



Please help support this charitable service by donating £3* Text [Ability](tel:08457622633) to 84858

Assessment Service - Employment

This service is for people in work, employed or self-employed, who require an assessment of their work related computer needs.

Why an Assessment?

Over 90% of jobs involve using a computer and we are often asked to provide assessments for employees who are experiencing some discomfort or problem that's having a negative impact on their computer use. These are commonly referred to as ergonomic or DSE assessments. Research shows that 60% of adults would benefit from adjusting their computer in some way and invisible issues such as dyslexia, tired eyes, back ache, headaches or hand / arm issues are among the most commonly encountered. If left unresolved these can have a huge impact on morale and performance and can lead to people losing their job.

Employers recognise their duty of care to comply with the current Health & Safety legislation and Display Screen Equipment regulations and know that early intervention is an excellent way to minimise risks to employee health (often also reducing levels of work-related stress), as well as best practice in helping employees use their equipment safely and productively.

The Disability Discrimination Act (DDA) also has significant implications for employers. The DDA makes it illegal to unreasonably discriminate against existing and potential employees on the basis of their 'disability' and employers have to make '**reasonable adjustments**' in the employment of people with disabilities. The definition of disability is very broad; it includes, for example, people with upper limb disorders or dyslexia. This is not just an issue about advertising, interviewing and hiring. More frequently it arises when an existing, non-disabled employee, trained and experienced, becomes disabled by illness or accident.

More information on the DDA is available from the Disability Rights Commission Helpline on 08457 622633 or www.drc-gb.org

An Assessment by AbilityNet

AbilityNet can assess a person's computer access needs and our assessors have extensive practical experience. AbilityNet's view is **independent** and we advise without bias on products and suppliers.

We can address all types of disabling condition. We work with people with physical and sensory impairment, with difficulties with written language such as dyslexia, with people with upper limb disorders or RSI, together with computer users who are covered by

Health and Safety legislation and Display Screen Equipment regulations. Alternative approaches exist in all cases and the process required is the same.

The employment assessment process will always include the following elements:

- Conversation, in confidence, to focus attention on the individual and to ensure that all relevant history and circumstances are considered:
- arriving at a clear understanding of what is required and what is wanted:
- consideration of the environment in which the solution will be used, including existing hardware and software requirements, location and space:
- demonstrations and hands-on trial of the relevant hardware and software solutions, using AbilityNet's equipment,
- discussion of major conclusions.

In some cases it may be possible to conduct more than one assessment in one visit, or to combine an assessment with a brief awareness training opportunity. We will be happy to discuss options with you.

We will visit clients any time within 12 months of an assessment to provide further assistance, if wished.

The Report

Each assessment is documented by the consultant in a report. The report is sent first to the individual client, to check that it does not breach confidentiality. The report is then sent to the employer or other organisation that requested and paid for the assessment.

There are 2 report options:

- **Full report** which gives background on the individual, the assessment process, the options explored and the final recommendations.
- **Short report** which focuses on the recommended solutions only.

Where?

The assessment usually takes place in the normal place of work. There are significant advantages to conducting the assessment where the client will be using any proposed solution. The consultant will then take into account all aspects of the local environment, such as desk and chair, space and noise. AbilityNet assessors also take into account the corporate ICT environment and protocols when making the recommendations.

Mobile workers, people between jobs or perhaps not yet back in work after illness or accident are examples of people we are happy to see at an AbilityNet centre.

Remote Assessment

Remote assessment can take many routes. With the aid of broadband internet access and immediately downloadable software, the assessor can view and access your screen to help with your access and make adjustments where necessary. The assessor can then offer advice on accessible software/hardware etc with the possibility of reviewing software and/or hardware if appropriate. Where required a webcam may also be installed on the client's computer so that the camera can be used for the assessor to be able to see for example, the position of the hands on the keyboard, mouse and mobility etc to offer further insight into a possible solution. This offers flexibility for both client and assessor and by offering more services in this way, AbilityNet can offer more help to more people.

Costs (VAT is added to all charges)

Standard charges are:

Assessment at client location full report	£625 + travel expenses
Assessment at client location short report	£525 + travel expenses
Assessment at AbilityNet centre full report	£475
Assessment at AbilityNet centre short report	£375

Standard charges for **our London centre** are:

In place of travel expenses, there will be a flat £40 travel fee for all visits plus congestion charge if appropriate.

Assessment at client location full report	£675
Workplace visit, assessment at AbilityNet London full report	£625
Workplace visit, assessment at AbilityNet London short report	£525
Assessment at AbilityNet London full report	£475
Assessment at AbilityNet London short report	£375

Follow up visits	£130 per hour + travel expenses
Remote Assessment	£85 per hour – Maximum Charge £285

Cancellation Charges

For cancellation of an assessment a sliding % fee is charged.

7 to 10 Days - 10%

3 to 6 Days – 25%

Less than 48 Hours – 50%

Same day – 80%

To Arrange an Assessment

For further information or to arrange an assessment contact our advice and information service on 0800 269545 or email enquiries@abilitynet.org.uk

* Messages charged at standard rate. You will receive two confirmation messages charged at £1.50 each. AbilityNet will receive your donation net of charges applied by mobile network operators and a processing fee. If you have any questions regarding this service, please call 020 7549 2222.