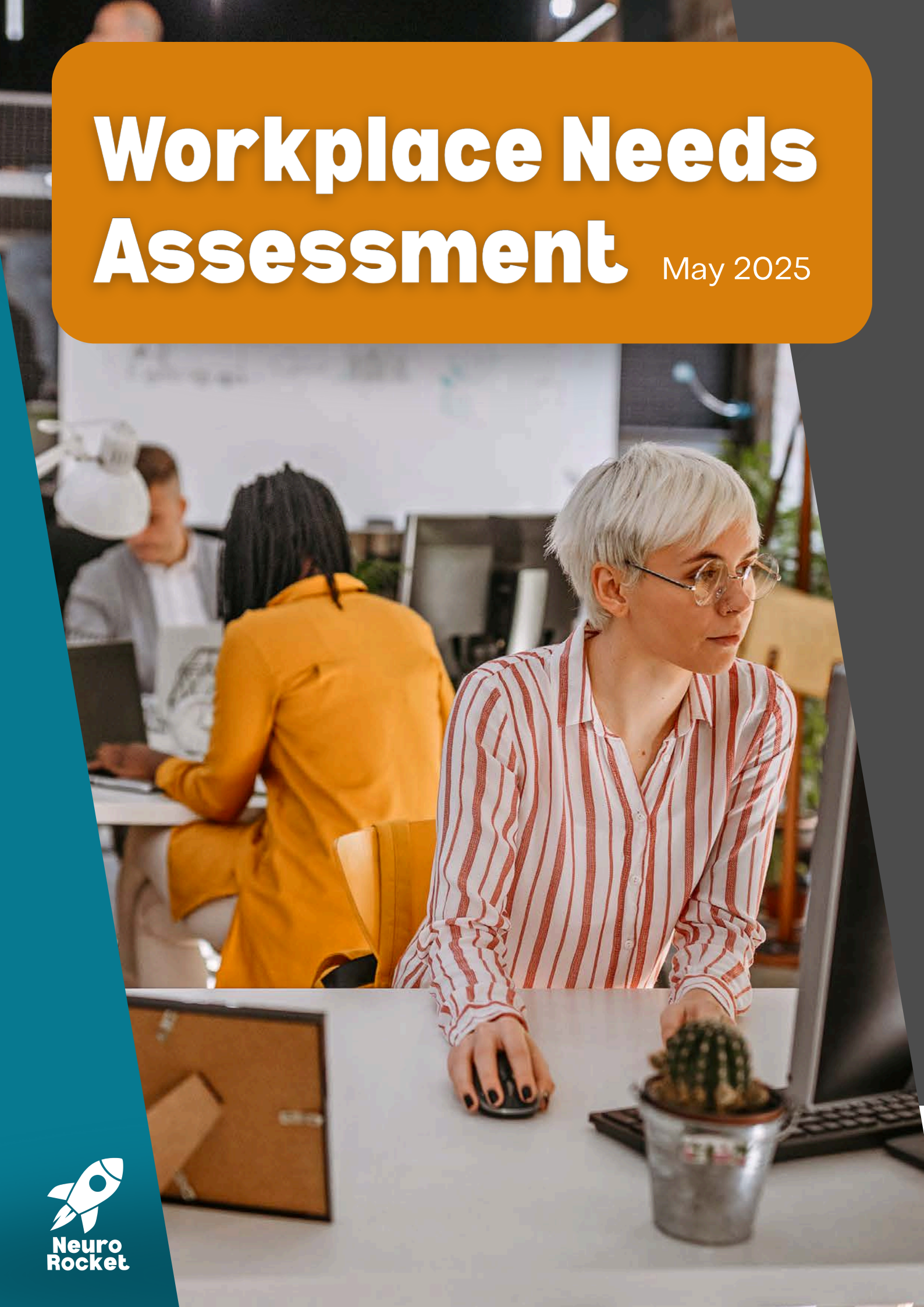


Workplace Needs Assessment

May 2025



Workplace Needs Assessment (Standard)

Investment: £750 per employee

Overview

A Workplace Needs Assessment, delivered by one of our NeuroRocket team, provides specific recommendations for Reasonable Adjustments. Reasonable Adjustments can include: changes to working practices, specialist equipment, computer software, and coaching and training.

Ideally, a Workplace Needs Assessment would be undertaken once an employee has been in post for at least 6 weeks. It is important to remember that an employee does not need any specific diagnoses to be offered a Workplace Needs Assessment.

NeuroRocket takes its professional competence seriously for example; if the main issue is that an employee is struggling with sight-loss or hearing-loss we would bring in a specialist sub-contractor to undertake the Workplace Needs Assessment, rather than undertaking it ourselves.

What's Included:

Information Gathering

- Employee questionnaire and document request (e.g. Occupational Health reports, diagnostic reports, previous Workplace Needs Assessment reports, employee Reasonable Adjustments passport).
- Line manager questionnaire and document request (e.g. job profile, IT catalogue, preferred supplier lists, Reasonable Adjustment policies).

Assessment Preparation

- Review returned questionnaires and all documents provided.
- Conduct additional research, for example on specific health conditions.
- Prepare a bespoke assessment plan, taking in to account of information provided and our own research.

Assessment

- Meeting with the employees line manager for at least 30 minutes (remotely).
- Assessment with the employee for 1.5 to 3 hours (remotely). They are welcome to have a Support Worker, line manager or other person present. The assessment will include discussions of their role, their strengths, where they struggle and the recommendations that will be included in the report. Where possible any software or equipment recommended will be demonstrated. If an in-person assessment is required then travel costs will apply (time for travelling, mileage, subsistence and accommodation if applicable).

Report

- A draft report will be sent to the employee within 10 working days of the assessment, for them to suggest minor revisions and corrections.
- The report will include:
 - Background to the assessment.
 - Details of the role.
 - Description of the environment.
 - Strengths.
 - Areas of difficulty.
 - Recommendations and justifications, including supplier details and quotes.
 - Any other information as appropriate to the individual circumstances.
 - A final report will be sent to the employee and their line manager.
 - 30 minute meeting with the employees line manager to explain the recommendations in the report.

6-Week Review

- To check that recommendations and Reasonable Adjustments have been implemented and help problem solve where barriers have arisen to implementation.
- Employee questionnaire.
- Line manager questionnaire.
- Review meeting with employee (30 minutes, remote).
- Review meeting with line manager (30 minutes, remote).
- Review report.

6-Month Review

- To check that implemented Reasonable Adjustments are effective, to suggest changes where they are not and to help problem-solve any issues that have arisen.
- Employee questionnaire.
- Line manager questionnaire.
- Review meeting with employee, 30 minutes, remote.
- Review meeting with line manager, 30 minutes, remote.
- Review report.

Workplace Needs Assessment (Lite)

Investment: £500 per employee

Overview

A simpler version of the Workplace Needs Assessment

What's Included

Everything in a Standard Workplace Needs Assessment, except for the 6-week and 6-month reviews.



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