



Access to Work Information for employers

jobcentreplus

Part of the Department
for Work and Pensions

Access to Work

If you are an employer or self employed and thinking of employing a disabled person, you will know that they have the necessary skills to do the work, but there may still be practical problems to overcome.

Access to Work is available to help overcome work related problems resulting from a person's disability. It offers practical advice and help that can be tailored to suit the needs of person in a particular job.

Access to Work can provide a grant towards the additional employment costs resulting from a disability that the employer would not normally be expected to provide.

For people starting a job with you, or within the first six weeks of their employment the grant is up to 100% of the additional costs.

For those who already work for you, the grant is up to 80% of the additional costs over the first £300.

It is therefore important that if you employ a new person an application is made straight away or within the first six weeks.

Examples

Access to Work can help in a number of ways. For example, it can help pay for:

- a communicator at interview to help deaf or hard of hearing people or an advocate for disabled people with communication difficulties
- a reader to help an employee who is blind or has a visual impairment.
- Special aids and equipment (or alterations to existing equipment) to suit particular work needs arising from a disability.
- Help towards the additional costs of modifications to an employer's or self employed person's premises or equipment to enable them to employ or retain a disabled employee.
- a support worker to give employees practical help at work, or getting to and from work, or
- help towards the cost of getting to work if your employee cannot use a car or public transport because of a disability.

These are examples of how Access to Work can help, however the final grant will be based on the additional costs associated with the individual needs of each employee.



How does the programme work?

Access to Work can help with paid work, part time or full time, permanent or temporary. In addition to this it also supports disabled people undertaking Work Trials arranged by Jobcentre Plus and some types of Permitted Work.

The Access to Work Adviser will explain how the programme can help you with the practicalities of employing a disabled person.

Your employee has to make the application for Access to Work. Once the application has been received by the Adviser, they will work with you and your employee to decide what help is most appropriate and most cost effective. To do this, the Access to Work Adviser or a contracted specialist assessor may need to visit your workplace.

Once the Access to Work Adviser has approved support they will inform you and /or your employee in writing. You will need to purchase this support as soon as possible and claim the grant from us when you have done this. The grant we will pay is the amount approved by the Adviser.

Access to Work pays grants towards the additional costs of employing a disabled person. If you take on a new employee or have done in the last six weeks the grant payable is up to 100% of the additional costs.

If someone is already employed by you, and has been for over six weeks, and needs help, we will pay up to 80% of additional costs between £300 and £10,000. We will pay up to 100% of additional costs above £10,000.



Access to Work will pay all additional costs for:

- having a communicator / advocate at interview, or
- help with any additional costs of travel to work or for a reader or a support worker, regardless of how long the disabled employee has been working for you.

It is important to remember that Access to Work is available when you have to pay extra costs because of an employee's disability.

It cannot be used to provide support that employers usually provide or must provide by law, for all their employees.

In some cases help will also give some companies a business advantage (for example, if we provide funding for a new or improved lift). We expect employers to contribute towards these costs, and to meet the normal costs of running their business.

The rules of Access to Work outlined in this leaflet may change from time to time. Your Access to Work Adviser will have all the up-to-date information.

More information can be found at:

www.jobcentreplus.gov.uk/employers

Jobcentre Plus is committed to applying the principles of equal opportunities in its programmes and services.

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