



Department
for Work &
Pensions

Access to Work



An Introduction to Access to Work

 www.gov.uk/access-to-work

Access to Work is a programme that aims to help people who have a disability or long-term health condition start or stay in work. There are two main types of Access to Work provision: 'Assessments' and 'Elements'. Assessments involve exploring workplace-related barriers to employment and making recommendations on how these can be overcome. Elements are intended to supplement the reasonable adjustments that employers are required to make under the Equality Act 2010 and can include, for example:

- 'Communication Support for Interviews'
- 'Special Aids and Equipment'
- 'Adaptations to Premises'
- 'Adaptations to Vehicles'
- 'Travel to Work' (help with the costs of travelling to work)
- 'Travel in Work' (help with the costs of work-related travel)
- 'Support Worker'
- 'Mental Health Support Service'
- 'Miscellaneous'

In some but not all cases an Assessment is required to find out whether a customer is eligible to receive an Element.

Access to Work Statistics

Main stories

All provision

Access to Work provision was approved for

25,020 people
in
2016/17.

Assessments

Assessments were approved for

12,940 people
in
2016/17.

Elements

Elements were approved for

23,630 people
in
2016/17.

Access to Work Elements Recent Statistics

The number of people who had any Access to Work Elements of each type approved

	2015/16	2016/17
Adaptation to Premises	20	50
Adaptation to Vehicles	130	120
Communication Support for Interviews	250	260
Miscellaneous	60	40
Travel in Work	430	390
Special Aids and Equipment	11,120	12,450
Support Worker	7,400	8,450
Travel to Work	5,750	5,750
Mental Health Support Service	1,280	1,780

Access to Work

- Access to Work was introduced in June 1994
- Is a National Programme delivered by Department for Work and Pensions
- To help overcome barriers that disabled people come across when moving onto or retaining employment.
- Provides a grant to cover additional costs over and above the requirements of making “reasonable adjustments” which an employer is legally obliged to provide under the “Equality Act 2010”
- A flexible programme that focuses on the needs of the individual.

What is a Reasonable Adjustment?

Summary

Where someone meets the definition of a disabled person in the Equality Act 2010 (the Act) employers are required to make reasonable adjustments to any elements of the job which place a disabled person at a substantial disadvantage compared to non-disabled people.

Employers are only required to make adjustments that are reasonable. Factors such as the cost and practicability of making an adjustment and the resources available to the employer may be relevant in deciding what is reasonable

3 Requirements of Employers Duty to make Reasonable Adjustments

There are 3 main considerations when determining what reasonable adjustments could be put in place for an employee

- Changes to the ways in which things are done in the organisation
- Changes to overcome the barriers created by the physical features of the workplace
- To provide extra / auxiliary equipment

Requirements of Employers Duty to make Reasonable Adjustments

- [changing the recruitment process](#) so a candidate can be considered for a job
- doing things another way, such as allowing someone with social anxiety disorder to have their own desk instead of hot-desking
- making physical changes to the workplace, like installing a ramp for a wheelchair user or an audio-visual fire alarm for a deaf person
- letting a disabled person work somewhere else, such as on the ground floor for a wheelchair user
- changing their equipment, for instance providing a special keyboard if they have arthritis
- allowing employees who become disabled to make a phased return to work, including flexible hours or part-time working
- offering employees training opportunities, recreation and refreshment facilities

Benefits of Access to Work

- Encourages greater independence
- Promotes work as being the best route to inclusion for disabled people
- Enables disabled people to work on a more equal basis with non disabled colleagues
- Encourages employers to recruit and retain disabled people by offering practical help.
- Provides advice to disabled people and their employers

Eligibility Criteria - Types Of Help

- Have a disability or health condition that has a long term, adverse affect on their ability to carry out their job
- Be over 16 years old
- Be in, or about to start, paid employment (including self employment)
- Live and work in England, Scotland or Wales
- Not be claiming Incapacity Benefit or ESA once they are in work (with the exception of higher permitted work)

To get help from Access to Work you must:

- have a disability or health condition (physical or mental) that makes it hard for you to do parts of your job or get to and from work
- be 16 or over
- live in England, Scotland or Wales - there's a different system in Northern Ireland

You also need to have a paid job, or be about to start or return to one. A paid job could include:

- self-employment
- an apprenticeship
- a work trial or work experience
- an internship

You can't get a grant for voluntary work.

Your job must be based in England, Scotland or Wales.

You can't get Access to Work if you live in the Channel Islands or the Isle of Man.

If you get other benefits:

Certain benefits may affect whether you can get an Access to Work grant.

Universal Credit, Jobseeker's Allowance or Income Support

You can still get help from Access to Work if you work more than one hour a week.

Employment and Support Allowance:

You can only get help from Access to Work if you're doing 'permitted work'. It's permitted work if all of the following apply:

- you earn up to £120 a week
- you work less than 16 hours a week
- it's been agreed with your work coach

Types Of Help

There are seven main elements within Access to Work:

- Special Aids and Equipment (SAE)
- Adaptations to Premises and equipment (APE)
- Travel to Work (TtW)
- Travel in Work (TiW)
- Support Worker (SW)
- Communication Support at Interview (CSI)
- Mental Health Support Service (MHSS)

Mental Health Support Service

Support is available for people with mental health conditions who are either:

- Going into work
- Absent from work as a result of a mental health condition
- Finding work difficult as a result of a mental health condition

The support available from Access to Work includes:

- An assessment of needs
- A personalised six month support plan, with detailed steps designed to keep a person in, or help them to return to work
- Signposting to relevant intervention and support services

This service is provided for Access to Work by Remploy

Examples of Mental Health Support

Coping strategies

This could cover a range of strategies and will depend on the individual's job role, their condition and how this impacts their work. For example:

- Keeping a mood diary
- Using memory aids such as Mind Maps, checklists
- Relaxation techniques when under pressure
- Developing a Wellbeing Recovery Action Plan
- Cognitive Behavioural techniques

Reasonable adjustments

- Development of Flexible working, phased return, etc.
- Putting in place a buddy or mentor
- Temporary reduction in targets or reallocation
- Additional time to complete certain aspects of job role
- Regular formalised 121 meetings to review concerns

Access to Work Grants -Cost Sharing Financial Support

The level of grant will depend on:

- Whether the applicant is employed or self employed
- How long they have been in their job
- The type of help required
- The size of company they work for

Access to Work provides the grant with which to procure the support that is needed, it does not provide the support itself.

How to Apply - Contact Details

- Disabled employee makes the application
- Telephone applications - Alternative arrangements can be made.
- The Customer Service Team will take basic details
- A stencil will be sent to an adviser who will call the customer and undertake an eligibility check and appraisal of need.
- Once the appraisal has been undertaken this will help the adviser make an informed decision to award support or identify if a further workplace holistic assessment is required before being able to identify what support is required (this will mainly be for specialist aids)