



**Disability Sheffield**  
Centre for Independent Living

## **Disability Sheffield Information Service** **Employment Factsheet**



Disability Sheffield Information Service,  
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Website: [www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

**Disability Sheffield Centre for Independent Living Limited is a company limited by guarantee, registered in Cardiff No. 4639160 and is a registered Charity No. 1112712**

We believe that every disabled person has the right to participate fully in society and to determine how they live their lives, including having access to employment opportunities. Employment can provide a person with a sense of purpose; it helps people to gain in confidence, develop social skills, and introduces different situations and people to our experiences.

For disabled people there can be extra barriers to work, created either by our impairments, or by difficulties in finding accessible employment and staying in work. We can also face discrimination in less obvious ways than inaccessible buildings. In this factsheet we aim to direct you to information under the following colour-coded headings:-



### **Employment Rights**

Information about your employment rights under the Equality Act.



### **Benefit Entitlement**

How to access your nearest advice centre for welfare rights advice and self-help guides and factsheets about disability and benefit entitlement



### **Permitted Work and Voluntary Work**

Information to help those who would like to work or volunteer whilst claiming benefits due to a disability.



### **JobCentreplus and Funding Support**

How to contact Jobcentre Plus, the role of disability employment advisors and access to funding and support through Access to Work and Work Choice.



### **Employment Support Toolkit**

Using our employment support toolkit you can search for local organisations that provide support and assistance to disabled people looking for work and remaining in work.



### **Advice on Employment Issues**

Who to contact for independent, impartial and confidential advice on employment issues.



### **Useful Websites**

Links to a selection of national disability organisations that provide employment specific information, services and resources.

## Employment Rights

Disabled workers share the same employment rights as other workers. There are special provisions for disabled people under the Disability Discrimination Act (DDA) 1995 which was replaced by the Equality Act in 2010.

Disability is one of the [‘protected characteristics’](#) in the Equality Act alongside age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation

The definition of disability under the Equality Act is;-

“a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities”

To look at what this means in more detail please find:-

[More information on Gov.UK website](#)

[More information on Advice Guide](#)

### The Duty to Make Reasonable Adjustments

The duty to make reasonable adjustments is a cornerstone of the Equality Act and requires employers to take positive steps to ensure that disabled people can access and progress in employment. This goes beyond simply avoiding treating disabled workers, job applicants and potential job applicants unfavourably and means taking additional steps to which non-disabled workers and applicants are not entitled.

The legislation requires an employer to take reasonable steps to provide an ‘auxiliary aid’. An auxiliary aid is something which provides support or assistance to a disabled person. It can include provision of a specialist piece of equipment such as an adapted keyboard or text to speech software. Auxiliary aids include auxiliary services; for example, provision of a sign language interpreter or a support worker for a disabled worker or more flexibility around working times. Reasonable adjustments can also include redeployment to a different kind of work if necessary.

Information must also be provided in an accessible format for example providing letters, training materials or recruitment forms in Braille or on audio tape

The duty to make reasonable adjustments applies in recruitment and during all stages of employment, including dismissal. The duty relates to all disabled workers of an employer and to any disabled applicant for employment. The duty to make reasonable adjustments applies to employers of all sizes, but the question of what is **reasonable** may vary according to the circumstances of the employer.

The [Equality and Human Rights Commission website](#) has information about disabled people’s employment rights under the Equality Act, about reasonable adjustments, Access to Work, recruitment and promotion, performance, training and development, health and safety in the workplace, and leaving work.

The [GOV.UK website](#) has information about the Equality Act, about reasonable adjustments, redundancy, and who to go to if you feel you have been discriminated against.

[The Disability Law Service](#) has useful information on Employment Rights under the Equality Act.

Advice Guide has [information](#) about Disability Discrimination and rights at work.

Disability Rights UK have a number of [work related factsheets](#) on their website.

The Advisory, Conciliation and Arbitration Service ( ACAS ) provides information and support regarding disability and discrimination in employment - please follow this [link](#)

National voluntary organisations may offer information and support depending on your impairment. For example the Royal National Institute for the Blind has a [summary of employment rights under the Equality Act](#), including who has rights under the DDA, what discrimination is, and how to proceed if you have been discriminated against

### **Disclosure of Your Disability**

An employer recruiting staff may make limited enquiries about your health or disability.

