

1BD Bathnes

family information at your fingertips

Adept Transcription Ltd

Organisation Contact Details

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Organisation/Group Name

Adept Transcription Ltd

Telephone

0845 475 1013

Website

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Email Address

office@adept-transcription.co.uk

Contact Person

Adept

» Address

POBox 6071
Bletchley
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Categories

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Categories

Advice & Support - General

Community & Living

Learning, Skills & Work

More About The Organisation

» Organisation Details

About Us

What we do

We deliver communication to customers and staff in their preferred formats (Braille, Audio Large Print, Easy Read, E-Docs etc)

How we do it

- Produce all formats and deliver direct to you or your customer
- Same quality, same time, same content as original document
- Meets all the principles of disability equality

Meeting your priorities

- Documents turned around in 24 hours
- Your branding, style and logos included in documents and packaging
- format users as checkers and advisors in our production team

Examples of formats

- Braille

- Audio cassette/CD
- Large print
- Electronic format
- Plain language
- Pictorial language
- Easy read
- BSL and sub-titled video
- Audio description
- Makaton

Ask us to quote for your next:

- alternative format request,
- disability equality or legislation training, or
- 'social' model of disability consultation

» Opening Times

Are you open during term time?



Are you open during school holidays?



Opening Times

Monday	9-5
Tuesday	9-5
Wednesday	9-5
Thursday	9-5
Friday	9-5
Saturday	CLOSED
Sunday	CLOSED

» Your Service

How do people access your service?

They can drop in

Comments

Please email or call us with your query or document for a quotation, or advise on communicating with your disabled customers and staff

» Waiting Lists

Do you have a waiting list?

Irrelevant

» Costs

Are there any costs to the user for your service?



Costs

prices available on request

» Areas Serviced

Do you welcome people using your service from the Bristol area?



If Yes, do you welcome people from all areas of Bristol using your service?



Do you welcome people using your service from Bath and North East Somerset?



If Yes, do you welcome people from all areas of Bath and North East Somerset using your service?



Do you welcome people using your service from the South Gloucestershire area?



If Yes, do you welcome people from all areas of South Gloucestershire using your service?



» Policies and written documents

Have Policy

Equality of opportunity procedure and monitoring arrangements

Complaints procedure

Disciplinary and Grievance procedure

Quality Assurance/Management System

Health and Safety Policy/Statement

Data Protection/Confidentiality Statement

Have Written Document

Equality of opportunity procedure and monitoring arrangements

Complaints procedure

Disciplinary and Grievance procedure

Quality Assurance/Management System

Health and Safety Policy/Statement

Data Protection/Confidentiality Statement

Accessibility

»

Is your organisation close to public transport?

Yes

Is there a car park nearby?

Yes

Is there accessible parking on site?

Yes

Is there a pedestrian route?

Yes

Is it smooth and with dropped kerbs?

Yes

Are doors 900mm or more wide, with flat thresholds?

No

Do you have external ramps?

Yes

Do you have a lobby / porch area?

Yes

Can wheelchair users clear the outer door prior to opening the inner?

Yes

Are there interior automatic doors?

Yes

Are there wide unobstructed corridors (minimum 1200mm)?

No

Do you have a lift for wheelchair users?

No

Do you have internal ramps?

Yes

Do you have internal steps?

Yes

Do you have a visual / flashing fire alarm?

Yes

Do you have accessible toilets?

Yes

Do you have an accessible changing room with a changing bed and a hoist?

No

Do you have a quiet room or a quiet area?

No

Do you have an outdoors play area?

No

Is this safe and enclosed?

No

Are the outdoor areas well lit (for evening activities)?

No

Do you have a soft play area?

No

Do you have a sensory room or area?

No

Do you have an induction loop and / or radio mikes?

Yes