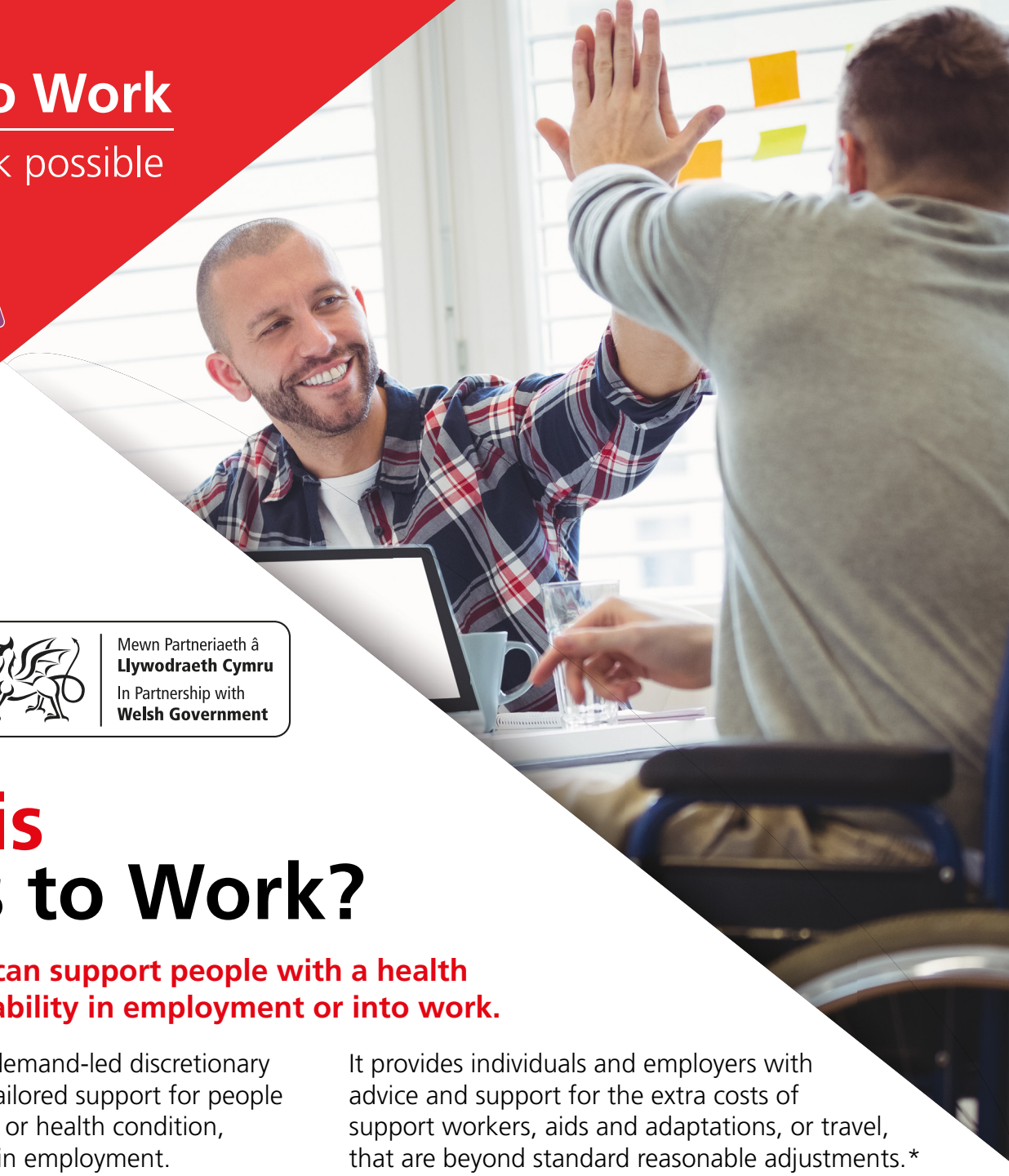
Access to Work

Making work possible



Department for Work & Pensions

Mewn Partneriaeth â **Llywodraeth Cymru**
In Partnership with **Welsh Government**

What is Access to Work?

Access to Work can support people with a health condition or disability in employment or into work.

Access to Work is a demand-led discretionary grant that provides tailored support for people who have a disability or health condition, to move into or stay in employment.

It provides individuals and employers with advice and support for the extra costs of support workers, aids and adaptations, or travel, that are beyond standard reasonable adjustments.*

Did you know as an employer you could be missing out on a valuable skills base? Here are a few reasons to employ disabled people ...

Increased productivity: employing a diverse workforce can create better solutions to business challenges creating a focus on strengths and ability.

Improved services: having an inclusive workforce can bring additional skills and knowledge to your business, helping you provide a better service for your entire customer base.

Boosting staff morale: Existing and prospective staff can see that your organisation supports its workforce.

Strengthen work teams: so that all employees will become aware of how to make the workplace more inclusive.

Access to a wider talent pool: promoting your inclusive disabled-friendly policies as part of your recruitment process could help attract more high-quality candidates.

**Access to Work does not replace the duty an employer has under the Equality Act.*

Eligibility

Access to Work is UK-wide. It provides advice and practical support to people who have a disability or health condition and are employed, self-employed or about to start work.

- Jobs can be part-time or full-time, temporary or permanent.
- The scheme has recently been extended to include disabled people on traineeships, supported internships, work trials or work experience.
- Applicants cannot get a grant for voluntary work.
- Applicants must be over 16.
- Applicants must live in Wales, England or Scotland.

Making a claim

Individuals are responsible for making a claim which can be done online or by telephone.

- Ensure they have relevant paperwork ready when they make contact, i.e. workplace address and postcode, the name of a workplace contact and the workplace contact details.
- They will also need to explain how their health condition or disability affects them at work or getting to work, what help they may already be getting and what else could help them.
    - It will help with their application if they have spoken to you (the employer) about reasonable adjustments before they apply for Access to Work.

Did you know that most disabled people acquire their disability whilst at work?

Access to Work can help you to retain employees who are skilled, loyal and hard working.

For more information, visit **gov.uk/access-to-work** or call the Access to Work helpline on **0800 121 7479**

Welsh businesses can also contact the Business Wales helpline on **03000 6 03000** or search **Skills Gateway for Business**