

# Concept Northern

## Access To Work Application Guide



Concept Northern provide Assistive Technology, training and support to employees and employers to help increase productivity and equality.

Please take a moment to read through our booklet and find out more about Access To Work. Inside you will find information about the Access To Work Scheme as well as useful contact details.

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## Who are Concept Northern?

Concept Northern provide support for individuals with Additional Support Needs in education or employment.

With our experience of working with young persons we can support you, your employer and your training provider throughout your training programmes.

If you would like more information on Concept Northern and our services, you can contact us on the following:

### CONCEPT NORTHERN

01355 573 173

info@conceptnorthern.co.uk

www.conceptnorthern.co.uk

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### ACCESS TO WORK & SUPPORT GUIDE

If you have difficulties in work as a result of a disability or learning difficulty, Concept Northern can support you.

We have prepared this informative and easy to follow booklet to help you through the application process.

## What is Access To Work?

Access to Work is a publicly funded support programme that aims to help more disabled people start or stay in work.

It can provide practical and financial support for people who have a disability or long term physical or mental health condition. Support can be provided where someone needs help, adaptations or implementing reasonable adjustments.

An Access to Work grant can pay for practical support if you have a disability, health or mental health condition to help you:

- ✓ start working
  - ✓ stay in work
  - ✓ move into self-employment or start a business
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### ADDITIONAL POINTS

- The grant is not for business start-up costs.
- Funding amounts depend on applicant circumstances.
- The funding doesn't have to be paid back and will not affect other benefits.

As an **Open Doors Consortium** partner Concept Northern can offer an **In Work Support Package** which is tailored around your needs.

**Open Doors Consortium** support is provided by specialist third sector organisations and is available to young people throughout Scotland, where their employer considers additional support is required to sustain employment.

The in work support will be tailored to the needs of the individual and offers specialist employer services, which can include:

- ✓ Access to Work application
- ✓ Mentoring
- ✓ Job coaching
- ✓ Training
- ✓ Orientation visits
- ✓ Staff training
- ✓ Help towards essential equipment or work clothes
- ✓ Health and safety support
- ✓ Personal social development
- ✓ Travel support



Our In Work Support Package can consist of products and training to support you in your employment.

Concept Northern's specialists will tailor the Support Package to your needs. A typical In Work Support package could consist of:

- A bespoke needs assessment
- Initial Assistive Technology to support you immediately
- Training and coaching
- Access to Work application support and guidance

The above package ensures that we can support you right away by providing suitable technology and training and most importantly help you through the Access to Work application process which will provide long term support.

## ELIGIBILITY

To qualify for the package you must satisfy the following criteria:

- ✓ Be aged 16 – 29
- ✓ Be working a minimum of 16 hours per week
- ✓ Require additional support to sustain your employment

This is the first stage of your ongoing support.

Contact Concept Northern on 01355 573 173 or email [info@conceptnorthern.co.uk](mailto:info@conceptnorthern.co.uk) to get started.

# Who is eligible for Access to Work?

Access to Work will provide longer term support and Concept Northern will guide you through the process.

## ELIGIBILITY

To be eligible for Access to Work, a person must:

- ✓ have a disability or long term health condition that has a negative effect on their ability to do their job
- ✓ have a mental health condition and need support in work
- ✓ be over 16 years old
- ✓ be in, or about to start, paid employment (inc. self-employment)
- ✓ normally live and work in Great Britain
- ✓ not be claiming Incapacity Benefit or Employment Support Allowance once they are in work

# What support can I receive?

## SUPPORT AMOUNT

There is no set amount for an Access to Work grant. How much you are awarded depends on your circumstances.

The grant can pay for things like:

- ✓ adaptations to the equipment you use
- ✓ special equipment
- ✓ fares to work if you can't use public transport
- ✓ a support worker or job coach to help you in your workplace
- ✓ a support service if you have a mental health condition and you're absent from work or finding it difficult to work
- ✓ disability awareness training for your colleagues
- ✓ a communicator at a job interview
- ✓ the cost of moving your equipment if you change job





## #1. Chat to your boss about your requirements

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### WHAT TO DO

Your first step is to chat to your boss about your difficulties, show them the “For the Employer” section in this booklet and decide if you require Access to Work support.

