

Access To Work Application Guide

Your guide to support for reasonable adjustments in the workplace.

Concept Northern provide assistive technology, training and support to people of all ages to help increase productivity and equality.





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About Concept Northern

We offer tailored support to people of all ages from school pupils and students in higher education to employees in the workplace.

Concept Northern provide support for individuals with additional support needs in education or employment. With our experience of working with young persons we can support you, your employer and your training provider throughout your training programmes.

If you would like more information on Concept Northern and our services, you can contact us on the following:

Concept Northern contact

Tel: (01355) 573 173

Fax: (01355) 573 073

Email: info@conceptnorthern.co.uk

Access to Work and Support Guide

If you have difficulties in work as a result of a disability or learning difficulty, Concept Northern can support you. We have prepared this informative and easy to follow booklet to help you through the application process.



What is Access to Work?

Our in-depth programmes educate, enhance and support learners for the future.

Access to Work is a publicly funded support programme provided by the Department for Work and Pensions. It aims to help more disabled people start or stay in work.

It can provide practical and financial support for people who have a disability or long-term physical or mental health condition. Support can be provided where someone needs help, adaptations or implementing reasonable adjustments.

An Access to Work grant can pay for practical support if you have a disability, health or mental health condition to help you:

- ✓ start working
 - ✓ stay in work
 - ✓ move into self-employment or start a business
-

Additional points

- ▶ The grant is not for business start-up costs.
- ▶ Funding amounts depend on applicant circumstances.
- ▶ The funding doesn't have to be paid back and won't affect other benefits.

Who's eligible for Access to Work?

Access to Work will provide longer term support and Concept Northern will guide you through the process.

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Eligibility

To be eligible for Access to Work, a person must:

- ✓ have a disability or long term health condition that has a negative effect on their ability to do their job
- ✓ have a mental health condition and need support in work
- ✓ be over 16 years old
- ✓ be in, or about to start, paid employment (inc. self-employment)
- ✓ normally live and work in Great Britain
- ✓ not be claiming Incapacity Benefit or Employment Support Allowance once they are in work

What support can I receive?

Support is available for a wide range of adaptations, requirements and circumstances.

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Support amount

There is no set amount for an Access to Work grant. How much you are awarded depends on your circumstances.

The grant can pay for things like:

- ✓ adaptations to the equipment you use
- ✓ special equipment
- ✓ fares to work if you can't use public transport
- ✓ a support worker or job coach to help you in your workplace
- ✓ a support service if you have a mental health condition and you're absent from work or finding it difficult to work
- ✓ disability awareness training for your colleagues
- ✓ a communicator at a job interview
- ✓ the cost of moving your equipment if you change job

For the employee

Step 1: Talk to your employer

The first step is to chat to your employer about your requirements and decide if you require an Access to Work support application.

What to do

Your first step is to chat to your boss about your difficulties, show them the “For the employer” section in this booklet and decide if you require Access to Work support.

If you require support:

1. Call us on 01355 573 173 to register your application
 2. Follow the steps on the following pages
-

Summary

- ▶ Talk to your employer about your difficulties
- ▶ Show them the Employer section of this booklet
- ▶ Call Concept Northern (01355 573 173)
- ▶ Say that you wish to begin an Access To Work Application
- ▶ You will be allocated a specialist advisor

Note the advisor name here:

Date Complete: / /

Access to Work checklist

Follow the step by step guide in this booklet.
If you have any questions at any time you
can call Concept Northern on 01355 573 173.

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Check the boxes once complete

- ☐ Fill out your application details on the following pages
- ☐ Populate the Task details and tick the barriers incurred
- ☐ Complete your online Access to Work application
- ☐ Your advisor will give you a statement letter

Organisations involved in the process

Concept Northern: Concept Northern are Scotland's largest provider of assistive technology and specialist training.

Department of Works and Pensions (DWP): DWP provide the funding for the software, equipment and training you require in the workplace.

Technical Assessors: The company that will come out to your workplace and prepare a workplace technical assessment on your job role, difficulties and barriers experienced.

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Date Complete: / /

The process

Once you have completed your application
the following process will begin.

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1. Access to Work (Department of Works and Pension – DWP) will telephone you within 5 working days and may ask for more details about your condition and job role – Use your task list at this point (page 16–17).
 2. DWP will ask a Technical Assessor to carry out a Workplace Technical Assessment. Again, use your task list to help here and give the assessor your provided statement letter.
 3. The Technical Assessor will prepare a detailed report of the barriers you experience, recommendations for software and equipment and submit this to DWP for approval.
 4. A copy of the report will be sent to you and your employer – send this to Concept Northern
 5. You will receive an approval letter from DWP – send a copy of this to Concept Northern, sign the declaration and return to DWP within 4 weeks.
 6. You will now receive a claim form – at this point contact Concept Northern. We can help with the information you will need to complete this. Once complete, submit it to DWP.
 7. Once all approvals and payments are in place, Concept Northern will order your software, equipment and organise your training dates.
-

Date Complete: / /

Step 2.1: Application details

The next step is to prepare your application details ahead of applying to Access to Work. Fill in **your own** details in the form below.

