



# ACCESS TO WORK

Information Booklet

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## **Access to Work Funding – get coaching for free!**

Neurodiversity is a wonderful thing; however, it is often misunderstood and can sometimes be problematic in the workplace. This is particularly the case with invisible disabilities like ADHD.

Employees and business owners with ADHD often report feeling overwhelmed, over-burdened and unsupported. They struggle with setting boundaries, delegating, managing others, prioritising, scheduling, writing emails and reports, time keeping, sensory sensitivities, and staying on top of paperwork and clutter.

Coupled with Rejection Sensitivity Disorder (RSD) this can lead to a degradation in their performance, an inability to manage their emotions, insomnia, and a loss of confidence. Not surprisingly, without support this can result in poor mental health, sickness and frequent absence from work leading to a prolonged and painful exit from the workplace.

Therefore, the government created Access to Work!

## What is Access to Work?

This initiative by the Department for Work and Pensions was created with the aim of supporting people with ADHD and other “Disabilities” to access work and stay in work through funding support to help them overcome their workplace barriers.

There is no cost incurred by yourself for this service and/or the support and equipment provided. You do not have to pay anything back.

**It's all free... including the cost of your coaching with us!**

## Can I apply?

If you have ADHD or any other “Disability” (as defined in the Equality Act), are 16 or over, are normally resident in Great Britain, are doing full or part-time paid work or about to start work or become self-employed then you are eligible!

## Do I need to tell my employer?

Yes - as they must contribute towards the award (around 20%).

## What support can I get?

You can get ADHD Coaching and Training with The ADHD Advocate (need we say more 😊)

You'll be offered support based on your needs which may include a grant to help cover the costs of practical support in the workplace such as:

Assistive aids e.g noise cancelling headphones, dictation software, time timers, standing desks

(recommended list [here](#))

“Support workers” e.g personal assistants

[ADHD Coaching](#)

ADHD Awareness Training



### TAA Top Tip:

**Access to Work will propose their own providers BUT you are under no obligation to go with these providers. We recommend that you seek coaches and trainers that are ADHD specialists/ADHD certified coaches and trainers that you will find at The ADHD Advocate.**

## What won't Access to Work cover?

Business start-up costs

Items that would normally be needed to do the job whether disabled or not

Items for personal use only

## How much £££ can I get?

How much you get depends on your circumstances and how well you can justify your need for the specific support you are requesting (and the ATW appointed Assessor you get unfortunately...).

The maximum amount of funding you can get is currently capped at £62,900 per year (1 April 2021 – 31 March 2022).

## How to apply

The quickest and easiest way to apply is online at [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work).

### TAA Top Tip:

**See [here](#) for a list of the questions you will be asked online to help you prepare your answers.**

**Make sure you type out your answers in a saved word document and then copy and paste into the online form (just in case the online form times out or you are forced to reapply later...)**

If you want the support and tools, be thorough about the benefits and make a solid case.



### TAA Top Tip:

Refer to our recommended products and why they support ADHDers [here](#).

## What happens next?

Someone from ATW will contact you to discuss what help you could get. The clearer you are about the support that you need and why, the more likely you will be able to receive that support. Otherwise, you may be referred for an assessment and depending on the level of ADHD awareness the assessor has, the support recommended may not actually meet your needs.

If you are self-employed, or a director of your own company they may ask you for copies of your accounts and if you are just starting out, you will need to provide a business plan to prove that you have a viable business.

### TAA Top Tip:

Try [this one](#) from the Princes Trust.

**ATW will give you deadlines by which you will need to provide the requested information. Put the deadline and a week's notice of the deadline in your calendar and get someone to hold you accountable (ideally this would have been your coach – you basically need Access to Work to get Access to Work...)**

If you are successful, you will receive a letter confirming your ATW grant in the post.

### TAA Top Tip:

**Make sure you sign and return the declaration before the deadline stated in your letter.**



## What if I don't get what I want?

If you don't get what you were hoping for you can ask for a reconsideration of the award by a different ATW Advisor. Reconsiderations against decisions are commonplace and have (with further justification) been successful.

**Obtaining ATW funding can be tricky, particularly if you don't know what you need. If you need help, book a free introductory call with us. We would be happy to be your "body double".**

**For more information on Access to Work see the Government Guidance [here](#).**