If you require support:

- call us on 01355 573 173 to register your application
  - follow the steps on the following pages
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### SUMMARY

1. Talk to your employer about your difficulties
2. Show them the Employer section of this booklet
3. Call Concept Northern (01355 573 173)
4. Say that you wish to begin an Access To Work Application
5. You will be allocated a specialist advisor

Note the advisor name here:

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DATE COMPLETE   /   /

# Access To Work Checklist

# The Access To Work Process

## You are now ready for Access To Work

Follow the step by step guide in this booklet. If you have any questions at any time, please get in touch on 01355 573 173.

We have provided space for you to take notes and log your progress throughout this booklet.

### Check the boxes once complete:

- Your latest dyslexia diagnosis or report** (Dyslexia only)  
If you do not have a dyslexia diagnosis contact us to arrange a dyslexia screener on 01355 573 173.
- Your Needs Assessment Report**  
(If provided via your In Work Support package)
- The Pre-Call Forms on the following pages**

When you call Access to Work they will ask you for the information on the following pages.

Complete the following Pre-Call forms so you have the answers to hand when you make your call.

DATE COMPLETE   /   /



# Step 2

## #2. Contacting Access to Work

PRE-CALL FORMS (Fill these out before you call Access to Work)

Fill in YOUR details in the form below:

Name:

Job Title:

Address:

Postcode:

Email:

Phone No:

National Insurance No:

Date of Birth:  /  /

Employment Start Date:  /  /

Details of your disability:

DATE COMPLETE  /  /

PRE-CALL FORMS (Fill these out before you call Access to Work)

Fill in THE COMPANY details in the form below:

Company Name:

Manager's Name:

Company Address:

Postcode:

Manager's Email:

Company Phone Number:

Company Size (No of Staff): 0-49  50-249  Over 250

Your Access to Work Reference Number

You will be given a reference number when you call Access to Work.  
Write down that reference number in the box below.

Reference Number:

DATE COMPLETE  /  /



## #2. Contacting Access to Work (Continued)

### WHAT TO DO (Read all of this page before you begin)

Once you have filled in the forms on the previous page, telephone Access To Work on **0345 268 8489**.

Tell them you want to make an Access to Work application and the details of your disability (see Pre-Call forms on the previous pages).

The person at Access to Work will ask you for more details.

You will find this information on the Pre-Call forms you have filled in on the previous pages.

Note: You may be contacted via telephone a number of times before an onsite assessment is carried out.

DATE COMPLETE   /   /

## #3. Onsite Technical Workplace Assessment

### WHAT TO DO

You will now be contacted by an Access to Work Workplace Assessor. The assessor may ask you a few more questions about your disability, difficulties and job role.

The assessor will arrange a suitable time to meet you at your place of work and carry out an onsite assessment. The report will highlight your difficulties and solutions which will support you.

If Concept Northern provided you with a Needs Assessment Report via our In Work Support package, give this to your assessor.

### SUMMARY

- ✓ You will be called by an Access to Work assessor
- ✓ They will ask you some more questions about your situation
- ✓ The assessor will arrange an Onsite Technical Workplace Assessment
- ✓ The information in Step 2 may help with any questions

## Step 4

### #4. Your Technical Workplace Report

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#### WHAT TO DO

After a few weeks you will receive your Technical Workplace Report which will highlight equipment and training recommendations.

You will need to email the following to your Access to Work Advisor (details on Pre-Call form in step 2):

- Dyslexia diagnosis (if available)
  - Technical Workplace Report
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#### RECOMMENDATIONS YOU MAY FIND ON YOUR REPORT

- Texthelp Read & Write GOLD (Literacy support software)
- Mindview (Mind mapping software)
- Livescribe (Digital recording pen)
- Modern Apprentice A.T. Training & Coaching Workshops

**NOTE:** If you would like a demo of the above solutions call 01355 573 173.

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DATE COMPLETE   /   /

## Step 5

### #5. Approval

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#### WHAT TO DO

Access to Work will review the Workplace Assessment report and equipment recommendations and provide approval. This can take up to 4 weeks.

If your application is approved, you will receive an approval letter via post. Once you have your approval letter, sign it and make a photocopy for Concept Northern.