You can only be asked about your health or disability:-

to help decide if you can carry out a task that is an essential part of the work  
to help find out if you can take part in an interview  
to help decide if the interviewers need to make reasonable adjustments for you in a selection process  
to help monitoring  
if they want to increase the number of disabled people they employ  
if they need to know for the purposes of national security checks

You may be asked whether you have a health condition or disability on an application form or in an interview. You need to think about whether the question is one that is allowed to be asked at that stage of recruitment.

**Disability Rights UK** has produced a [factsheet](#) 'Telling People You're Disabled' - a guide for students - but the principles still apply if you are unsure about telling an employer about your disability and the best time to do so.

[A Guide to Disclosure](#) is available from the Association for Higher education Access & Disability.

### **The Two Tick Logo**



The Two Tick logo can be used on adverts to show that an employer encourages applications from disabled people and shows that the employer has made 5 commitments to the Department for Works and Pensions:-

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities

- to discuss with disabled employees, at any time but at least once a year, what you can both do to make sure they can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- to review these commitments every year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

### Disability Confident



Disability Confident is a government campaign designed to support employers to remove barriers, increase understanding and ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations. This new initiative is gradually replacing the Two Tick scheme.

Further information is available on the [GOV.UK website](http://GOV.UK)

[Opportunity Sheffield](#) (Part of Disability Confident) helps businesses in Sheffield who want to recruit, train and develop local talent - especially those with disabilities. It also supports people who may need additional help into employment. The Opportunity Sheffield disability campaign aims to increase the number of employers offering employment opportunities for disabled people, and to increase the number of people with disabilities in employment.

Business leaders in Sheffield have also developed the [Fair Employer Charter](#).

### The Disability Standard



The Disability Standard is an online management tool developed by the [Business Disability Forum](#) to help businesses to measure and improve on performance for disabled customers, clients or service users, employees and stakeholders. It was developed in 2004 as a benchmark tool. 80 participants took part in the first benchmark in 2005 and this number has continued to grow ever since. Organisations such as Abbey, BT, BUPA, Barclays, Centrica, Cable & Wireless, HSBC, Royal Mail, PricewaterhouseCoopers and Unum formed the original research group.

### Mindful Employer

[Mindful Employer](#) is a national organisation providing guidance to employers about supporting mental wellbeing at work



### Benefit Entitlement



As the benefits system is constantly changing, we do not want to add information to this factsheet which will soon be out of date, or which risks being wrong. For this reason, we would recommend that for any benefits queries you contact one of the agencies below.

You can easily find your nearest advice centre on the [Citizens Advice Sheffield](#) website. Click on 'Get Help' and then 'Get Started' and enter your postcode. Click on 'Help Yourself' for online free advice and self-help resources

You can also phone Citizens Advice Sheffield's Adviceline on 03444 113 111 (Monday to Friday, 10am to 4pm). Calls to the Adviceline cost the same as calling 0114 numbers.

Disability Rights UK have a number of [factsheets](#) about different benefits.

Gov.UK has pages about [benefits for disabled people](#) and pages about [benefits for disabled people looking for work](#):

## Universal Credit

Please note that Universal Credit is due to be introduced in Sheffield in November 2018.

Sheffield City Council has launched a new [information sheet](#) designed to help people find out and apply for Universal Credit.

The controversial benefit, which only affects working age people, will replace six existing benefits – Housing Benefit, Income-related Employment and Support Allowance (ESA), Income-based Jobseeker's Allowance (JSA), Child Tax Credit, Working Tax Credit and Income Support – so anyone **making a new claim or reporting a change in their circumstances** regarding any of these is advised to read the information sheet first.

The information sheet covers the key facts about Universal Credit, what you can do to get ready for Universal Credit, claiming and managing Universal Credit online and where to get help. At some point in the future, many people currently on the above benefits will be moved across to Universal Credit. The Government haven't yet given a date for this, but the Department for Work and Pensions say they will get in touch with anyone affected before there are any changes to their benefits or tax credits.

Remember, you don't need to do anything right now if you're already on one of the benefits Universal Credit replaces and your circumstances are the same.

## Permitted Work and Voluntary Work

If you are getting employment and support allowance (ESA), incapacity benefit (IB), severe disablement allowance (SDA), national insurance credits or income support (IS) because of incapacity for work you are allowed to do some permitted work.

