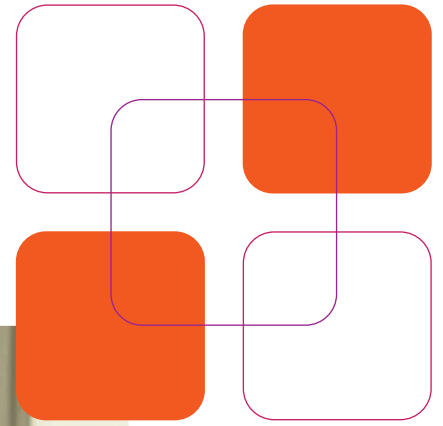


Access to Work Information for employers



Right people.
Right job.

jobcentreplus

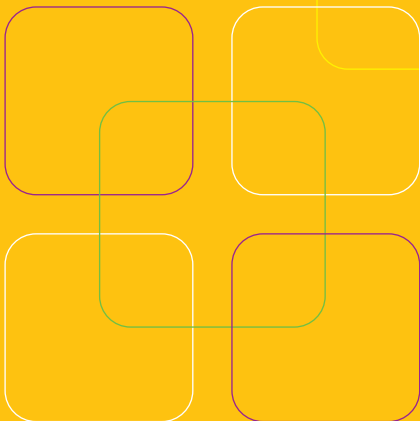
WorkPathProgrammes

Welcome to **WorkPath**

WorkPath brings together three important support programmes available to disabled people looking for, or wanting to stay in, work. Each programme – Access to Work, Work Preparation and WORKSTEP – is designed to help disabled people to overcome, or remove, barriers to employment.

The programmes also give valuable help to employers who want to adopt good employment policies and practices when hiring, training or developing the careers of disabled people. The three programmes offer practical and financial support and deal with areas where disabled people or employers may need help.

In this way, we help people fulfil their potential, and employers to successfully hire and keep staff.



Access to Work

If you are 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 the problems resulting from a person's disability. It offers practical advice and help that can be tailored to suit the needs of a person in a particular job.

Through Access to Work, we can provide a grant towards the approved costs that arise because of a person's disability.

For people who are starting a job with you, the grant is up to 100% of the approved costs.

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

Examples

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

- a communicator to help deaf people and those who are hard of hearing at interviews
- a reader to help an employee who is blind or has an eyesight problem
- special equipment (or alterations to existing equipment) to suit particular work needs arising from a disability
- alterations needed to your premises or working environment, to make them accessible to someone with a disability
- 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 their car or public transport because of a disability.



How does the programme work?

If you have a disabled employee or want to recruit someone with a disability, get in touch with the Disability Employment Adviser (DEA) at your local Jobcentre Plus office. They will put you in contact with an Access to Work Adviser who will give you advice on how to apply for Access to Work.

Access to Work can help with paid work, part time or full time, permanent or temporary.

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

You, your employee and the Access to Work Adviser will decide what help is most appropriate and most cost-effective. To do this the Access to Work Adviser may need to visit your workplace. You then need to buy the help needed and claim the grant from us when you have done this. The highest grant we will pay is the approved cost of the help.

Access to Work pays grants towards the costs of employing a disabled person. If you take on an unemployed person, or took one on less than six weeks ago, the grant is up to 100% of the approved costs.

The arrangement continues for up to three years, when it will be reviewed. If help is still needed, further grants may be less than 100% of the approved costs, as explained in the next paragraph.

If someone already employed by you needs help, we will pay up to 80% of approved costs between £300 and £10,000. We will pay up to 100% of the approved costs above £10,000.



Access to Work will pay all the approved costs for:

- having a communicator at an interview, or
- help with travel to and from work, or for a reader or a support worker, regardless of how long the disabled employee has been working for you.

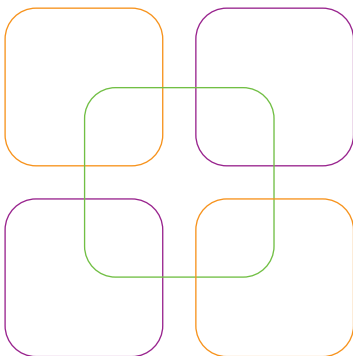
As soon as you have bought the help needed, you can claim a grant from us.

Remember 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 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.

We hope you will be completely satisfied with the advice and service you receive. But if something goes wrong or you are not satisfied with the outcome, we will look into it and get back to you within ten working days. Just ask the Access to Work Adviser for details of how to take action.



For more information, or to place a vacancy contact us online or by telephone:

www.jobcentreplus.gov.uk/employers

0845 601 2001

Textphone **0845 601 2002**

Textphones are a service for hearing impaired customers, and don't accept text messages from mobile phones.

Open Monday-Friday 8am-8pm, Saturday 10am-4pm.
Call charges vary by company or tariff.

Right people.
Right job.

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



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