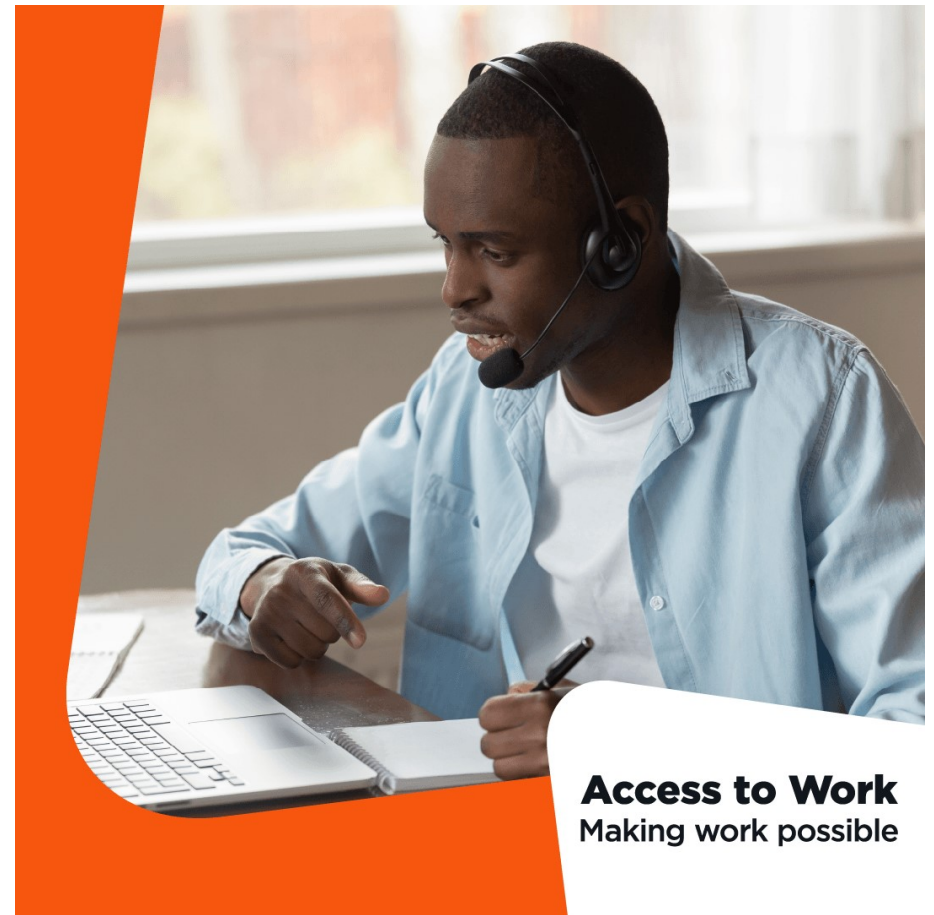


Access to Work & Adjustments Passports



**The Health Adjustment
Passport**



Access to Work
Making work possible

What is Access to Work ?

Access to Work (ATW) is a demand-led, **discretionary grant** to de-risk the recruitment and retention of disabled people for employers.

In **2021/22 38,620 people** received a payment, £149.9 million was paid out and 37,710 people received an award, with the average award value being c£3,900

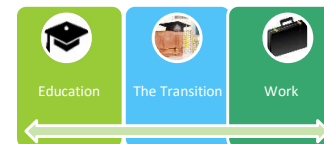
The grant contributes to the disability related extra costs of working that are beyond reasonable adjustment, but it **does not** replace an employer's duty under the Equality Act to make reasonable adjustments.

The grant provides **personalised support** and can provide workplace assessments, travel to/in work, support workers, specialist aids and equipment.

And can fund up to **£66,000** worth of flexible, personalised support per person per year.



