

## **What is a Workplace Needs Assessment (WNA)?**

A WNA considers how dyslexia is affecting performance in a particular job. It will identify ways in which an employee can be supported in their job through Reasonable Adjustments which will be put in place by the employer.

## **What happens in a Workplace Needs Assessment?**

The WNA will be online but prior to this the Assessor will talk to the employer and will have asked them to supply reasons for the WNA and to provide any previous assessment reports that the employee has had. They will also gain information relating to the employee's performance.

During the assessment the Assessor will talk to the employee to gain a self-assessment of their difficulties and performance at work. They will look at the daily working practices and environment involved in the job so that recommendations for support can be made. A full WNA report will follow within 2-3 weeks.

## **What will the Workplace Needs Assessment report include?**

The WNA could include recommendations for the following:

- A training programme which may involve literacy and IT support: research skills, writing emails or reports, contributing to meetings, understanding instructions, time management, organisational skills.
- Where appropriate, IT recommendations will be made and specific advice given on how the IT training can be carried out in a manner suitable for the learner. The employer will be consulted to make sure any recommendations can be supported by the employer's IT systems.
- Detailed recommendations to the employer will be made as to what actions they can take to support the employee to include realistic expectations of the employer and highlighting the employee's strengths.

The WNA report will be in a format which allows it to be used in applications for Access to Work funding for training and equipment.

A WNA is not the same as the full diagnostic assessment, this may be required prior to the WNA if no previous assessment report is available.

For further information please email [assessments@adc.org.uk](mailto:assessments@adc.org.uk) or contact our Helpline on [help@adc.org.uk](mailto:help@adc.org.uk) mob 07774 846657