Fill in YOUR details in the form below

Name:

Job Title:

Address:

Postcode:

Email:

Phone No:

National Insurance No:

Date of Birth:

/

/

Employment Start Date:

/

/

Details of disability:

Date Complete:

/

/

The next step is to prepare your application details ahead of applying to Access to Work. Fill in **the company** details in the form below.

Fill in THE COMPANY details in the form below

Company Name:

Manager's Name:

Company Address:

Postcode:

Manager's Email:

Company Phone No:

Company Size (No. of Staff):

0-49

50-249

Over 250

Your Access to Work Reference Number

You will be given a reference number when you apply to Access to Work. Write down that reference number in the box below.

Reference Number:

Date Complete:

/

/

Step 2.2: Task difficulties

Task Details & Difficulties (Tick boxes)					
Reading	<input type="checkbox"/>	Organisation	<input type="checkbox"/>	Concentration	<input type="checkbox"/>
Memory	<input type="checkbox"/>	Spelling	<input type="checkbox"/>	Writing	<input type="checkbox"/>

Task Details & Difficulties (Tick boxes)					
Reading	<input type="checkbox"/>	Organisation	<input type="checkbox"/>	Concentration	<input type="checkbox"/>
Memory	<input type="checkbox"/>	Spelling	<input type="checkbox"/>	Writing	<input type="checkbox"/>

Task Details & Difficulties (Tick boxes)					
Reading	<input type="checkbox"/>	Organisation	<input type="checkbox"/>	Concentration	<input type="checkbox"/>
Memory	<input type="checkbox"/>	Spelling	<input type="checkbox"/>	Writing	<input type="checkbox"/>

Date Complete: / /

Task Details & Difficulties (Tick boxes)					
Reading	<input type="checkbox"/>	Organisation	<input type="checkbox"/>	Concentration	<input type="checkbox"/>
Memory	<input type="checkbox"/>	Spelling	<input type="checkbox"/>	Writing	<input type="checkbox"/>

Task Details & Difficulties (Tick boxes)					
Reading	<input type="checkbox"/>	Organisation	<input type="checkbox"/>	Concentration	<input type="checkbox"/>
Memory	<input type="checkbox"/>	Spelling	<input type="checkbox"/>	Writing	<input type="checkbox"/>

Task Details & Difficulties (Tick boxes)					
Reading	<input type="checkbox"/>	Organisation	<input type="checkbox"/>	Concentration	<input type="checkbox"/>
Memory	<input type="checkbox"/>	Spelling	<input type="checkbox"/>	Writing	<input type="checkbox"/>

Date Complete: / /

Step 2.3: Making the application

When making your application to Access to Work, ensure you are prepared with all of your information at hand.

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What to do (Read all of this page before you begin)

Once you have filled in the forms on the previous page, visit the Access To Work application page at www.gov.uk/access-to-work/apply

Work through the Access to Work application filling in your details (see Application details on the previous pages).

Follow up call(s)

A representative at Access to Work will call you to ask you for more details within 5 working days.

You will find all the information you need in the Application details you have filled in on the previous pages.

Note: You may be contacted via telephone a number of times before an on-site assessment is carried out.

.....

Date Complete: / /

Step 3: On-site Assessment

This is the stage where your workplace requirements are fully assessed.

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On-site Technical Workplace Assessment

What to do

You will now be contacted by an Access to Work Workplace Assessor. The assessor may ask you a few more questions about your disability, difficulties and job role.

The assessor will arrange a suitable time to meet you at your place of work and carry out an on-site assessment. The report will highlight your difficulties and solutions which will support you.

Give your assessor the Statement Letter provided by Concept Northern.

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Summary

- ▶ You will be called by an Access to Work assessor
- ▶ They will ask you some more questions about your situation
- ▶ The assessor will arrange an On-site Technical Workplace Assessment
- ▶ The information in Step 2 may help with any questions

Step 4: Technical Report

The Technical Workplace Report is your guide to all of the support you will be recommended.

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What to do

After a few weeks you will receive your Technical Workplace Report which will highlight equipment and training recommendations.

