

Access to Work Fact Sheet

An easy read guide



What is Access to Work?

Access to Work is help you can get from the government to do your job. The government is in charge of running the country. You can get this help if you are disabled or need support with your health condition.

Access to Work can also give advice to your **employer** – your **employer** means the person or people you are working for.

Things Access to Work can help pay for

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- **equipment** to help you do your job – **equipment** are things that can make things easier to do. For example, you might use **equipment** on your computer to help you do your job
- making changes to **equipment** so you find things easier to use
- your travel to work if you cannot use **public transport** – **public transport** means things like buses and trains. You might be able to get money to change your car so it is easier to use
- an **advocate** – an **advocate** is someone who can speak up for you
- other help at work like getting advice from a **job coach** – this is someone who can give you advice on how to do your job better





How you can get this help

You can ask to get this help if you are disabled or you need support with your health condition. You will need to show that your disability and/or health will make it hard for you to do your job for at least **1 year**.



Other things you will need to tell us

You can ask to get **Access to Work** help if you

- are over 16 years old
- live in Great Britain – this means England, Scotland or Wales
- already have a job that you get paid to do, you are going to start a job or you are **self-employed** – this is when you work for yourself
- have an interview for a job or try out a new job that the Job Centre find you – Job Centres are run by the government to help people get jobs



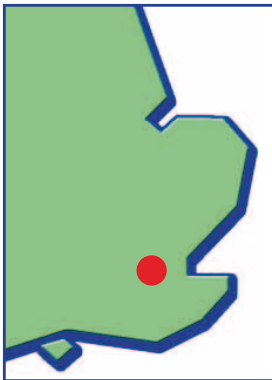
You **cannot** get Access to Work help if you are working and getting money from the government called **Incapacity Benefit**. This is money that is paid to you if you cannot work because you are disabled or have been ill for a long time.



You can still get **Access to Work** help if you are doing some work that means you do not need to get **benefits** anymore. Or if you are working only some of the time and get **Jobseeker's Allowance** for the days you don't work – **Jobseeker's Allowance** is the main benefit that people get who are looking for work.



Your **Access to Work** centre can tell you more about this. You should contact the nearest Access to Work centre to where you live.



London

Contact this centre if you live in:

- South East England
- East of England, or
- London

Telephone: **020 8426 3110**

Textphone: **020 8426 3133**



Cardiff

Contact this centre if you live in:

- South West England
- Wales
- West Midlands, or
- East Midlands

Telephone: **02920 423 291**

Textphone: **02920 644 886**



Glasgow

Contact this centre if you live in:

- Scotland
- North West England
- North East England, or
- Yorkshire and Humberside

Telephone: **0141 950 5327**

Textphone: **0845 602 5850**