Send one copy back to Access to Work and give the other copy to your employer. Your employer should then contact Concept Northern to arrange the delivery of your products.

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#### SUMMARY

- ✓ When you receive your approval letter, sign it and make a copy
  - ✓ Give a copy to your employer and send the other one back
  - ✓ Your employer should then contact Concept Northern
- 

DATE COMPLETE   /   /

## #6. Equipment Installation, training and coaching

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### WHAT TO DO

Well done! That's the hard part out of the way – now we can start supporting you!

We will give you a call to arrange a suitable time to install any recommended solutions and start your training and coaching.

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### SUMMARY

- ✓ You have completed the Access to Work application process
- ✓ Concept Northern will contact you about providing equipment
- ✓ Concept Northern will train you (if required)



# How much will this cost?

As an employer, you may have to share the cost with Access to Work if the person has been working for you for more than six weeks when they apply for Access to Work.

You will only have to share the cost for:

- special aids and equipment
- adaptations to premises or equipment

Cost share does not apply to self-employed applicants or to the Mental Health Support Service.

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## ACCESS TO WORK WILL CONSIDER GRANTS OF UP TO 100% FOR:

- self-employed people
- people working for less than six weeks when they first apply
- the Mental Health Support Service
- support workers
- additional travel to work and travel in work costs
- communication support at interviews

The level of grant will depend on:

- whether the person is employed or self-employed
- how long they have been in their job, and
- the type of help required

## WHAT WILL MY SHARE OF THE COSTS BE?

When cost sharing applies, Access to Work will refund up to 80% of the approved costs between a threshold and £10,000. As the employer, you will contribute 100% of costs up to the threshold level and 20% of the costs between the threshold and £10,000.

The amount of the threshold is determined by the number of employees you have.

- 0 to 49 employees: nil
- 50 to 249 employees: £500
- Over 250 employees: £1000
- Any balance above £10,000 will usually be met by Access to Work

If the support also provides a general business benefit, a contribution will be sought in addition to any compulsory cost share.

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## CHANGES TO ACCESS TO WORK FROM 1 OCTOBER 2015

Following changes to Access to Work, grants are now capped at £40,800 per year. The cap will be applied:

- on 1 October 2015 for all new grants given after that date
- on 1 April 2018 for all grants given before 1 October 2015

## ACCESS TO WORK CAN HELP YOU:

- ✓ hire disabled people with the skills you need
- ✓ retain an employee who develops a disability or long term condition (keeping their valuable skills and saving both time and money recruiting a replacement)
- ✓ show that you value and will support your employees by having good employment policies and practices.

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## ACCESS TO WORK CAN HELP YOUR EMPLOYEE

Your employee can get help paying for support they may need because of their disability or long term health condition, for example:

- ✓ aid and equipment in the workplace
- ✓ adapting equipment to make it easier for them to use
- ✓ travel to and from work
- ✓ travel in work
- ✓ communication support at interviews
- ✓ a wide variety of support workers, and
- ✓ the Mental Health Support Service
- ✓ other practical help at work, such as a job coach or a sign-language interpreter

If your staff member has a mental health condition, they will be offered assistance to develop a support plan. This may include steps to support them remaining in or returning to work and suggestions for reasonable adjustments in the workplace.

The process is simple, but can occasionally take a number of weeks from start to finish. For this reason, we have developed this leaflet to help everything move as quickly as possible.

1. Chat to your employee to find out any disabilities or impairments and if Access to Work support is required.
2. If support or advice is required, call Concept Northern.
3. The next steps are down to your employee, but be sure to support them and remember that you can call us at any time.

The employee step by step guide is at the beginning of this pack and is designed to help guide them through the process.

4. Once you have your approval letter send a copy to your assigned Concept Northern advisor and give us a call to order the equipment. We will arrange installation and training dates.
5. We will then provide the equipment, training and a final report on completion. We also provide information on the equipment we have implemented to your Modern Apprenticeship provider to ensure their learning needs are catered for.
6. Keep our contact details on record for future support.

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## CONCEPT NORTHERN

01355 573 173

[info@conceptnorthern.co.uk](mailto:info@conceptnorthern.co.uk)



# Employer Costs

# For National Training Providers

## Funding & Invoicing

Please review the Access to Work criteria in the "How much will this cost?" section on page 22.