You will need to email the following to your Access to Work Advisor

- ▶ Dyslexia diagnosis (if available)
 - ▶ Technical Workplace Report
-

Recommendations you may find on your report

- ▶ Texthelp Read & Write GOLD (Literacy support software)
- ▶ MindView (Mind mapping software)
- ▶ Livescribe (Digital recording pen)
- ▶ A.T. Training & Coaching Workshops

Note: If you would like a demo of the above solutions call 01355 573 173.

.....

Date Complete: / /

Step 5: Approval

Once reviewed, you will find out if your support recommendations have been approved.

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What to do

Access to Work will review the Workplace Assessment report and equipment recommendations and provide approval. This can take up to 4 weeks.

If your application is approved, you will receive an approval letter via post. Once you have your approval letter, sign the declaration and photocopy the completed letter.

Send one copy back to Access to Work within 4 weeks of the date of the letter and give the other copy to your employer. Your employer should then contact Concept Northern to arrange the purchase of your products.

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Summary

- ▶ When you receive your approval letter, sign it and make a copy
 - ▶ Give a copy to your employer and send one back to Access to Work
 - ▶ Your employer should then contact Concept Northern
-

Date Complete: / /

Step 6: Provision

The final step is to provide you with your recommended equipment and training.

Equipment installation, training and coaching

What to do

Well done! That's the hard part out of the way, now we can start supporting you!

We will give you a call to arrange a suitable time to install any recommended solutions and start your training and coaching.

Summary

- ▶ You have completed the Access to Work application process
- ▶ Concept Northern will contact you about providing equipment
- ▶ Concept Northern will train you (if required)

Notes



For the employer

How much will this cost?

You may have to share the cost with Access to Work if the person has been working for you for more than six weeks when they apply for Access to Work.

You will only have to share the cost for:

- ▶ special aids and equipment
- ▶ adaptations to premises or equipment

Cost share does not apply to self-employed applicants or to the Mental Health Support Service.

Access to Work will consider grants of up to 100% for:

- ▶ self-employed people
- ▶ people working for less than six weeks when they first apply
- ▶ the Mental Health Support Service
- ▶ support workers
- ▶ additional travel to work and travel in work costs
- ▶ communication support at interviews

The level of grant will depend on:

- ▶ whether the person is employed or self-employed
- ▶ how long they have been in their job, and
- ▶ the type of help required

How much will this cost?

Cost share is determined by company size through a sliding employee threshold.

What will my share of the costs be?

When cost sharing applies, Access to Work will refund up to 80% of the approved costs between a threshold and £10,000. As the employer, you will contribute 100% of costs up to the threshold level and 20% of the costs between the threshold and £10,000.

The threshold is determined by the number of employees you have.

- ▶ 0 to 49 employees: nil
- ▶ 50 to 249 employees: £500
- ▶ Over 250 employees: £1000
- ▶ Any balance above £10,000 will usually be met by Access to Work*

If the support also provides a general business benefit, a contribution will be sought in addition to any compulsory cost share.

* Following changes to Access to Work, grants are now capped per year. The cap will be applied on 1 October 2015 for all new grants given after that date and on 1 April 2018 for all grants given before 1 October 2015.

Date grant awarded or reviewed	Amount of cap per year
1 October 2015 to 31 March 2016	£40,800
1 April 2016 to 31 March 2017	£41,400
1 April 2017 to 31 March 2018	£42,100
1 April 2018 to 31 March 2019	£57,200

How can Access to Work help?

Access to Work can benefit employers just as much as the employee receiving the support.

Access to Work can help you:

- ▶ hire disabled people with the skills you need
- ▶ retain an employee who develops a disability or long term condition (keeping their valuable skills and saving both time and money recruiting a replacement)
- ▶ show that you value and will support your employees by having good employment policies and practices.

Access to Work can help your employee

Your employee can get help paying for support they may need because of their disability or long term health condition, for example:

- ▶ aid and equipment in the workplace
- ▶ adapting equipment to make it easier for them to use
- ▶ travel to and from work
- ▶ travel in work
- ▶ communication support at interviews
- ▶ a wide variety of support workers, and
- ▶ the Mental Health Support Service
- ▶ other practical help at work, such as a job coach or a sign-language interpreter

If your staff member has a mental health condition, they will be offered assistance to develop a support plan. This may include steps to support them remaining in or returning to work and suggestions for reasonable adjustments in the workplace.

The process

Our overview of the Access to Work process broken down to the key stages.

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The process is simple, but can occasionally take a number of weeks from start to finish. For this reason, we have developed this leaflet to help everything move as quickly as possible.

1. Chat to your employee to find out any disabilities or impairments and if Access to Work support is required.
2. If support or advice is required, call Concept Northern.
3. The next steps are down to your employee, but be sure to support them and remember that you can call us at any time.

The employee step by step guide is at the beginning of this booklet and is designed to help guide them through the process.

