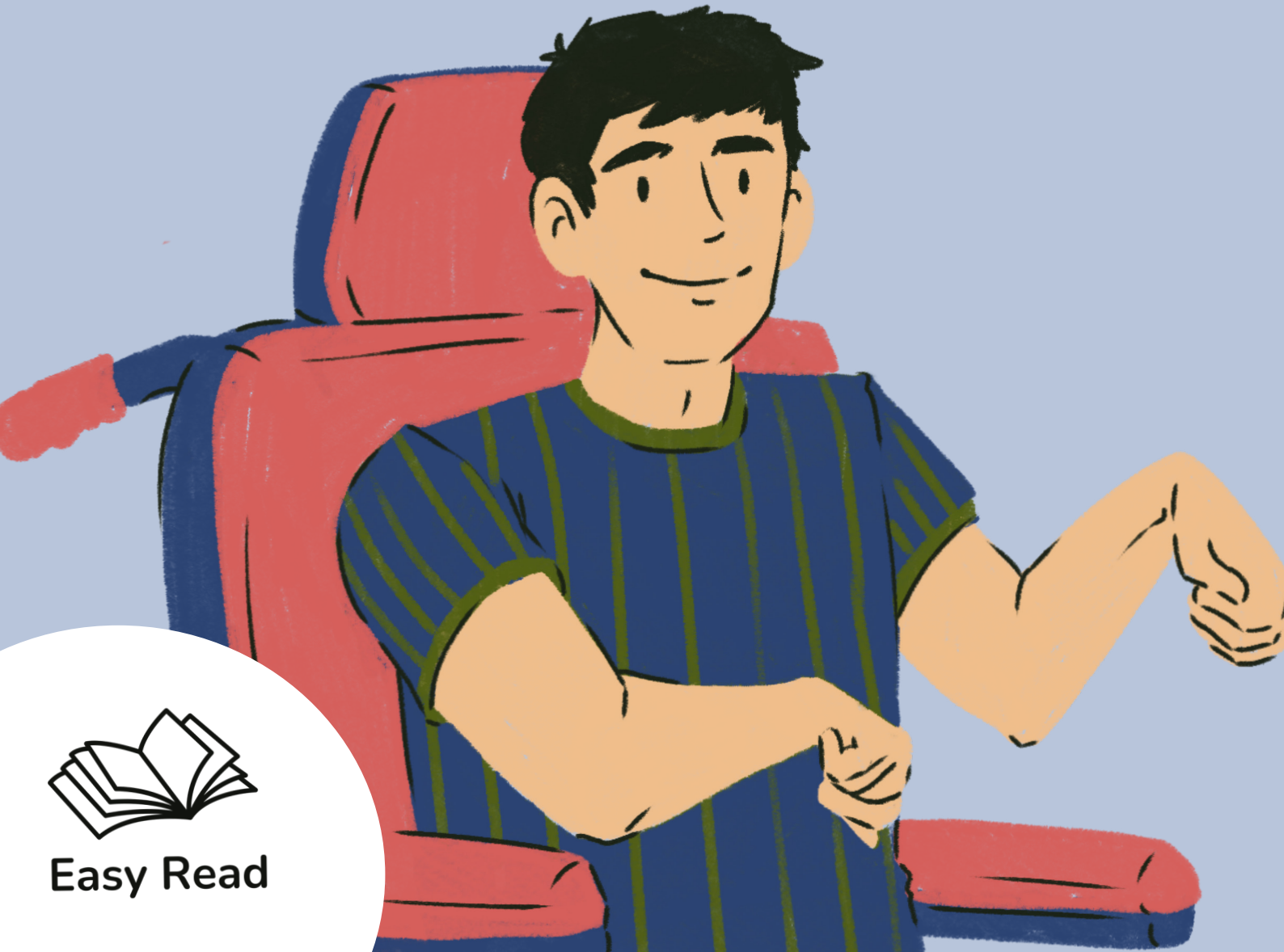
Embrace Access

**DREAM**  
Employment  
Network



Children and Young People  
with Disability Australia

# Reasonable accommodations



Easy Read

# About this book



This book is about **reasonable accommodations**.



Reasonable accommodations mean

- employers respect employee access needs

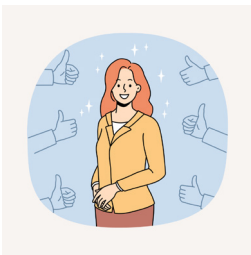


- employers make changes to help employees with disability to do their job properly.

# Recruitment



Recruitment means you get new employees to join the workplace.



People who apply for a job are called **applicants**.



Employers must tell applicants

- what is accessible about the workplace



- what is **not** accessible about the workplace.

