



# Access for Work

A government scheme designed to help you get or stay in work if you have a disability, physical or mental health condition. Support received is dependent on your needs.

Through Access to Work you can apply for:

- a grant to help pay for practical support with your work\*
- support with managing your mental health at work\*
- money to pay for communication support at job interviews\*
- Temporary or permanent transport to work\*

\*Please note that your employer has to contribute up to £1200 towards costs\*\*. This will be considered on a case-by-case basis by the Trust as part of a discussion on the feasibility/reasonableness of adjustments.

\*\*This does not apply to interview costs, if you have been working for less than 6 weeks or for transport.

## What is practical support?

It includes things such as:

- BSL interpreters, lip speakers or note takers;
- adaptations to your vehicle so you can get to work;
- taxi fares to work or a support worker if you cannot use public transport;
- a support worker or job coach to help you in your workplace.

## What mental health support?

It could include things such as:

- a tailored plan to help you get or stay in work;
- one-to-one sessions with a mental health professional.

## What support could I receive at job interview?

- you're deaf or hard of hearing and need a BSL interpreter or lip speaker;
- you have a physical or mental health condition or learning difficulty and need communication support.

## Am I eligible and how do I apply?

There are various eligibility criteria on the government website (<https://disabilityconfident.campaign.gov.uk/>). You can apply online or via the telephone.

Monday to Friday, 9am to 5pm

- Telephone: 0800 121 7479
- Textphone: 0800 121 7579
- Relay UK (if you cannot hear or speak on the phone): 18001 then 0800 121 7479

- British Sign Language (BSL) video relay service if you're on a computer

### **If I apply, then what?**

You will be contacted by Access to Work to talk about your application.

The person who contacts you might ask:

- for more information about your work and condition;
- for permission to speak to your employer;
- to arrange for an assessor to call you or view your workplace by video call or in person - to find out what changes might help.

Following this, you'll get a letter with a decision and explanation of that decision. If successful it will tell you how much your grant will be and what it should pay for.

So, if you feel like you would benefit from additional support to do your job role to the best of your ability, talk to your recruiting/line manager about applying for an Access to Work grant.