



1 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



3 Lead Employer seeks funding for your Access to Work items in conjunction with Health Education England

Timescale: Within 3 working days following receipt of report.

4 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.

5 Items and software to be delivered to trainee.

- Trainee to set up items, software and engage with training.
- Timescale: dependant on supplier

6 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.