Access to Work

An Easyread Guide
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What is Access to Work?

If you have a health problem or are disabled, Access to Work can help you in your job by giving your employer funding.

You can only get Access to Work if you are in a paid job or about to start a paid job. You have to be over 16.

If you are ill or disabled and starting a new job, try to tell your manager that you want Access to Work in your first 6 weeks. If you do this, your employer can get more funding.

With Access to Work funding, your employer can give you special equipment, a support worker, transport or anything else you need to do your job.

Email: atwosu.london@jobcentreplus.gsi.gov.uk
Telephone: 0345 268 8489
Textphone: 0345 608 8753
Eligibility

Not everyone can get Access to Work.

You can only get Access to Work if you are in a paid job or about to start a paid job. You have to be over 16.

You have to be ill or disabled to get Access to Work. Your illness or disability has to affect the way you do your job.

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Even if you are in a paid job, over 16, and ill or disabled, you cannot get Access to Work if you get certain benefits from the Government.

Speak to Access to Work to find out more.
Support

Access to Work can fund all kinds of things to help you do your job. You can get support workers, taxis, building adaptations or special equipment through Access to Work.

First, speak to your manager and tell them what you need. If you have just started your job, try to do this in the first 6 weeks.

If you just need something simple, like a new chair, you might not need Access to Work. Your manager can buy things like chairs as a reasonable adjustment.

A reasonable adjustment is something cheap or free that your manager can help you with. You do not have to pay anything.
If you think you need Access to Work, phone the Glasgow Access to Work office on 0141 950 5327.

If you need a support worker to help you at work, Access to Work can give your employer funding for this. When you speak to Access to Work, you will be given an Access to Work adviser. The adviser will visit you at work to see what you need.

If you have mental ill health, Access to Work can provide a support worker, work plan, advice, and other things to help you.

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Normally, support workers come to work with you from an agency. If you decide you need a support worker, then you, your employer and your Access to Work adviser will pick a support worker that will best help you do your job.

Then, you and your manager must fill in a form and send it to Access to Work to get a support worker. Your Access to Work adviser will tell you more.

If you need special equipment or adaptations, like a screen magnifier or a wheelchair-accessible door, Access to Work can help. Phone Access to Work to find out what you can get. You will be given an Access to Work adviser. The adviser will visit you at work to see what you need.

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Then, you and your manager must fill in a form and send it to Access to Work to get your special equipment or adaptations. Your Access to Work adviser will tell you more.

You and your manager need to take care of your equipment and make sure it works properly. Your manager needs to order any batteries, insurance and maintenance that your equipment might need.

Your manager also needs to make sure you are trained on how to use your new equipment.

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If you can’t use public transport, Access to Work can fund taxis or a driver to take you to and from work. Phone Access to Work and they will give you an adviser. Your adviser will visit you at work and find out what you need.

If you use taxis, you must book them yourself. Speak to your manager or your Access to Work adviser if you need help.

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How to apply

If you can, try to apply for Access to Work in the first 6 weeks of your job. First, speak to your manager about the help you need at work. Normally, you have to apply for Access to Work yourself. If you cannot do this, your manager will help.

If you can apply for Access to Work yourself, you must first phone Access to Work at their office in Glasgow on 0141 950 5327 to apply over the phone. This will take about 15 minutes. Make sure you have your National Insurance Number and your work telephone number ready.

Access to Work will send you a form for you and your manager to fill in and send back. Make sure your manager signs the form.

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You then get an Access to Work adviser. Your adviser will phone or visit you at work to see what you need. They will then write a report and send you 2 copies.

Read the report. Keep one, and give the other to your manager. Your manager will order the support worker or equipment you need.

Your adviser will check on you once a year to make sure you are happy with your support. Your manager will check on you more often.

Your support will last for 3 years. After 3 years, you need to apply again.

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