

Helping young people on supported internships or traineeships benefit from Access to Work for the work placement element of their study programme

What is Access to Work?

Access to Work is a grant from the Department for Work and Pensions (DWP) which helps pay for practical support so that disabled people can do their jobs. It is provided where someone needs support or adaptations beyond the reasonable adjustments which an employer is legally obliged to provide under the Equality Act 2010.

What supported internship/traineeship costs can Access to Work cover?

An Access to Work grant can cover the additional support a young person may need for the in-work element of supported internships or traineeships and can fund:

- Job coaches (where they support interns directly in their work placements, other support provided by a job coach, e.g. life skills activity and any educational activities will need to be funded separately);
- Specialist equipment for days that a young person is at the employer's premises; and
- The extra fares to work if the person is unable to use public transport.

There is no set amount for an Access to Work grant, and how much an individual receives depends upon their circumstances.

Young people and employers do not have to pay any money back.

There are some exceptions. Young people might not qualify for Access to Work if they already receive certain benefits. See <https://www.gov.uk/access-to-work/eligibility> for more information.

Applying for Access to Work

Applications can be made by the education provider who delivers the supported internship or traineeship, or a supported employment provider working on their behalf. If the supported employment provider is applying, they will need to ensure they include the name of the education provider on the application form.

One application per student per placement is required, regardless of how long the placement lasts. This is a change from the previous application process which required one application per month per student. It is also now possible for a supported employment provider to make an application on behalf of the education provider for the young person.

Applications for Access to Work funding for supported internships and traineeships can be made up to three months before the work placement starts.

Please complete the stencil below, and send it to: atwosu.london@dpw.gsi.gov.uk. **The email should include 'Supported internship application' or 'Traineeship**

application' in the title, so that it can be referred to the appropriate team as quickly as possible for processing.

An Access to Work adviser will contact the applicant within 24 hours – 48 hours. Please ensure Access to Work funding has been approved before you incur costs.

Further information

You can find more information about Access to Work for supported internships and traineeships on the Preparing for Adulthood website:

<http://www.preparingforadulthood.org.uk/what-we-do/supported-internships/access-to-work-fund>.

If you do not have access to email, please use this postal address:

Jobcentre Plus
Access to Work Operational Support Unit
Harrow Jobcentre
Mail opening site A
Wolverhampton
WV98 1JE

(Please note this is a mail opening service, and no AtW staff are available at this address.)

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Is the young person eligible for support from the Access to Work programme?

Is the young person about to start the in-work element of a supported internship, or traineeship with a disability or health condition, that affects their ability to do a job or means they have to pay extra work-related costs?

Yes

Is the young person over 16 years old and living in England?

No

Yes

Does the young person need support:

- at work; or
- travelling to and from work?

No

Yes

- If the young person might benefit from Access to Work support, please complete the stencil below and send it to atwosu.london@dpw.gsi.gov.uk including the words 'Supported internship application' or 'Traineeship application' in the email title.
- **One application per student per placement is required.**
- Please ensure Access to Work funding has been approved before you incur costs. You can apply up to three months before the work placement starts.
- An Access to Work adviser will contact the applicant within 24-48 hours.
- If you do not have access to email, please use the postal address above.

The young person is not eligible for Access to Work.

Supported internships & traineeships referral

Young person's details	
Name	
Home Address	
DoB	
National Insurance No.	
Medical condition	

Is this application for a supported internship or traineeship?	
Supported internship	<input type="checkbox"/>
Traineeship	<input type="checkbox"/>

Name of person making application on behalf of young person, and please state if you work on behalf of the education provider or supported employment provider

If you are a supported employment provider, please provide the following information	
Name of supported employment provider	
Postal address	

Preferred method of communication (please provide contact details)	
Phone number	
Text phone number	
Email address	

Suitable time for call back	
Day / time	

Employer Placement details	
Name	
Workplace Address	
Named contact at Employer	
Employer contact job title	
Contact telephone number	

Job title for young person	
Start date	
Predicted end date	
Details of day to day tasks / responsibilities	
Time start and finish	
Predicted number of days worked	
Number of hours per day	

Education Provider	
Education Provider Name	
Address	
Named Contact	
Contact's telephone number	
E-mail address	

Assessment of support required and medical condition and how is it affecting at work. (Support plan detailing job coach/aide role.)		
		TOTAL
Support days / hours:		
Support plan: please provide the breakdown of support (week by week) e.g. hours x day x no of weeks		
Total hours of support required		
Estimated weekly cost of support required. Where weekly costs are expected to change please use a new row.		
Type of support required		
Hourly rate all-inclusive		
Support provider		