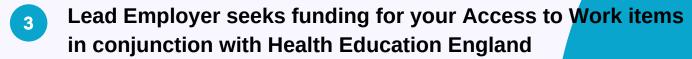






- Trainee applies to Access to Work and notifies the Lead Employer
  - Access to Work contact Lead Employer who agrees to cost share and consents to assessment undertaken by Access to Work.
  - · Timescale: dependant on Access to Work
- 2 Trainee undergoes a workplace assessment
  - Access to Work develops a report advising of adaptive aids, software and training that you may require.
  - Partial report shared with Lead Employer
  - Timescale: dependant on Access To Work



Timescale: Within 3 working days following receipt of report.

- Lead Employer will purchase your adaptive aids, equipment and software
  - Trainee to confirm they have returned the declaration form to Access to Work.
  - Trainee to sign and return Lead Employer paperwork to HR Advisor.
  - Timescale: within 3 working days of paperwork being received.
- Items and software to be delivered to trainee.
  - Trainee to set up items, software and engage with training.
  - Timescale: dependant on supplier
- Discussions to be held prior to CCT regarding items you may wish to keep
  - · Trainee to set up items, software and engage with training.
  - Timescale: One month before CCT date.

