



Access to Work
Making work possible

NAVIGATING SUPPORT WITH CONFIDENCE

ACCESS TO WORK: YOUR ESSENTIAL GUIDE

FOR BOTH EMPLOYERS AND EMPLOYEES

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INTRODUCTION

You have probably heard about Access to Work (AtW), but from what we have been told, information on it is vague and difficult to find.

Don't worry, you are not alone in that struggle.

But guess what? We've got your back!

On this essential guide we have compiled a list of the 10 most common questions both employers and employees frequently raise about workplace accessibility, along with clear and concise answers to guide you through this valuable resource.

Think of us as your personal guide through the maze of Access to Work.

So, welcome, and start reading.

FAQ

YOUR MOST COMMON QUESTIONS ANSWERED



1. WHAT IS ACCESS TO WORK?

Access to Work (AtW) is a UK Government's commitment to equal opportunities, that provides practical and financial support to individuals with disabilities or health conditions, ensuring they thrive in their workplace.

Access to Work grant aims to support disabled people start or stay in work. It's a program designed to provide tangible support, removing the

barriers that disability or health conditions can create, and enabling individuals to perform their jobs effectively.

2. WHO IS ELIGIBLE FOR ACCESS TO WORK?

If you have a disability or health condition that affects your work, and you're employed or self-employed, you could be eligible for Access to Work support.

FAQ

YOUR MOST COMMON QUESTIONS ANSWERED

If you have a disability or health condition that affects your work, and you're employed or self-employed, you could be eligible for Access to Work support.

The initiative aims to empower people by providing them with the right tools to overcome these challenges, this in turn will help them to excel in their chosen field, and empower employers to support their employees effectively.

3. HOW DO I APPLY FOR ACCESS TO WORK?

Applying is simple. You can apply through Access to Work Business Centers via telephone or [email](#), or through our dedicated team.

Visit our [website](#).

We are here to guide you through the application process, ensuring you have all the information and support you need.

4. WHAT KIND OF SUPPORT DOES ACCESS TO WORK PROVIDE?

Access to Work offers various forms of support to each specific requirement;

- from communication professionals who bridge the linguistic gap (note takers, a British Sign Language interpreters, lip speakers...),
- to workplace assistive technology that enhances your efficiency and provides more comfort.

Access to Work's support is as diverse as the workforce it serves.

FAQ

YOUR MOST COMMON QUESTIONS ANSWERED

5. HOW DOES THE FUNDING WORK?

Finances should never be a hurdle on your journey to professional fulfilment.

Access to Work can cover up to 100% of approved costs, depending on your circumstances.

Our team can help you understand the financial assistance available to you.

6. CAN SELF-EMPLOYED INDIVIDUALS APPLY?

Absolutely! The benefits of Access to Work extend to both the employed and the self-employed.

Regardless of your professional status, if your aim is to enhance workplace accessibility, Access to Work is your steadfast partner.



FAQ

YOUR MOST COMMON QUESTIONS ANSWERED

7. IS THERE A DEADLINE FOR APPLYING?

No, there is no deadline to apply for Access to Work.

However, we recommend to apply as soon as you identify a need for support.

This ensures that your work environment becomes accommodating and inclusive without unnecessary delay.

8. HOW LONG DOES THE APPLICATION PROCESS TAKE?

The process usually takes a few weeks. They aim to provide a decision within 10 working days after receiving all necessary information.



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FAQ

YOUR MOST COMMON QUESTIONS ANSWERED

9. CAN I GET SUPPORT IF I'M TRANSITIONING INTO A NEW JOB?

Yes. Access to Work can assist with transition support.

Whether embarking on a new career or joining a fresh organisation, Access to Work ensures your new workplace is accommodating from the start.

10. IS THERE ONGOING SUPPORT?

Absolutely. Access to Work provides ongoing support to ensure your needs are met as your circumstances change.



CONCLUSION

EMBRACING ACCESS TO WORK: THE START OF SOMETHING GREAT

As we draw the curtains on our guide, remember that Access to Work isn't just a program — it's the gateway to a more inclusive and equitable workplace. From understanding eligibility to navigating the application process and ongoing support, you've embarked on a journey toward fostering accessibility and empowerment.

Thank you for joining us on this enlightening journey.

For more information or personalised support, don't hesitate to contact us. Our team has more than 20 years experience helping with Access to Work and is here to guide you through the journey and make your workplace more inclusive.

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