

ACCESS TO WORK

A Comprehensive Guide to Your Workplace Support Options



Your step-by-step guide to understanding the
Access to Work (AtW) scheme and getting support.

Simplifying Your **Access to Work Journey**

Navigating the Access to Work (AtW) scheme can feel overwhelming, but we're here to make the process simpler. This guide breaks down everything you need to know about applying for and receiving support through AtW. And if you need extra guidance, book a free discovery call with us. We're here to help you access the support you deserve!

What is **Access to Work**?

Access to Work is a UK government program that provides financial support to help disabled people and those with mental health conditions get into, stay in, and progress in the workplace. This scheme is designed to cover specific support costs that go beyond an employer's responsibility for reasonable adjustments.



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What Access to Work (AtW) Covers

The support you receive is based on your individual needs and can include:

Practical Support



Funding for specialist equipment, assistive software, and support workers like British Sign Language interpreters or personal care assistants.

Interview Support



Assistance with communication needs, such as a BSL interpreter, **to ensure equal opportunities in job interviews.**

Mental Health and Coaching Support



Access to work-focused mental health services, tailored coaching, and support plans to help you manage at work. AtW includes a free, confidential mental health support service that offers up to nine months of work-focused support.

Important Note: This grant does not affect your other benefits and does not need to be repaid.



Am I Eligible?

To qualify for Access to Work, you must:

Eligibility Requirements:



- Be at least **16 years old**.
- Be in, or preparing to start, a paid job in **England, Scotland, or Wales** (or participating in a work placement or apprenticeship).
- Have a physical or mental health condition **that requires workplace support**.

Eligible jobs include full-time or part-time employment, self-employment, apprenticeships, work trials, internships, and supported internships.

Does ADHD Qualify for **Access to Work**?

Yes! Access to Work recognises neurodivergent conditions like ADHD and autism. If ADHD impacts your focus, time management, or organization at work, you may be eligible for support such as coaching, assistive tools, and workplace adjustments tailored to help you succeed.

If you're unsure whether you qualify, we're happy to guide you through the eligibility criteria and application process.



How to Apply for Access to Work (AtW)

Your Step-by-Step Guide to Starting Your Application

How to Apply:

- 1. Check Your Eligibility:** Review the criteria above to confirm that you're eligible.
- 2. Apply Online or By Phone:**
 - Visit the government website (www.gov.uk) to apply online.
 - Call 0800 121 7479 (Mon-Fri, 9 am-5 pm) for phone assistance.
 - If self-employed, have your Unique Taxpayer Reference (UTR) number ready.
- 3. Application Follow-Up:** Once your application is submitted, an Access to Work adviser will contact you to discuss next steps. They may arrange a workplace assessment to determine the best support options for your needs.



Access to Work (AtW) Contact Details

Get in Touch with Access to Work Support

Phone

0800 121 7479
(Mon-Fri, 9 am-5 pm)



Textphone

0800 121 7579



Relay UK

18001 then
0800 121 7479



BSL Video Relay Service

Find more details on using this
service on **mobile or tablet**.



For email communication,

you can request an alternative contact option
through the **AtW helpline**.



What **Access to Work** Won't Cover?

Understanding the Limitations of the Access to Work Scheme

Reasonable Adjustments

Employers are **legally required** to provide reasonable adjustments under the Equality Act 2010. AtW does not cover these costs, but they may advise employers on potential adjustments.

Standard Equipment or Business Costs

AtW won't fund items considered necessary for all employees, such as standard office equipment or health and safety requirements.

Tips for a Smooth Application Process

Simple Steps to Make Your Application Easier and Faster

Gather Information



Employers are **legally required** to provide reasonable adjustments under the Equality Act 2010. AtW does not cover these costs, but they may advise employers on potential adjustments.

Ask Questions



Don't hesitate to reach out to AtW for clarification on any part of the application process.

Keep Records



Save all receipts and invoices if you need to claim reimbursement for any approved costs.

What If My Access to Work (AtW) Application is Delayed?

Guidance on Managing Support While You Wait

Since applications can take a few months to process, you may need to cover costs yourself if you'd like to begin coaching or support services right away.

Once your AtW funding is approved, your grant will cover coaching sessions going forward, but note that AtW does not reimburse assessment, diagnosis, or medication costs.



Get Started Today

Take the Next Step Toward Workplace Support and Success

Book a Free Discovery Call



We're here to answer any questions you have about the Access to Work process and guide you through each step.

[Book a Discovery Call](#)

Already Approved for AtW? Inquire about Coaching with Your Grant



If you've already received an AtW grant, find out how you can use it to support your professional growth with tailored coaching.

[Inquire about Coaching](#)

Conclusion

With the knowledge to navigate the Access to Work scheme, you're ready to get the support you need. Picture yourself confidently working at your desk, knowing you have the tools and resources to succeed. We're here to help every step of the way

Applying for Access to Work can transform your career. Imagine sitting at your desk, equipped with the support you need. We're here to make the process seamless so you can thrive at work.

Start your Journey with ADHDdegree

