



TYPICALLY-DIVERSE LTD

# Applying for Access to Work

A short supportive booklet to guide you in applying for Access to Work Funding





# What is Access to Work Funding?

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The Access to Work scheme is a UK government programme designed to help people with disabilities or health conditions overcome barriers they might face at work. It's all about making sure everyone has an equal opportunity to succeed in their job. Whether you're starting a new role or already employed, this scheme can provide tailored support to meet your individual needs. It's available for people with physical or mental health conditions that make certain tasks at work more challenging. The goal is to ensure that your condition doesn't hold you back from thriving in the workplace.

You can apply for the scheme without a diagnosis. You can also apply if you are starting your own business or if you are in an employed role. If you apply for the scheme within 6 weeks of starting a brand new employed position, your application will be fast-tracked and your employer would not have to pay anything at all towards it.

Through Access to Work, you can apply for a range of practical and financial assistance. This might include funding for special equipment or adaptations to your workspace, help with travel if you can't use public transport, or even support workers to assist with specific tasks. For those with mental health challenges, the scheme offers personalised support from mental health professionals to help manage work-related stress. It's not a one-size-fits-all programme; the support is tailored to your unique circumstances, giving you and your employer the tools to create a more accessible and inclusive work environment.

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For more information and support, email [hello@typically-diverse.co.uk](mailto:hello@typically-diverse.co.uk) or visit [www.typically-diverse.co.uk](http://www.typically-diverse.co.uk)



# How to apply

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visit [www.gov.uk/access-to-work/apply](http://www.gov.uk/access-to-work/apply)

Before applying, use the following guides to familiarise yourself with the guidance which the Access to Work Team will use to consider your application;

- [Staff Guide](#)
- [Factsheet for Employers](#)

## Before you start the application

The online application is pretty easy to follow, however, the system is notorious for not saving answers or losing your answers if the page auto-refreshes. To save yourself the frustration of this, I would recommend opening a Word document and copying and pasting across each answer once you have finished it.

Also, gather any company information you have if you are self-employed such as your Unique Taxpayer Reference number, Company address and the date which you started trading. You may need to create a business plan if you have not reached the Lower Earnings Threshold or been trading for very long; however, this would not be asked of you at this stage but may be worth working on after applying as it will be useful for developing your business as well as supporting your application.

If you are employed, you will also need your employer address, employer name and email contact for someone at your company (usually your manager), as well as your start date or upcoming start date.

Within this application, you do not need to demonstrate a diagnosed condition but will need to include how your symptoms impact on your work. Use the following page to make notes. You could research your condition and look at the symptoms which are often attributed and consider how these make your job harder for you compared to someone without your condition.

There are additional pages in this booklet for considering the type of support or specialist equipment you may need.



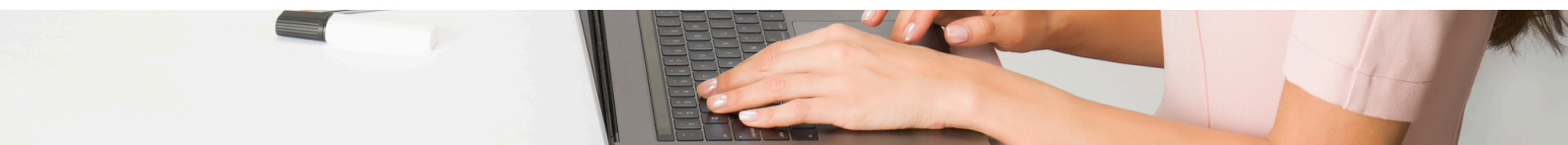
What are the symptoms of your condition(s)?

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A large, empty rectangular area with a light beige background, intended for the user to write their symptoms.

How do these impact on your job?

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A large, empty rectangular area with a light beige background, intended for the user to describe how their symptoms impact their job.



## What is included next?

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### Check eligibility

Before you are able to start adding answers to the application, you will be asked some eligibility questions. If you meet the criteria of these, then you can begin.

