



APPLYING FOR ACCESS TO WORK FUNDING

A Guide for Employees with ADHD

What is Access to Work?

Access to Work is a UK government grant that funds tailored support (like specialist coaching, assistive tech, or equipment) to remove barriers to work for those with a disability, neurodivergence, or physical or mental health condition.

Why this guide?

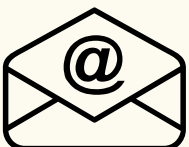
Starting is often the hardest part.
ADHD brains often benefit from a model to follow.

- The guide goes through each section in order
- It explains what each section is actually asking for
- Each step comes with examples for context

Are you eligible?

You do not need a formal diagnosis.

- ☐ You're 16 or over
- ☐ You're in paid work or about to start/return to work within the next 12 weeks
- ☐ You have a condition that means you need support to do your job
- ☐ You live and work in England, Scotland or Wales



Need 1:1 support?

hello@rorastudio.co.uk

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STEP 1 – THE ADMIN PHASE

- ***You can do this***
- Step 1 preparation will make the next steps easier
- It isn't as bad as you think it'll be
- Imagine how relieved you're going to be once it is done

START HERE

Get prepared: make sure you have the following
Use the checkboxes to track which you've gathered

- ☐ National Insurance number; DOB; contact details; address
- ☐ Start date (when you started, or when you will start)
- ☐ Employment info: your role, contract type, how many hours
- ☐ Employer details: name, address, industry
- ☐ Email and phone for HR or line manager point of contact
- ☐ A list of your conditions (you don't need a formal diagnosis)
- ☐ Helpful to consider ahead: how these affect you day-to-day



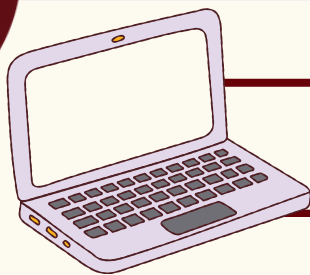
Sign up for a Gov One ID <https://www.sign-in.service.gov.uk/register>



Start your application at <https://www.gov.uk/access-to-work/apply>



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STEP 2 – THE APPLICATION

**This can feel overwhelming, as there are several sections
→ Chunk it: one section at a time**

- ! The log in times out after 90 minutes if no activity →
- ! Make sure you click 'back to tasks' if you want to leave and come back
- ! This saves is as 'in progress' rather than deleting what you've done

Make sure you have the following :

- ☐ Documents and info from Step 1
- ☐ How your conditions affect you day-to-day & at work
- ☐ Specific examples
- ☐ Support that would help (see tools and examples below)
- ☐ Why these tools would help you to access work

Pause for a moment:	Yes	No
Do you have time to do one section?	Get started!	Set a calendar reminder & come back to it
Are you comfortable? noise/temp/water etc.?	Get started!	Adapt it or Set a calendar reminder & come back to it



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STEP 3 – YOUR CONDITION/S



This bit is the main evidence for the application

Section A: Asks you to list your condition/s

Section B: Asks for how your condition affect you at work
Maximum 1,000 characters

Name the trait, or symptom

Make sure it links to a task or part of your role

Job	Vague	Specific
Software developer	I find it hard to concentrate and get distracted easily.	Long solo coding stretches mean I lose track of which ticket I'm on and re-read code without registering it; Slack pings pull me out of focus that take 20+ minutes to rebuild.
Chef	Busy service is stressful and tiring.	Orders come in out of sequence and I have to re-prioritise them against a countdown; when the pass gets loud, I lose track of which pan needs attention and burn something or miss a plate-up window.
HR advisor	I struggle with my workload and get behind.	Case files land throughout the day with different deadlines; without a rigid external system I lose track of who's waiting on whom, and interrupted sensitive conversations are hard to pick back up accurately.

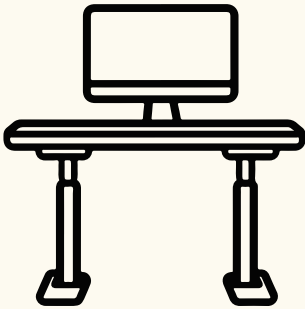
*AtW only funds support exceeding the employer's legal duty for reasonable adjustments
Examples relate to ADHD, but you should include the impact of all conditions*



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STEP 4 – EQUIPMENT AND JUSTIFICATIONS

Specific items tied to a barrier you already named



PART 1	Add the items one by one to create a list
PART 2	Justify why these items remove a barrier to your work Maximum 500 characters total for all items

Try to link each item to specific challenges and how they will help

Job	Item	Justification
Delivery driver	In-cab route-planning app with voice prompts	Drops get reshuffled through the day as routes close or timings change; recalculating this from a paper manifest under time pressure is where mistakes creep in, and voice-guided sequencing removes the need to hold the changing order in my head.
Hairdresser	Noise-reducing earbuds	A full salon floor of overlapping conversations, dryers and music makes it hard to focus; dulling background noise without blocking it out completely keeps me focused but able to engage with the client in front of me.
Accountant	Dual monitor with a dedicated task-tracking screen	Reconciling figures across multiple documents means constant alt-tabbing; I lose my place and re-check the same figures repeatedly. A fixed screen for the active task and a second for reference cuts that load.