The University Adjustment Passport Pilot

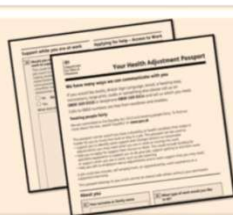


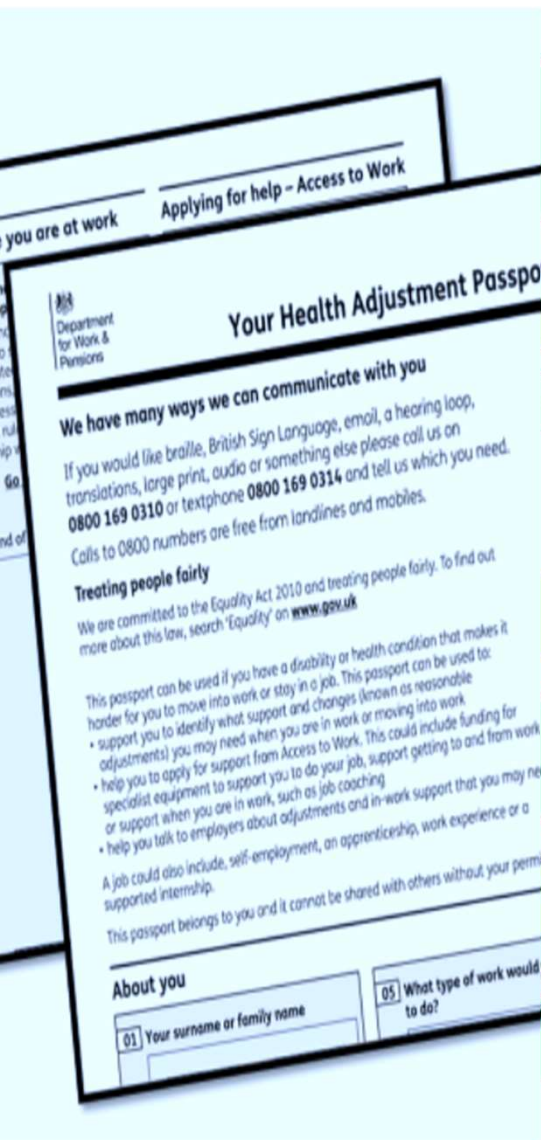
The Adjustment Passport provides a living document of adjustments and in-work support
It empowers the user to take control of their in-work adjustments/support.

The adjustment passport works to provide:

- a clear gateway of adjustment support, by raising the visibility of support available for each stage of the transitions journey,
- An up-to-date transferable record of adjustments that can be used to support the adjustments journey,
- a communication tool to empower the holder to have more structured discussions with employers,
- Raise the visibility of in-work support with the employer,
- Provide assurance and support to progress in work, and
- Support AtW applications by reducing the need for an assessment, if the needs are known.

Once in employment the passport will continue to add value by supporting progression and enabling disabled people to more easily transfer between job roles and reduce the need for re-assessment where job role/needs are similar.





Progress to Date

The passports were developed with stakeholders and reflect the needs of the user. All the passports follow the same format to support AtW decision making, but the language differs to reflect user need. The passport is owned by the user, and it is up to the user who they share the passport with.

To test the effectiveness of the passport, AtW has delivered a series of adjustment passport pilots.

The Adjustment Passport pilots fall into two work stands –

- Supporting disabled jobseekers into employment
- Supporting transitioning from education and the armed forces into employment.

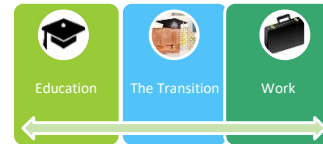
Strands that have, or are moving to national roll out:

The Health Adjustments Passport supporting disabled job seekers to move into employment - rolled out by Jobcentre Plus in May 2022

The Service Leavers Adjustments Passport supporting service leavers exiting the armed forces with the transition to civilian employment – summer 2023

The Universities Passport supporting disabled students with the transition from education into employment from September 2023

The Adjustments Passport



Supporting Employment

Access to Work (AtW) funding for workplace adjustments that are beyond standard adjustments an employer is required to provide

The passport can be used to support AtW applications and reduce the need for a holistic assessment, enabling support to be put in place more quickly.