### About You

Remember that within this section, you can include ongoing conditions, including diagnosed and undiagnosed conditions. Examples may include ADHD, chronic fatigue, depression, physical conditions etc. You do not have to provide any evidence.

### Specialist Equipment

If you know what sorts of equipment you would like to ask for, you can include this here. You can consider this in the space on the next page. If you are unsure, you can request a 'Workplace Assessment', where an independent organisation can contact you and discuss your needs with you. They will then use this recommendation to support your application.

### Mental Health Support

This does not refer to coaching. The mental health support offered is provided by a suggested company and is independent of workplace coaching. If you feel you require this, you can opt in for this service here.

### Support Worker

Here you will be asked what type of support worker you require. You can request more than one and this could include an interpreter, a Support Worker/Job Aide and a Workplace Coach.

### Travel

In this section, please include any travel support you need. You may need travel or transportation if you have anxiety or sensory processing needs and find public transport difficult. You may have long distance events to attend a few times each year which your condition impacts and means you would not be able to drive.



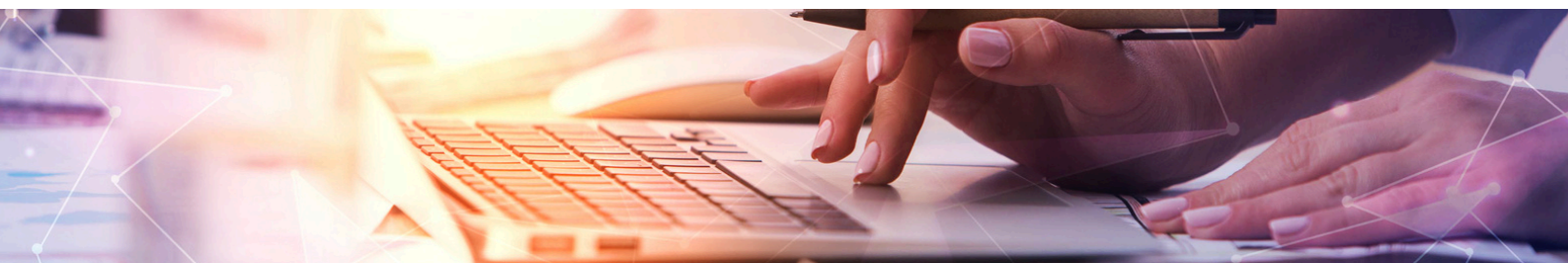
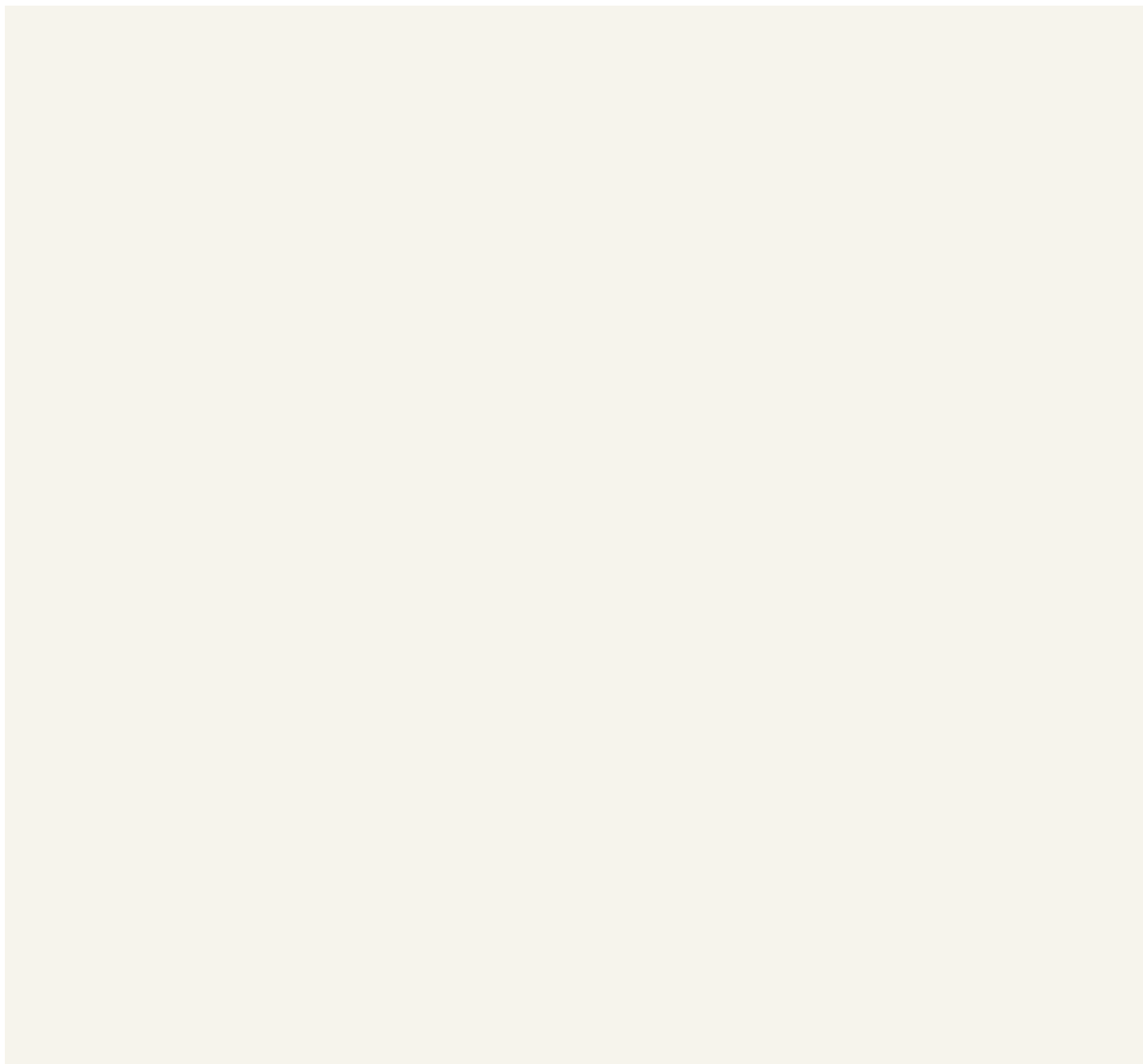




