

BRIEFING NOTE 4 – ACCESS TO WORK

1.0 Legal Duty

1.1 Under the Equality Act 2010 the University has a legal duty to make reasonable adjustments to ensure that a member of staff or potential member of staff is not disadvantaged by a provision, criterion or practice, or by a physical feature of an employer's premises, or by the non-provision of an auxiliary aid.

2.0 Funding of adjustments

2.1 Where the University agrees as a reasonable adjustment to provide equipment, etc. that is not standard issue for individual undertaking the specific job/duties, normally the individual's department will pay for any associated costs.

2.2 An individual may be able to obtain funding from Access to Work for costs towards practical support that would not necessarily be provided by an employer as a reasonable adjustment.

3.0 Access to Work

3.1 The Access to Work scheme provides help to individuals who have a disability that makes undertaking work difficult and subject to approval can fund up to 100% of the funding needed. Detailed below is information sourced from Disability Rights UK¹ regarding the type of help that can be provided:

¹ Source: the 'Disability Rights UK Factsheet F27-Acess to Work' <http://www.disabilityrightsuk.org/access-work>

- A communicator, advocate or BSL interpreter for a job interview, if you are deaf or have communication difficulties.
- A support worker, such as a reader for somebody with a visual impairment; communicator for a deaf person; a specialist job coach for a person with a learning difficulty; or a helper for personal care needs at work.
- Specialist equipment (or alterations to existing equipment) to suit your particular needs.
- Alterations to premises or a working environment to make it more accessible
- Help towards the additional costs of taxi fares if you cannot use public transport to get to work.

4.0 Applying for Access to Work funding

4.1 The University can advise an individual to apply for Access to Work, but cannot make the application on behalf of the individual. Individuals can seek advice from Human Resources on Access to Work on how to make their own application.

4.2 To obtain contact details for Access to Work and to apply online go to <https://www.gov.uk/access-to-work/overview> .

4.3 Ensure you have the following details² when contacting Access to Work:

- your National Insurance number
- your workplace address, including your postcode
- the name, email address and work phone number of a workplace contact (your manager, for example)

² Source: GOV.UK website <https://www.gov.uk/access-to-work/apply>

UEA Equality & Diversity Committee – approval date	31 October 2016
Equality Impact Assessment undertaken	Yes
Next Review Date	October 2017
Review frequency	Annually
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Document Ref.	Briefing Note 4 – Access to Work