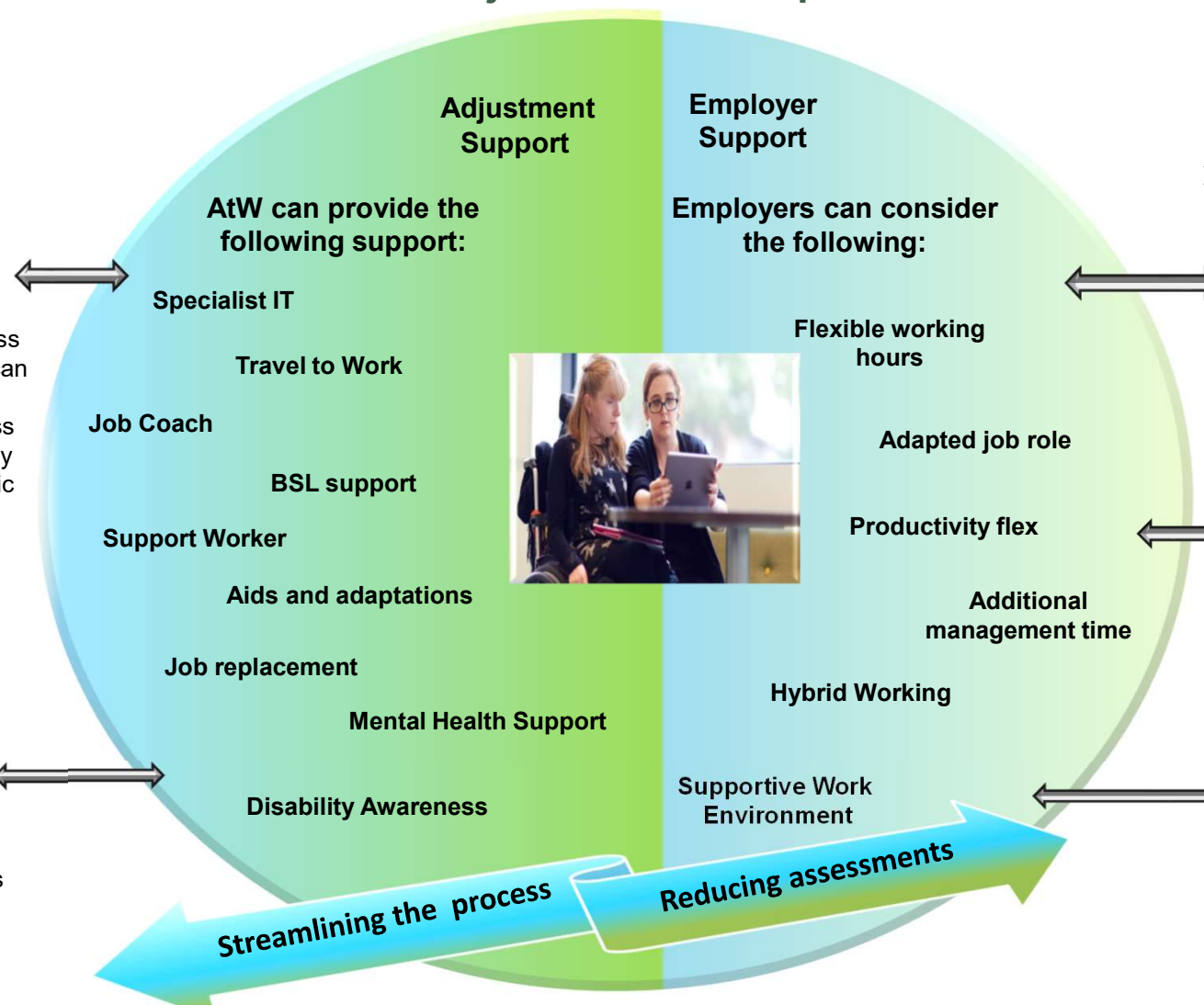
Employer awareness

The passport can be used to raise awareness of the support available from AtW.

Strengthening employer disability awareness and better understand the employee's requirements.

Empowering the passport holder

Empowering the passport holder to have more confident and structured discussions about adjustments with their employers



Adjustment Support

AtW can provide the following support:

- Specialist IT
- Travel to Work
- Job Coach
- BSL support
- Support Worker
- Aids and adaptations
- Job replacement
- Mental Health Support
- Disability Awareness

Employer Support

Employers can consider the following:

- Flexible working hours
- Adapted job role
- Productivity flex
- Additional management time
- Hybrid Working
- Supportive Work Environment

Supporting Transitions

- Providing an up-to-date record of the passport holder's in-work support needs,
- Reducing the need for the holder to repeat details of their disability and how it affects them in work,
- Raising awareness of Access to Work and the support it can provide,
- helping to reduce the Access to Work customer journey by reducing the need for holistic assessments where the in-work support needs are known and documented.

Supporting conversations with employers

Empowering the passport holder to have informed confident discussions with employers about adjustments and in-work support.

Raising awareness of AtW

Streamlining the process

Reducing assessments