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STEP 5 – MENTAL HEALTH SUPPORT



A one-off service offering structured mental health support at work

Not diagnosis-gated: You don't need a separate mental health diagnosis.

Distinct from Support Workers

You can only apply for this once

Job	Link to work & condition	Benefit
Teacher	Masking fatigue and anxiety build up from managing classroom behaviour and safeguarding issues, with little space to process it	Structured sessions for this cumulative stress, separate from any coaching already in place.
Office administrator	Anxiety about getting things wrong in front of colleagues, especially after a late diagnosis reframed years of feeling 'not good enough'	A space to work through workplace-specific anxiety, not general wellbeing support.
IT support technician	Fielding constant, unpredictable interruptions from colleagues' tickets leaves me anxious about ever catching up, and the pressure to seem calm while triaging urgent issues is exhausting to sustain.	Structured support to manage this before it affects the quality of my troubleshooting or leads to sickness.



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STEP 6 – SUPPORT WORKERS

This section is asking for a category of person whose support addresses a barrier equipment can't fix alone like structure, planning or complex decisions.



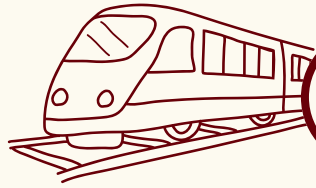
Repeat for additional categories

Add the category of support worker
Give specific examples of: • What they'd help with • What would happen without that support • Maximum 500 characters per category request

Job	Category	Activity and effect without it
Virtual assistant	Job coach	Helps me build a system for sequencing tasks across multiple clients' briefs, rather than juggling everything from memory. Without this, quieter clients' tasks get deprioritised indefinitely and admin backs up until deadlines collide.
Electrician	Strategy training	Helps me build a repeatable system for sequencing jobs when call-outs change the plan. Without this, an unplanned emergency derails the day, and I lose track of which jobs still need parts or follow-up.
Teacher	ADHD coach	Helps me build a weekly system for sequencing marking, planning and admin, and reviews it so priorities don't just live in my head. Without this, tasks with no fixed deadline get pushed aside indefinitely and admin backs up.



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STEP 7 – TRAVEL & WORKPLACE

These sections *may* relate to your ADHD

Travelling to and from work	Covers transport costs if you can't use public transport to get to work because of your condition. For ADHD, this might mean sensory overload on crowded transport, or difficulty managing complex routes and interchanges reliably.
Travelling during work	Covers travel required as part of the job itself, e.g. between different work sites, not your daily commute. For ADHD, this might mean trouble planning routes and timings, or the disruption of switching environments.
Changes to workplace	Covers physical changes to your workspace itself, e.g. screening, signage, a quiet area. For ADHD, this might mean visual clutter or interruption points that break concentration, or the working-memory load of holding schedule/room changes in your head without a fixed visual reference.
Adaptations to your vehicle	Covers adapting your own vehicle so you can drive to work. This is less common for ADHD alone, it's usually relevant where a physical or sensory condition sits alongside it. Include that condition here if it applies.



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FINAL STEP – ADDITIONAL INFORMATION

Job	Example
Museum assistant	I job-share this role, so some of what's described above applies differently depending on which days I'm working.
Journalist	I'm currently freelance rather than staff, so some sections of this form don't map exactly onto my working pattern; I've answered as accurately as I can against a typical working week.
Personal trainer	My work is split between employed hours and self-employed sessions.



Book a free call to see if ADHD coaching is the right fit for you

www.rorastudio.co.uk

Access to Work clients welcome



ADHD Coaching

Rosie has a degree in Psychology | Taught Psychology for 12 years
Certified ADHD Practitioner | Training towards ADHD Coach certification

What you can expect from ADHD coaching	What you could gain from ADHD coaching
• Compassion and a safe space to unmask • Resources tailored to <i>your</i> brain • Lived experience of late-diagnosed ADHD • Lived experience of ADHD in the workplace • Psychology and neuroscience translated into actionable systems	• Self-compassion • Sense of identity and core values • Clear, flexible, and practical strategies • Insight into ADHD and its neurobiology • Understanding the root of challenges • No generic 'hacks' • Confidence for self-advocacy

Examples of when & how you could benefit from ADHD Coaching with Rosie

NB: support is tailored and bespoke to your needs - I just find examples always help!

You want to build a life that works with your ADHD brain, not against it	• A personalised strategy built on strengths and challenges • Psychoeducation • Establishing identity • Identifying the root of challenges • Proactively building bespoke strategies
You are: • waiting for assessment • self-identified • not seeking diagnosis	• Practical support, systems and strategies that work, now • Managing the wait & proactively working around barriers • Pre-empting challenges
Your job lacks flexibility or does not fit the '9-5' mould	• Navigating workplace adjustments and Access to Work • Identifying your specific needs • Building the confidence to ask for what you need
Late-diagnosed adults	• Making sense of who you are now, after diagnosis • Recalibrating your sense of self based on this knowledge • Reconciling the 'old' and 'new' you