

# ACCESS TO WORK INFORMATION SHEET

If you have a disability (a long-term health condition which affects your ability to carry out normal day to day activities) you may be eligible to support from Access To Work. This covers a wide range of conditions, so even though you may not consider yourself to be “Disabled” you may still be eligible, for example, conditions such as Diabetes, Epilepsy, chronic back pain, mental health issues, being registered partially sighted, Dyslexia, ADHD will all be eligible if reasonable adjustments at work would help you to do your job more effectively.

Access to Work will carry out an assessment of your needs and recommend equipment, travel support and training (for you and/or your manager and colleagues) depending on your requirements. When you start job with a new employer this support is likely to be fully funded by Access to Work, and if you are currently employed but your needs change, the support will be part-funded.

## Some examples of the types of support provided:

- Software to support with Dyslexia, Neuro-diversity (eg ADHD), and sight-loss
- Training on how to use the software,
- Awareness training for colleagues about your condition
- Taxi support to get to and from work if you cannot drive or use public transport
- Adaptions to your vehicle to help you to get to work
- British Sign Language interpreter and video replay service support
- Equipment such as magnifiers, Dyslexia rulers, lighting, digital readers, large computer monitors, specialist office equipment (adapted chairs/desks)
- A note-taker / support worker to assist if you are unable to take your own notes in meetings
- Mental health support at work

A more detailed list is available here: <https://www.gov.uk/access-to-work/what-youll-get>

## How to Apply

You will need to initiate this process and the Trust cannot do this for you, but if you need any support with the process, we'll provide all the help we can.

***We strongly advise that you start this process as soon as possible.*** It can take around 8 weeks to get an assessment, and only then can the Trust start to order the equipment, so in total it could take several months to complete the process

You can apply online at <https://www.gov.uk/access-to-work>

## Access to Work helpline

Telephone: 0800 121 7479

Textphone: 0800 121 7579

[Relay UK](#) (if you cannot hear or speak on the phone): 18001 then 0800 121 7479

Monday to Friday, 9am to 5pm.