ACCESS TO WORK

Access to Work is financial help towards the additional costs incurred by people with disabilities in their workplace. They are based through Jobcentre Plus and can offer:

- Guidance and practical help
- Assessment and advice
- Advice on adapting premises, or supplying specialised equipment

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 alterations to premises is made through the Employer (the Equalities Unit) who then claims back the contribution from Access to Work.

**HOW CAN I APPLY?**

Telephone the Access to Work Team on the number below. They will take your application (this can take approximately 15 minutes) then will refer it onto an Adviser who will contact you to assess your case. This is normally carried out within one week:

**Telephone:** 0345 268 8489  
**Textphone:** 0345 608 8753  
**Email:** atwosu.london@jobcentreplus.gsi.gov.uk

The following information will be required:

- 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
- Brief Job Description
- Contact Name in Organisation – **Mrs Michaela Lefley**  
- Contact Telephone Number – **0116 252 3334**  
- Contact Address – **Equalities Unit, University of Leicester, University Road, Leicester LE1 7RH**  
- Brief Description of Disability Problem.

**PLEASE NOTIFY MICHAELA LEFLEY, EQUALITIES UNIT, OF ALL CASES GRANTED BY THE ACCESS TO WORK TEAM**