# Specialist Equipment

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Consider what parts of your job are difficult due to your condition. Is it that noises in the room are distracting, are you uncomfortable in your chair, does your condition improve with movement, do you forget where you have stored notes? Use the space below to note some potential equipment/software which you feel could help.





# Application Submitted

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The waiting times for a decision on your application change regularly. At the time of creating this document, it was approximately 8 months waiting time for contact from Access to Work in response to applications.

If you receive your award and are unhappy or feel as though your needs have not been fully understood, you can submit a request for a reconsideration. For more information about this process and a template, please get in touch.

Awards can be given for 1 - 3 years and after this you will have to make a request for a renewal. These are not guaranteed and have strict deadlines so make a note of this date on your calendar once you are awarded so you can prepare. Often at renewal you will need to provide evidence of your income and a justification for a reason why you haven't achieved the Lower Earnings Threshold if this is the case.

Be mindful that the system aims to reduce support each year, with the intention of allowing individuals to become more independent and less reliant on support. It is also worth remembering that the more specialist equipment you have, the less human support you are likely to be awarded. In some cases, you will need to complete a support worker record of tasks.

It is worth joining some online communities to find out the latest guidance, updates and experiences of this process as you work through it.

Good luck in your application

A handwritten signature in black ink that reads "Jayne x". The signature is written in a cursive, flowing style.

Executive Director of Typically-Diverse Ltd

