



NJ

SMALL BUSINESS MANAGER

Small Employer Offer

- Advice to disabled people and employers
- An assessment of a person's disability needs in the workplace
- A financial grant towards the cost of any necessary support, such as special aids equipment; a support worker or mentor in the work place or help with transport to work through access to work.
- Provides employers and employees with the opportunity to take advantage of Work Trials or Work Experience to allow employees and employers to gauge whether moving to employment is a viable option.
- Provide small employers with help and advice on work place adaptations and access needs.
- There is also a package financial incentive to employers of up to £3,000 per person employed available for up to 5 people employed by an employer.

Small Business Manager

- Advocates for our work ready claimants who are disadvantaged as a result of disability or Health condition.
- Provides support with Access to Work application.
- Being a point of contact for Disability Confident enquiries.
- Liaise with employers to identify potential prospect for employment.
- Ensure there is a tailored in-work support to both the employer and the employee during the first year of employment.
- Provides Aftercare support for both parties for the initial 12 months.

Aftercare

- Mentor Support
- Recruitment supports and updates
- Retention
- Lots more.....
- Further information on the Small Employer Offer contact Nj on **07799072188** or
- leicestercharlesstreet.sea@dwp.gsi.gov.uk

Disability Confident

- What does It means to be a Disability Confident employer?
- Why sign up?
- Advantages to employers and employees
- Ways to sign up:
 - 1) Fill out the forms here today or
 - 2) Online on <https://disabilityconfident.dwp.gov.uk>

Disability Confident

- Level 1: Committed (12 MONTHS)
- Level 2: Employer (24 MONTHS)
- Level 3: Leader (36 MONTHS)

• SEE THE ABILITY AND NOT THE DISABILITY

PLEASE SIGN UP

TODAY

TO BE

DISABILITY CONFIDENT

Access to Work

- Is a National Programme delivered by Department for Work and Pensions
- To help overcome barriers that people with health conditions come across when moving onto or retaining employment.
- Provides a grant to cover additional costs over and above the requirements of making “reasonable adjustments” which an employer is legally obliged to provide under the “Equality Act 2010”
- **The grants can be up to £57 200 per person**
- A flexible programme that focuses on the needs of the individual

3 Requirements of Employers` Duty to make Reasonable Adjustments

There are 3 main considerations when determining what reasonable adjustments could be put in place for an employee –

- Changes to the ways in which things are done in the organisation-eg designated car park spaces
- Changes to overcome the barriers created by the physical features of the workplace-eg putting ramps for access for wheel chair users .
- To provide extra / auxiliary equipment eg specialist IT equipment, Assistive technology

Benefits of Access to Work

- Encourages greater independence
- Promotes work as being the best route to inclusion for disabled people
- Enables disabled people to work on a more equal basis with non disabled colleagues
- Encourages employers to recruit and retain disabled people by offering practical help.

Eligibility Criteria

- Have a disability or health condition that has a long term, adverse affect on their ability to carry out their job
- Be over 16 years old
- Be in, or about to start, paid employment (including self employment),work experience,apprenterships
- Live and work in Great Britain
- Not be claiming Incapacity Benefit or ESA once they are in work (with the exception of higher permitted work)

Types Of Help

There are seven main elements within Access to Work:

- Special Aids and Equipment (SAE)
- Adaptations to Premises and equipment (APE)
- Travel to Work (TtW)
- Travel in Work (TiW)
- Support Worker (SW)
- Communication Support at Interview (CSI)
- Mental Health Support Service (MHSS)

How much will this cost me?

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

Mental Health Support Service

Support is available for people with mental health conditions who are either:

- Going into work
- Absent from work as a result of a mental health condition
- Finding work difficult as a result of a mental health condition

The support available from Access to Work includes:

- An assessment of needs
- A personalised six month support plan, with detailed steps designed to keep a person in, or help them to return to work
- Signposting to relevant intervention and support services

Access to Work Grants

The level of grant will depend on:

- Whether the applicant is employed or self employed
- How long they have been in their job
- The type of help required
- The size of company they work for

Access to Work provides the grant with which to procure the support that is needed, it does not provide the support itself.

How to Apply Contact Details

- Employee with the disability or Health Condition makes the application
- Telephone or online application - Alternative arrangements can be made.
- The Customer Service Team will take basic details and allocated an adviser who would contact them.

Further Information

Further information about Access to Work can be found on the internet at

www.gov.uk/access-to-work
[Access to Work Factsheet](#)
[Employer's Guide to Access to Work](#)

You can contact the Customer Service Team with any questions on:

Telephone: 0800 121 7479

Textphone: 0800 121 7579

Email: atwosu.london@dwp.gsi.gov.uk

This presentation is intended to be a general guide to the principles underpinning the Access to Work programme and is not a full and authoritative statement of the law

- **Any questions?**

THANK YOU