

Access to Work Fact Sheet



What is Access to Work?

AtW is a UK government-funded scheme that provides financial and practical support to help disabled people including those with ADHD, autism, dyslexia and mental health conditions to start or stay in paid work.

Who Can Apply?

Anyone with a diagnosed or undiagnosed disability of long-term health condition

- In paid employment (or about to start a job)
- Self-employed
- Starting a supported internship or apprenticeship
- Doing a Jobcentre Plus work trial
- Attending a job interview (for travel or interpreter support)

You must

- Be over 16 years old
- Live in England, Scotland or Wales
- Have a disability or health condition that affects your ability to work

You do not need to tell your employer before applying, but they will need to agree to any support being put in place.

You could be entitled to

- Specialist coaching for: ADHD, or Autism, or mental health
- Assistive tech: noise-cancelling headphones, dictation software, reminder apps
- Job aids and software: task managers, planners
- Flexible work arrangements: e.g. part-time or remote work
- And more

**Need help applying?
Contact Spectrum7
for advice**



07443 312786



info@spectrum-7.co.uk



www.spectrum-7.co.uk

Useful links

www.gov.uk/access-to-work/apply

ACCESS TO WORK SELF-EMPLOYED

WHO IS ELIGIBLE

Whether you are self-employed, freelancing, building a business, or balancing projects across roles, you can still get funded support through Access to Work

HOW IT WORKS AND WHAT YOU NEED TO KNOW

Who Counts as Self-Employed?

For Access to Work purposes, you're classed as self-employed if you:

- Run your own business (alone or in a partnership)
- Work for someone else but on a self-employed contract
- Own a franchise and operate it independently
- Have a Unique Taxpayer Reference (UTR) from HMRC

You are also eligible if you are a company director. You must show that your business is registered with Companies House.

PLANNING & SUPPORT TO GET YOU STARTED

AtW can not cover the cost of setting up your business or support you while it's still being formed. Your business needs to be live, active, and registered first



YOU MUST

- have a completed Business Plan to send with your AtW claim

WHAT CAN BE FUNDED?

- Specialist equipment and adaptations
- Disability-specific software
- Coaching support (yep, that includes what we do here at Spectrum7)
- Support for attending courses, events, or doing fact-finding
- Training to help you manage disability-related challenges
- A Virtual Assistant/PA to help with admin overwhelm
- Accountability coaching to help keep you on track without burning out

Need help with the application or want to talk through what's possible?

Spectrum7 will support you with your claim to AtW and this claim is an annual grant so you can apply each year as your business grows and your support needs change



GET IN TOUCH

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Where real experience makes real change

ACCESS TO WORK EMPLOYED

THE PROGRAM IS DESIGNED TO PROVIDE THE NECESSARY SUPPORT TO ENSURE THAT YOUR
CONDITION DOES NOT HOLD YOU BACK AT WORK AND THAT YOU HAVE THE EQUAL
EMPLOYMENT OPPORTUNITY YOU DESERVE

WHO IS ELIGIBLE

- Have a disability, health, or mental health condition
- You need support at interviews
- Travel to Interviews
- Support to settle into a paid job
- Currently employed and need support in work
- returning to work as a long-term health condition or illness

GUIDE TO ACCESS TO WORK SUPPORT

Step 1: Apply for the program

- The application process for 'Access to Work' involves:
- Filling out an online application form.
- Providing details about your work situation, your condition, and the type of help you think you'll need

Step 2: Work Assessment

You might get an assessment to find out what help you could get.

- This includes a discussion with an 'Access to Work' adviser.
- Possibly a workplace assessment by a specialist.

Step 3: Receive a Decision

Following your assessment, you will:

- Receive a decision on whether you're eligible for the program.
- Be informed about the amount of money you will receive and how to use it.

WHAT DO YOU NEED TO SEND WITH THE CLAIM

- Letter/report of disability diagnosis is you have one
- quotes from the support and equipment you have requested
- Names Spectrum7 as your work coach and supplied our quote for support
- Ask your AtW advisor to be referred to mental health support if needed

SPECTRUM7 SUPPORT

- Once you have your AtW funding agreed Spectrum7 will provide coaching and support up to 24 weeks
- Have regular check-ins to review the effectiveness of the support
- Make any necessary adjustments to your Coaching Pathway

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