# Have you heard about Kent’s Inclusion Passport scheme?

Inclusion passports are documents designed to capture workplace adjustments made for employees and to document what helps them to work best, feel included and get the supported needed. They are similar to Independent Learning Plans (ILP’s) for students and are designed to help staff members thrive in their roles with the aid of accessible adjustments.

Inclusion Passports consider adjustments in relation to individual differences, personal circumstances and will also consider any disability (including long-term health conditions). The passport is portable between roles, designed to ensure continuity of adjustments if a colleague changes role, moves between teams or is assigned a new line manager and is individual to each person. They are created in 1:1 meetings with a staff member and their line manager and can cover anything from adaptations to your physical workstation, applications for flexible working or adjustments for religious observances.

The Inclusion Passport document provides an easy-to-follow template that allows staff to clearly document what adjustments will help them to fulfil their role to the best of their abilities.

This link will take you to the [University’s Inclusion Passport document.](https://media.www.kent.ac.uk/se/20883/BT_130840_InclusionPassport_v3.pdf)

The University has also produced a [managers’  information booklet](https://media.www.kent.ac.uk/se/20882/BT_130840_InclusionPassportLineManagersGuide_v4.pdf) which contains details of how to use inclusion passports and make reasonable adjustments.

Have you got your Inclusion Passport? If you haven’t yet got one, and think you need one or would benefit from it, speak to your line manager in the first instance or HR for general advice and support.