Most costs should be covered by Access to Work, but depending on the length of time your employee has been employed and the size of your organisation, you may have to make a nominal contribution toward costs. Any contribution cost amount will be clearly explained by Access to Work.

When you have your acceptance letter and are ready to order the equipment please raise a Purchase Order and email it to your Concept Northern advisor who will then be in touch to arrange installation dates.

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**CONCEPT NORTHERN**

01355 573 173

[info@conceptnorthern.co.uk](mailto:info@conceptnorthern.co.uk)





# What support is available?

## MODERN APPRENTICES

If you discover a modern apprentice has an additional support need then Concept Northern can offer support via the Open Doors Consortium and Access to Work to help them succeed in their job or progress through an Apprenticeship.

Access to Work is a DWP programme designed to help employers meet the cost of implementing reasonable adjustments.

For more information on Access to Work please see the "[Information for Employees](#)" section.

If you have a candidate you feel needs our support please get in touch for more information.

By supporting your candidate's ASN from the outset we ensure their job role is fully supported and their learning experience is enjoyable and productive, ultimately sustaining employment.

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## CONCEPT NORTHERN CONTACT

Barbara Borthwick

01355 573 173

[barbarab@conceptnorthern.co.uk](mailto:barbarab@conceptnorthern.co.uk)

Workplace Assessor and Assistive Technology Specialist

## EMPLOYABILITY FUND

If you are working with a young person on an Employability Fund programme who has ASN requirements we can support this candidate via Skills Development Scotland's ASN Access Fund.

The ASN Access Fund will provide software, equipment and training tailored to your candidate's needs.

In the first instance our specialists will meet with you and your candidate to provide a Needs Assessment which will highlight areas of difficulty and solutions. We will follow this up with full onsite training and support.

If you have a candidate you feel needs our support please get in touch for more information.

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## CONCEPT NORTHERN CONTACT

Barbara Borthwick

01355 573 173

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Workplace Assessor and Assistive Technology Specialist

# Examples of support

## DYSLEXIA

Noticeable barriers may include:

- Problems with spelling and grammar
- Comprehension and information retention
- Organisation or memory issues.

## POSSIBLE ADJUSTMENTS

**Texthelp Read and Write:** Literacy support software designed to ensure documents and emails are error free,

**MindView:** Helps with organisation and time management

**Livescribe:** Records training sessions to ensure full understanding

**Sonocent Audio Notetaker:** Organise audio recordings of training sessions

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## VISUAL IMPAIRMENT

Noticeable barriers may include:

- Difficulty reading on screen information
- Difficulty reading paper based information
- Difficulty composing documents or emails

## POSSIBLE ADJUSTMENTS

**Dolphin Supernova:** Reads on-screen text aloud

**Digital magnifier:** Can magnify paper based documents

**Dragon Naturally Speaking:** Allows users to control their PC or MAC using voice commands.

## DYSLEXIA & DISABILITY AWARENESS TRAINING

Available to Employers & National Training Providers

Our Dyslexia & Disability Awareness Training is highly tailored to the needs of your employees, candidates and organisation.

For example, while training employees or colleagues of a dyslexic employee we will raise awareness of how to support dyslexia in a business environment.

While training a National Training Provider we implement best practice and techniques to help support and assess dyslexic candidates.

All of our onsite awareness training courses are CPD certified for three or six hours and include online materials for ongoing learning.

If you would rather learn online we have an elearning portal to let you study our CPD certified courses in your own time.

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## CONCEPT NORTHERN CONTACT

Stephen Fitchett

01355 573 173

stephenf@conceptnorthern.co.uk

Training & Delivery Manager



## Useful Contacts

### General Enquiries

### Concept Northern

[info@conceptnorthern.co.uk](mailto:info@conceptnorthern.co.uk)

### Access To Work Enquiries

### Barbara Borthwick

[barbarab@conceptnorthern.co.uk](mailto:barbarab@conceptnorthern.co.uk)

### Training Enquiries

### Alan Taylor

[alant@conceptnorthern.co.uk](mailto:alant@conceptnorthern.co.uk)

## Concept Northern

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[www.conceptnorthern.co.uk](http://www.conceptnorthern.co.uk)

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# #WorkReady