

Policy 1 Access to Work

Owner:	ILF Scotland
Subject:	Access to Work
Version:	1.0
Last Amended:	1 July 2015
Date Reviewed:	
Next Review:	1 May 2016

1.0 Background

1.1 The Government's Access to Work programme operated by Jobcentre Plus helps individuals and their employers with the extra employment costs resulting from disability. Jobcentre Plus offers advice and information as well as a grant towards any extra employment costs.

1.2 Access to Work offers help in a number of ways, for example it can help pay for

- A support worker
- Adaptation to premises or equipment
- Additional costs of travel

1.3 Access to Work does not relieve an employer of their responsibilities to employees under disability legislation, for example the duty to make "reasonable adjustments."

2.0 Policy

ILF funding is only available to meet qualifying support and services needs that are connected to employment. Equipment,

adaptations etc cannot be paid for with ILF funding. Any requests for ILF funding to be increased will be considered under the increase request policy.

2.1 No Current Access to Work Input

Where an ILF user or applicant is in or is commencing paid employment, they will be expected to seek assistance from Access to Work for work related support before ILFS will consider funding or continuing to fund that support.

If an applicant or existing user has personal care needs then ILFS will consider funding those needs in the normal way. The applicant/client will not be expected to seek assistance from Access to Work before ILFS can consider the request. ILF funding can include the costs of a carer who accompanies a client to and from work, but the costs of the transport itself cannot be paid for either the user or carer.

2.2 Access to Work Input Already In Place

Where an applicant/user is already in receipt of assistance from Access to Work and identifies additional work related support needs, ILFS will expect Access to Work to be approached in the first instance. If Access to Work decline to offer additional support ILFS can consider the request in line with policy.

2.3 Voluntary Employment

Access to Work Access to work is being extended by the government to include assistance into unpaid work where people are on work experience placements. Where access to work is not available, ILFS will consider any requests for support in line with policy.

3.0 Procedure

Where a user not currently in receipt of Access to Work support requests assistance with a work related support need ILFS will expect that assistance should first be sought from Access to Work.

Where Access to Work support is already in place and additional support in the workplace is required then this should be sought in the first instance from Access to Work.

4.0 Source

5.0 Cross References

Qualifying Support & Services policy
Increase request policy

6.0 History Date Reviewed

1 July 2015