ACCESS TO WORK

Access to Work is a government scheme that can financially help towards additional costs incurred by people with disabilities in their workplace. They are based through Jobcentre Plus and can offer:

- Guidance and practical help.
- Workplace assessments.
- Advice on adaptations in the workplace, or supplying specialised equipment.
- Support service for mental health conditions.

Access to Work will consider the needs, and make an offer of a grant towards the costs. **If you are a new member of staff, the grant is up to 100% of the approved costs, providing the application is made within the first six weeks from your start date at the University.** For current staff already employed by the University and require support, the grant is up to 80% of the approved costs after the first £1,000.

Purchase of any equipment or support is made via the University’s Equality, Diversity & Inclusion Team, who then claims back the contribution from Access to Work.

Further information can be found on the Access to Work Website: [https://www.gov.uk/access-to-work](https://www.gov.uk/access-to-work)

**HOW CAN I APPLY?**

There are two options:

1) You can apply online using the following link: [https://www.gov.uk/access-to-work/apply](https://www.gov.uk/access-to-work/apply)

or

2) Make a telephone application us the number below (this can take approximately 15 minutes).
   
   Telephone:    0345 268 8489    Textphone:    0345 608 8753
   
   Email:  atwosu.london@jobcentreplus.gsi.gov.uk

Please have the following information to hand when making the application:

- Full Name
- Date of Birth
- National Insurance Number
- Home Address, Telephone Number and Email Address
- Place of Work, Address, Telephone Number and Email Address
- Job Title and Brief Job Description
- Description of Disability
- Name, email address and phone number of a workplace contact, please state:
  
  Michaela Lefley, EDI Team, University of Leicester, University Road, Leicester LE1 7RH
  
  Email Address - mr20@le.ac.uk, Telephone Number – 0116 252 3334

The application will then be referred to an Adviser who will contact you to assess your case, normally within one week. If your application is successful, please notify Michaela Lefley, Equality, Diversity & Inclusion Team.