4. Once you have your approval letter send a copy to your assigned Concept Northern advisor and give us a call to order the equipment. We will arrange installation and training dates.
 5. Keep our contact details on record for future support.
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Concept Northern contact

Tel: (01355) 573 173
Fax: (01355) 573 073
Email: info@conceptnorthern.co.uk

Funding and invoicing

Once you have completed the Access to Work process, the final step is to raise a Purchase Order.

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Please review the Access to Work criteria in the "How much will this cost?" section on page 25.

Most costs should be covered by Access to Work, but depending on the length of time your employee has been employed and the size of your organisation, you may have to make a nominal contribution toward costs. Any contribution cost amount will be clearly explained by Access to Work.

When you have your acceptance letter and are ready to order the equipment please raise a Purchase Order and email it to your Concept Northern advisor who will then be in touch to arrange installation dates.

For NTPs

What support is available?

The Employer may have to share the cost with Access to Work if the person has been working for you for more than six weeks when they apply for Access to Work.

Modern Apprentices

If you discover a Modern Apprentice has an additional support need then Concept Northern can offer support via Access to Work to help them succeed in their job or progress through an Apprenticeship.

Access to Work is a DWP programme designed to help employers meet the cost of implementing reasonable adjustments.

For more information on Access to Work please see the "Information for Employees" section.

If you have a candidate you feel needs our support please get in touch for more information.

By supporting your candidate's ASN from the outset we ensure their job role is fully supported and their learning experience is enjoyable and productive, ultimately sustaining employment.

Concept Northern contact

Tel: (01355) 573 173
Fax: (01355) 573 073
Email: info@conceptnorthern.co.uk

Employability Fund

Skills Development Scotland's Employability Fund is available to National Training Providers supporting ASN.

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Employability Fund

If you are working with a young person on an Employability Fund programme who has Additional Support Needs (ASN) requirements we can support this candidate via Skills Development Scotland's ASN Access Fund.

The ASN Access Fund will provide software, equipment and training tailored to your candidate's needs.

In the first instance our specialists will meet with you and your candidate to provide a Needs Assessment which will highlight areas of difficulty and solutions. We will follow this up with full on-site training and support.

If you have a candidate you feel needs our support please get in touch for more information.

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Concept Northern contact

Tel: (01355) 573 173
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Email: info@conceptnorthern.co.uk

Examples of support

Support recommendations are designed to fit individual requirements. Below are two examples of adjustments.

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Dyslexia

Noticeable barriers may include:

- ▶ Problems with spelling and grammar
- ▶ Comprehension and information retention
- ▶ Organisation or memory issues.

Possible adjustments

Texthelp Read and Write: Literacy support software designed to ensure documents and emails are error free,

MindView: Helps with organisation and time management

Livescribe: Records training sessions to ensure full understanding

Sonocent Audio Notetaker: Organise audio recordings of training sessions

Visual Impairment

Noticeable barriers may include:

- ▶ Difficulty reading on screen information
- ▶ Difficulty reading paper based information
- ▶ Difficulty composing documents or emails

Possible adjustments

Dolphin Supernova: Reads on-screen text aloud

Digital magnifier: Can magnify paper based documents

Dragon Naturally Speaking: Allows users to control their PC using voice commands.

CPD Certified awareness courses

Up-skill your staff with the knowledge and awareness to better accommodate additional support needs.

Dyslexia & Disability awareness training

Available to Employers & National Training Providers

Our Dyslexia & Disability Awareness Training is highly tailored to the needs of your employees, candidates and organisation.

For example, while training employees or colleagues of a dyslexic employee we will raise awareness of how to support dyslexia in a business environment.

While training a National Training Provider we implement best practice and techniques to help support and assess dyslexic candidates.

All of our on-site awareness training courses are CPD certified for three hours and include online materials for ongoing learning.

If you would rather learn online we have an e-learning portal to let you study our CPD certified courses in your own time.

Concept Northern contact

Tel: (01355) 573 173

Fax: (01355) 573 073

Email: info@conceptnorthern.co.uk

Notes

Let's Talk

Contact us today

Our development managers can work with you and your employer to guide you through every step of the Access to Work application process.

We have a range of specialists supporting additional support needs, employees, HR teams, apprentices and the Access to Work process.

To find out which solutions fit your needs please contact us and the relevant specialist will be in touch.

info@conceptnorthern.co.uk

schools@conceptnorthern.co.uk

inwork@conceptnorthern.co.uk

Notes

This image shows a full page of white paper with horizontal dotted lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Notes

[illegible]



Contact

General Enquiries

info@conceptnorthern.co.uk

Quotations Enquiries

quotes@conceptnorthern.co.uk

Sales Enquiries

sales@conceptnorthern.co.uk

Technical Support

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