

Access to Work

Eligibility

Access to Work grants are only available in England, Scotland and Wales.

You must be over 16 and either:

- in a paid job or self employed – you can't get it for voluntary work
- unemployed and about to start a job

How much you get depends on your circumstances.

Your condition

Your disability or health condition must affect your ability to do a job or mean you have to pay work-related costs.

How to claim

You must first apply to the regional Access to Work centre.

For South East England, London, East of England the regional centre is London.

Access to Work – London

Jobcentre Plus, Access to Work Operational Support Unit

Nine Elms Lane, London SW95 9BH

Tel 020 8426 3110 Textphone 020 8426 3133 Fax 020 8426 3134

Who we are

Support Worker Ltd is a company whose sole purpose is to provide competent and suitable support workers for those with a disability and who require assistance in maintaining gainful employment.

It is wholly owned by Berkshire Scout Enterprises Ltd, a company limited by guarantee and a registered charity, which has been involved in the training and placement of unemployed and people with disabilities since 1985.

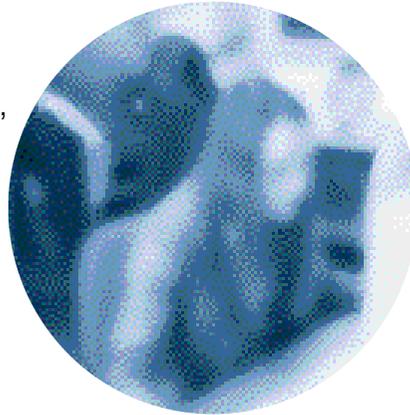
Support Worker Ltd

Gravelly Bridge Farm, Grazeley Green Road, Grazeley, Reading RG7 1LG

Tel 0118 9884077 Email enquiries@supportworkerse.co.uk

Full details on our website www.supportworkerse.co.uk

SWSEL14121HD



Working with a disability?

How Support Worker can help you make the most of your opportunities

Providing practical help either at work or getting to work

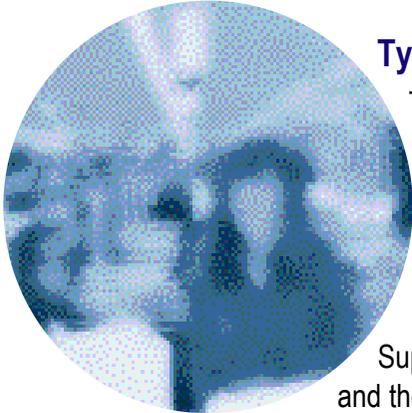
WHATEVER YOUR JOB

- Part-time or full-time
- Permanent or temporary
- Working for an employer
- Self employed

Support Worker 
...for those working with a disability

Support Worker Ltd can provide you with a support worker

- If you are working with a disability and need practical help to enable you to fulfil certain aspects of your job. This could be because of visual or hearing impairments or physical or mental difficulties.
- If you are taking up work and need assistance to enable you to be on equal terms with non-disabled colleagues.
- If you need assistance getting to and from your place of work.
- If you live in London, the East or South East of England.



Types of assistance available

Types of support workers available include; Driver, Personal Reader/Helper, Job Aide, Personal Carer (with other skills e.g. IT), Communicator, Note taker, other types of personal support.

How to obtain a support worker

Support Worker Ltd need full details of your disability and the type of support needed.

A plan will be made to identify a suitable support worker after

consultation with you.

An interview between yourself and the support worker will be arranged for you to confirm the choice of the support worker.

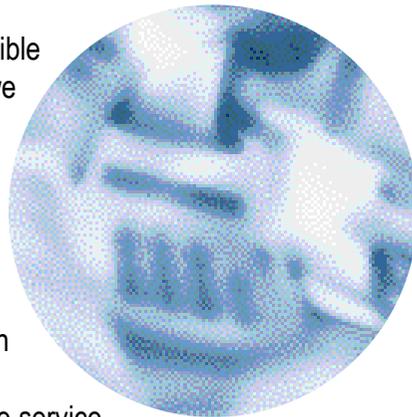
All our support workers are or will be CRB verified.

Terms

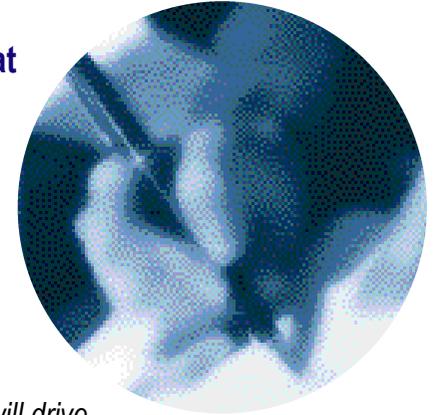
This service may be FREE of charge if you are eligible for Access to Work from jobcentreplus, otherwise we would be happy to provide a quotation.

Payment of your support worker

Support Worker Ltd will take care of payment arrangements, NI contributions and other administration for your support worker and deal with all claims from Access to Work, should this be appropriate. This will provide you with a hassle-free service. You will receive an individual personalised agreement.



These are Case studies of work already being carried out by support workers from Support Workers Ltd. The names have been changed and the places of work disguised to give our clients anonymity but these examples should give a greater understanding of the type of support that can be available.



Timothy, who is blind, works as a Client Support Development Manager for a medical society. His duties include visiting customers in their homes. His support worker carries out general administration but in particular reads all correspondence, updates general information and transcripts printed text onto tape. In addition, he will drive Timothy to his visits.

Lucy, who works as a Student Admission Administrator at a college of further education, has cerebral palsy. She requires general assistance from her support worker with some personal care with clothing, food and drink.

Judy is wheelchair bound because of her multiple sclerosis. Her work for a blind association takes her into client's homes. Her support worker provides assistance with form filling, photocopying, lifting, carrying, researching, filing files, getting refreshments and accompanying her to meetings and visiting clients.

Joseph, whose physical disability makes him a wheelchair user, works in the campaign department of a leading charity. This requires constant travel which he undertakes with his support worker, who also provides some personal care including arranging clothing and toilet assistance.

Maureen, who has dyspraxia, a neurological disorder which affects her movement, co-ordination and memory, works for her local council. She receives assistance from her support worker with general administration, proof reading, preparing and checking note and files.

Sarah, who is deaf, works for herself at home. Her support worker helps her with the administration which her deafness makes impractical.