

## CIRCULAR

Circular No. 02/140/E&EO

Date: 7 October 2002

To: Secretaries of Divisions and Local Associations in England and Wales - **FOR INFORMATION AND ACTION**  
Equal Opportunities Officers - **FOR INFORMATION**

Dear Colleague

### **ACCESS TO WORK**

Access to Work (AtW) is a Government scheme that was introduced in 1994, bringing together a range of services available to disabled people and their employers.

#### What Access to Work Offers

For ease of reference some examples of the help that can be accessed from AtW are set out below and include:

- communicators for people who are deaf or have a hearing impairment;
- a part-time reader or assistance at work for a blind worker;
- equipment or adaptations to existing equipment to suit individual needs;
- adaptations to a car, or taxi fares or other transport costs for someone who cannot use public transport to get to work; and
- alterations to premises or to the working environment so that a disabled employee can work there.

AtW is intended to be flexible to suit each person's needs in their particular job. It may be possible to have help with items not included in the above list.

Further information on AtW can be found in the Union guidance, 'Making Reasonable Adjustments for Disabled Teachers' and the 'Disability Tool Bag', on the Union website, [www.teachers.org.uk](http://www.teachers.org.uk).

/Cont'd...

Circular No. 02/140/E&EO

2.

7 October 2002

Action for Divisions and Local Associations

The Union is collating good practice guidelines for Divisions when advising members on accessing AtW funds. Examples of experiences of AtW should be sent to Suzanne Mackenzie, Principal Officer, at NUT Headquarters, or by e-mail to: [s.mackenzie@nut.org.uk](mailto:s.mackenzie@nut.org.uk).

Yours sincerely

DOUG McAVOY  
General Secretary

STEVE SINNOTT  
Deputy General Secretary

JOHN BANGS  
Assistant Secretary  
Education and Equal Opportunities