You do not need the permission of a doctor to do permitted work but you should tell the Department for Work and Pensions (DWP) if you are working. Your Job Centre Plus can advise you on the sort of work you can undertake, the hours permitted, and the amount you are allowed to earn before any deductions.

There is no 'permitted work' under universal credit. Instead, you will be encouraged to do some work, even if only for a few hours a week, if you can manage it. There is no time limit to how many weeks you can work.

Some of your earnings may be disregarded by applying a 'work allowance'.

Disability Rights UK has a [factsheet](#) with more information, including how much permitted work can be done, which benefits it applies to, the new work allowance for universal credit and volunteering.

Following a number of enquiries about housing benefit applications we wish to highlight that if you are getting employment support allowance, incapacity benefit, severe disability allowance or income support paid as a result of illness, any permitted work earnings you receive are disregarded when calculating housing benefit.

Voluntary work can help to build your confidence, get experience in a workplace, and feel a sense of pride and achievement.

You can find more information about volunteering in Sheffield at the [Volunteer Centre website](#) and the very comprehensive [Do-it website](#).

Gov.UK has information about [volunteer placements, rights and expenses](#)

## JobCentreplus and Funding Support

### Jobcentre Plus/DWP

Jobcentre Plus is responsible for the national network of job centres. These give advice at every stage of your search for a job and make sure you know which benefits or allowances you're entitled to claim. They can also support you if you're concerned about the impact of your disability on your search for work.

The general telephone numbers for all Jobcentre Plus in Sheffield:  
**0800 169 0190**



Information about Jobcentreplus is on the [GOV.UK website](#)

### Access to Work

If you want to work but have a disability that makes working a problem you may be able to get help from the Access to Work scheme. This provides practical advice to help you overcome these problems. It can also give you grants towards extra employment costs. The kind of support you might need because of a health condition or disability can include:

- Aids and equipment in the workplace
- Altering your workplace and adapting equipment to make it easier for you to use
- Money towards any extra travel costs to and from work, or help adapting your vehicle
- An interpreter or other support at a job interview
- Other practical help at work, such as a job coach or a sign-language interpreter.

Access to Work  
Operational Support Unit  
Harrow Jobcentre Plus  
Mail Handling Site A  
Wolverhampton  
WV98 1JE

Tel: 0345 268 8489  
Textphone 0345 608 8753  
Fax 0141 950 5265  
Email [atwosu.london@dwp.gsi.gov.uk](mailto:atwosu.london@dwp.gsi.gov.uk)

Disability Rights UK has a helpful [factsheet](#) about Access to Work, what help is available, who can claim it, how long it will last and how to claim:

You can also look at information about Access to Work on the [GOV.UK website](#).

### **Work Choice**

Work Choice has closed for new applications. If you're already on Work Choice you'll keep getting support. Work Choice helps disabled people over the age of 18 whose needs cannot be met through other work programmes, Access to Work or workplace adjustments. This might be because you need more specialised support to find employment or to keep a job once you have started work. Work Choice helps disabled people with skills including job-searching, interviews, self-confidence and gaining work experience.

The programme initially provides 12 months support in moving towards at least 16 hours per week paid employment and also provides continued support for a substantial amount of time after settling into employment.

If Work Choice is for you it will be tailored to meet your individual needs. It will focus on helping you achieve your full potential and moving towards being more independent. The scheme is voluntary and does not affect your benefit entitlement. You can ask any Disability Employment Adviser about Work Choice and how to apply.

For more information about Work Choice, see the [GOV.UK](#) website

### **Employment Support Resource**

Experience and research shows that disabled people can find it difficult to find the support they need when thinking about employment. Sheffield City Council and Disability Sheffield have worked together to create a new online interactive resource to help disabled people find the right employment related support and services in Sheffield. This resource is for anyone but has been developed to help people with a learning disability, a physical disability, a sensory impairment, autism, a mental health condition or a long term health condition.

It also aims to help professionals to increase their knowledge of, and easily find, support available in Sheffield for clients they are working with.