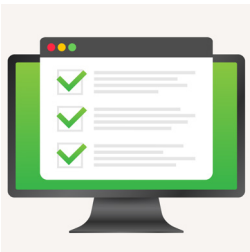


# How accessible is your workplace?

An employer can find out how accessible their workplace is by



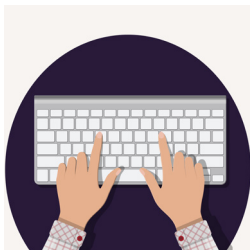
- talking to employees with disability



- filling in the **Job Access Checklist**



- exploring the accessibility features listed by **The Field.**



Website links are at the end of this book.

# Accessible interviews

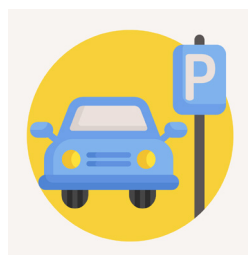
## Access keys



Employers can create an **Access Key** to help interview applicants know what to expect.



An Access Key is a document that explains all of the accessibility features of the interview.



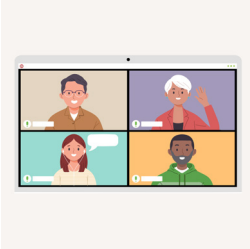
An Access Key might use text and pictures to explain

- accessible car parking



- accessible bathrooms.

# Accessible online interviews



Employers can make a checklist for applicants to share their access needs.



The checklist might include options for

- captions



- Auslan interpretation



- other language interpretation



- information in Easy Read.



The checklist might ask if you need

- information in plain language



- the option to take breaks



- visual changes such as high colour contrast or larger text



- something else.



Employers should leave space on the checklist for applicants to share other access needs.



## Contact methods

Employers must make sure applicants can contact them in more than 1 way.

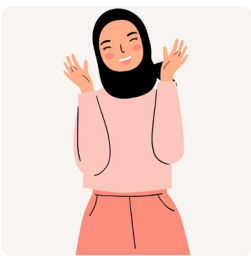
It is a good idea to include an option for applicants to



- make a phone call



- send an email.



The more contact options, the better.





# In the workplace

Employers can make their workplace accessible by



- checking in with employees every 2 months to see if their access needs have changed



- writing an **Accessibility Action Plan**.



An Accessibility Action Plan says how the workplace will be more inclusive and accessible.



Accessibility benefits many people. For example, people with short term access needs.

# Meeting your access needs



Some employers **cannot** meet all access needs.



Employers should explain how they can and **cannot** meet different access needs.



This helps applicants and employees with disability to know what to expect.



## Helpful websites



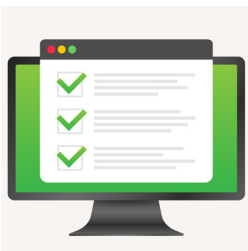
## Reasonable accommodations

<https://cyda.org.au/youth-hub/dream-employment-network/dream-resources/>



## Information from The Field

<https://www.thefield.jobs/Job/>



## Job Access checklist

<https://www.jobaccess.gov.au/sites/default/files/6.4%20Employer%20Accessibility%20Self%20Assessment%20Checklist.pdf>



## Australian Disability Network

<https://and.org.au/how-we-can-help-you/provide-an-accessible-and-inclusive-workplace>



## Access Key example

<https://headspace.org.au/assets/Uploads/Centres/Hawthorn/Access-Key-headspace-Hawthorn-v2.pdf>



## More information



### Email CYDA

[YouthactionTeam@cyda.org.au](mailto:YouthactionTeam@cyda.org.au)



### Call CYDA

0423 833 523



## Services to help you call us



If English is **not** your first language

Call **TIS** or the Translating and Interpreting Service

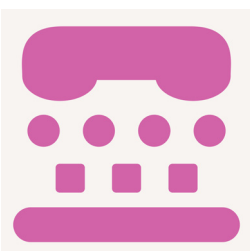
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If you have communication disability

Call the **NRS** or National Relay Service

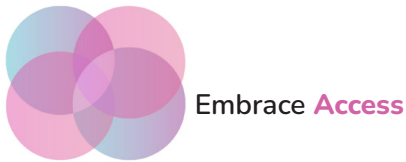
1800 555 660



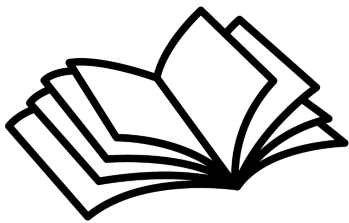
If you use TTY or teletypewriters

Call the **NRS** or National Relay Service

1800 555 677



**DREAM**  
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## Easy Read

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 act sheet was current as of June 2024 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.

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