

Workplace Questionnaire

Please complete this form as fully as you can and return it to the Assessment Administration Team at enquiries@helenarkell.org.uk. It will help us to help you.

The answers are entirely CONFIDENTIAL to the Charity's Assessment Team.

If you would like any help in completing this form, please contact the team on 01252 792 400.

First name(s)	
Last name	
Date of Birth	
Gender	
Workplace Address	
Postcode	
Work telephone	
Mobile	
E-mail address	

Current Situation

What is your current job title?		
What are your current responsibilities?		
How long have you held this position?		
Please list below any previous employment with dates:		
Previous employer	Job title	Dates

For office use:

Client Code	Database	Permission	
Date	Time	Assessor/Teacher	Type
			Location



Do you find any of the following a challenge in the workplace?	Yes	No
Reading		
Slow speed		
Understanding what you read		
Difficulty getting the main idea		
Misreading instructions		
Recalling what you have read		
Having to re-read texts several times to access meaning		
Written work		
Making notes during a meeting		
Handwriting speed		
Typing speed		
Structuring written work		
Writing reports		
Writing emails		
Spelling		
Proof-reading and editing your own work		
Memory/Multi-Tasking		
Retaining verbal information e.g. instructions		
Processing verbal information, while doing other tasks		
Learning and retaining new processes		
Numbers		
Mental Arithmetic		
Copying or transferring numerical information		
Examinations/workplace assessments		
Revision		
Exam technique e.g. unpicking the question		
Completing papers within the time permitted		
Completing computer-based examinations		
Other		
Organising and planning your time		
Time management and planning of projects		



How do the challenges you experience affect your work? What are your main concerns?

What are the questions that you hope we can answer?

Does your Human Resources Department know that you have contacted us?
If **yes**, please provide name and contact details.

Have you applied to Access to Work*? Yes / No

[*<https://www.gov.uk/access-to-work>]

Do you have a Workplace Needs Assessment report? Yes / No
If **yes**, please provide a copy.

NB: Please return to the Assessment Administration Team at enquiries@helenarkell.org.uk