We mapped the existing provision in Sheffield and made sure we held the most accurate information about the services they offer. We then worked closely with Sheffield Help



Yourself to ensure that the most appropriate organisations were included. Disability Sheffield delivered a series of workshops, working with disabled people who were at various stages on their journey into employment to help design the resource. The workshops helped to identify different stages that people may be at along their journey into work:

- Preparing for Work
- Training and Qualifications
- Getting Work Experience and Volunteering Opportunities
- Finding and Applying for Jobs
- When you are in work

These stages helped us form the structure of the online resource and create sections to make it easier for people to find the most appropriate support for their needs.

Within each section you can find different kinds of support which can be narrowed down according to your specific needs. You can also search the directory by using alphabetical and keyword searches. You can then narrow your search by postcode which will show organisations in your local area.

You can find the employment support resource on [Disability Sheffield's website](#). If you would like to get in touch with someone for help to access or use the resource, or for comments and feedback contact Disability Sheffield using the contact details given on this factsheet.

### **Working Win Health-led Employment Trial**

Do you have a health condition and would like support to find and stay in work?

Working Win is running a free trial testing a new type of support for people with mental or physical health conditions. If you are looking for work or struggling in your current job you can book an appointment to meet one of their employment specialists at a time and place that's convenient for you.

You can learn more and view the participant information sheet on [Working Win's Website](#)

The next step is to have an initial meeting with the Health-led Employment Trial team to discuss the trial in more detail and decide if you would like to take part.

To arrange an initial meeting you can either:

- Speak to your GP or local health professional
- Fill in the sign up form online [here](#)
- Contact the Health-led Employment Trial team by emailing [workingwin@syha.co.uk](mailto:workingwin@syha.co.uk) or by phone on 0114 2900218.

The trial will finish in October 2019.

### **Opportunity Sheffield**

Opportunity Sheffield is the Council's employment and skills service aiming to create employment opportunities and break down barriers to employment, particularly for those furthest from the labour market. One of their employment and skills programmes is called

**Sheffield's Working.** This employment support service helps guide vulnerable and marginalised adults towards and into sustained employment, and promotes the benefits of a more diverse workforce. Programmes are delivered by local partners in the community, voluntary and private sectors.

For further information [visit the website](#), Email [opportunity@sheffield.gov.uk](mailto:opportunity@sheffield.gov.uk) or telephone 0114 229 6168.

## Advice on Employment Issues

### Advisory Conciliation and Arbitration Service (ACAS)

ACAS provides independent and impartial information, advice, training, conciliation and other services for employers and employees to help prevent or resolve workplace problems. If you would like to talk through your options, an ACAS adviser can talk to you about your rights and help you decide your next steps.

[ACAS website](#)

Helpline number 0300 123 1100

Text Relay: 18001 0300 123 1100

Publication: [Asking and Responding to Questions of Discrimination in the Workplace](#)

### Citizens Advice Sheffield

Advice Centres provide free, independent and confidential advice on a range of topics mainly around benefits, housing, immigration, debt support, family and employment issues. You can easily find your nearest advice centre on the [Citizens Advice Sheffield](#) website. Click on 'Get Help' and then 'Get Started' and enter your postcode. Click on 'Help Yourself' for online free advice and self-help resources

You can also phone Citizens Advice Sheffield's Adviceline on 03444 113 111 (Monday to Friday, 10am to 4pm). Calls to the Adviceline cost the same as calling 0114 numbers.

### Disability Law Service

The Disability Law Service began in 1975 as a volunteer organisation and is now a professional organisation, still run by disabled people, providing advice on all types of disability-related legal problems.

Advice Line 020 7791 980 (please note this is a national call rate to London)

[Disability Law Service](#)

### Citizens Advice Sheffield: Legal Services

Sheffield Law Centre (as was) is part of [Citizens Advice Sheffield](#) and offers advice on Housing, Benefits and Employment Issues.

For further information contact Citizens Advice Sheffield's Adviceline on 03444 113 111 (Monday to Friday, 10am to 4pm). Calls to the Adviceline cost the same as calling 0114 numbers.

### Sheffield Occupational Health Advisory Service (SOHAS)

Sheffield Occupational Health Advisory Service is a registered charity that aims to prevent and alleviate the effects of occupational disease and injury and to enable those with limiting health problems to work.



They provide information and advice for employed and unemployed people with work-related health problems. They offer a service which is free, confidential and accessible to all.

Address –  
3<sup>rd</sup> Floor, Queen's Building  
55 Queen Street  
Sheffield  
S1 2DX

Tel: 0114 275 5760

Email: [sohas@sohas.co.uk](mailto:sohas@sohas.co.uk)

Website: <http://www.sohas.co.uk/index.php>

### Equality Advisory and Support Service

The Equality Advisory and Support Service is aimed at individuals who need expert information, advice and support on discrimination and human rights issues and the applicable law, particularly when this is more than other advice agencies and local organisations can provide. The EASS is commissioned by government and works with other advice organisations and with the Equality and Human Rights Commission.

Phone: 0808 800 0082

Textphone: 0808 800 0084

You can email using the [contact form on the EASS website](#).

Also available through the website are BSL interpretation, web chat services and a contact us form.

Post:

FREEPOST

EASS HELPLINE

FPN6521

**Opening hours:**

9am to 7pm Monday to Friday

10am to 2pm Saturday

closed on Sundays and Bank Holidays

Website : <https://www.equalityhumanrights.com/en/contact-us/equality-advisory-and-support-service>

### Business Sheffield

Have you ever wanted to start your own business but didn't know how? Self-employment is an option that offers control and flexibility for disabled people. If you are interested in turning your business ideas into reality and need support to do so you may wish to contact [Business Sheffield](#) on 0114 224 5000 or email [BusinessSheffield@sheffield.gov.uk](mailto:BusinessSheffield@sheffield.gov.uk) to find out about their free networking events, workshops and training.

You may also not realise that [Access to Work](#) is available to self-employed people as well as to people in a paid job.



### Useful Websites

Here we provide examples of some (but not all) national disability organisations which offer information, resources and support on employment issues for their client group. Please follow the links to the employment information on their websites:-

[Action on Hearing Loss](#)

[Arthritis Care](#)

[Epilepsy Action](#)

[Royal National Institute for the Blind \(RNIB\)](#)

[MIND](#)

[Scope](#)

[British Dyslexia Association](#)

[Multiple Sclerosis Society](#)

[Mencap - Employment Services](#)

**Employ Me** is Mencap's employment programme developed with people with a learning disability and designed to help people with a learning disability to learn new skills and find work. The service is free to anyone unemployed with a learning disability over the age of 18. For further information about this programme or to make a referral please contact Stuart Hunter. Employment Coordinator, Sheffield Mencap Lifestyle and Work on 07769 916342 or email [stuart.hunter@mencap.org.uk](mailto:stuart.hunter@mencap.org.uk) .

[The Equality and Human Rights Commission](#)

Information about disabled people's employment rights under the Equality Act, reasonable adjustments, Access to Work, recruitment and promotion, performance, training and development, health and safety in the workplace, and leaving work.

**GOV.UK**

As already mentioned the [GOV.UK](#) offers information and services that are available to those wanting to find employment. These services include help to gain new skills, find a job or stay in work from a range of organisations, including Jobcentres, careers services and voluntary organisations.

[Disability Rights UK](#)

**F**act sheets on various topics (Access to Work etc).

[Doing Careers Differently](#)

One of a series of guides produced by Disability Rights UK dealing with various aspects of life whilst managing ill health, injury or disability.

[Into Apprenticeships : The guide for disabled people](#)

The guide deals with common questions about applying for apprenticeships in England such as how to find an apprenticeship, whether the training will be accessible and what support is available in the workplace.

### **What do you think of this factsheet?**

If you would like to comment on this factsheet or provide additional information from your own experience please let us know and we would be happy to consider adding to or amending the factsheet. We welcome any comments to help us improve our service. Our contact details are:-

### **Disability Sheffield Information Service**

The Circle  
33 Rockingham Lane  
Sheffield S1 4FW  
Tel: **0114 253 6750** Mon-Thurs 10am to 3pm  
(Answerphone facility available at other times)  
E- mail [info@disabilitysheffield.org.uk](mailto:info@disabilitysheffield.org.uk)  
[www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

### **Disclaimer**

No recommendation is given or implied by providing these details. Whilst every effort is made to ensure accuracy we cannot accept responsibility for any errors or omissions. Please note that the inclusion of groups or individuals on the factsheet does not mean that they have been vetted or are recommended by Disability Sheffield Information Service. Details may change so it is important you check the information provided to make sure they are accurate and suitable for your own requirements.

Nov 2018

### **To Add? Work rights for unpaid carers**

Good advice shared by Sheffield Carers for unpaid carers.

[Tell me more](#)