



LUMINOUS
WITHIN

*Helping people flourish
from the inside out*

Access to Work Toolkit

A PRACTICAL GUIDE TO FUNDING
ADHD COACHING AND
WORKPLACE SUPPORT

FREE RESOURCE



BY LAURA NEAL | LUMINOUS WITHIN

Welcome

If you've recently discovered Access to Work, you're not alone.

Many people are surprised to learn that the UK Government may fund specialist coaching and workplace support for people whose health condition or neurodivergence affects them at work.

The process can feel confusing at first.

This guide explains it step by step, in plain English, so you know what to expect and where to begin.

Whether you've recently been diagnosed, are waiting for assessment or have lived with ADHD for years, I hope this guide gives you confidence to take the next step.

Laura



What is Access to Work?



What it is

Access to Work is a government-funded grant designed to help people with health conditions or disabilities stay in work and succeed in their roles.



Who it helps

It supports people whose health condition or neurodivergence affects how they work.



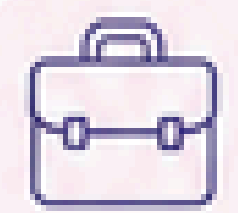
Government funded

It is funded by the UK Government and **does not need to be repaid**.



Doesn't affect benefits

It **will not** affect any existing benefits you receive.



Supports different working situations

It can support people who are **employed, self-employed** or **about to start work**.



Support tailored to you

The support you receive is based on your individual needs and what will help you do your best work.



Could you be eligible?

You may be eligible if you:

- ✓ Are aged 16 or over
- ✓ Live and work in England, Scotland or Wales
- ✓ Are employed or self-employed
- ✓ Have a health condition, disability or are neurodivergent (such as ADHD, autism, dyslexia, dyspraxia or another condition)
- ✓ Are already in work or about to start a new job



No formal diagnosis needed

You **do not** need a formal diagnosis to apply. Eligibility is based on how your condition affects your ability to do your job.



If your health condition or neurodivergence affects you at work, Access to Work could help remove some of the barriers so you can **thrive**.



What support could you receive?

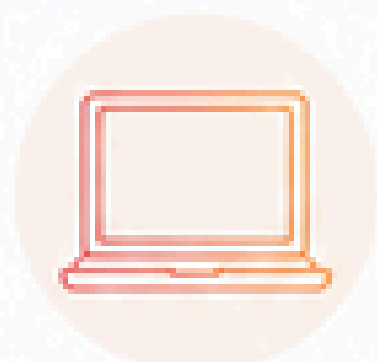


Access to Work funding is personalised to your needs.
Depending on your situation, it may include:



Coaching

One-to-one coaching to support you with focus, organisation, confidence and wellbeing at work.



Assistive technology

Specialist software, apps or tools to help you work more easily and effectively.



Noise cancelling headphones

To help reduce distraction and create a calmer, more focused environment.



Travel support

Help with travel costs to get to and from work, where needed.



Equipment

Funding for practical equipment to support you in your role.



Support Worker

Practical in-work support to help with tasks that you find challenging.



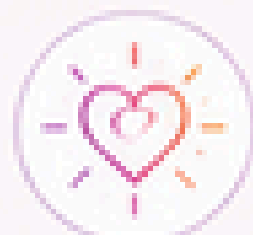
Mental Health Support

Access to specialist support to help you manage stress, anxiety or other challenges affecting your work.



Training

Support to build skills and confidence through training tailored to your needs.



Your support is unique to you.

It is based on what will help you overcome barriers and do your best work.



ADHD Coaching

This is your opportunity.

ADHD coaching is a collaborative partnership designed to help you understand your unique brain and create practical strategies that work for you.

It's not about changing who you are – it's about working with your strengths, building on what's already working, and creating a way of working that feels more manageable, sustainable and fulfilling.



How coaching can help you



Executive functioning

Strengthen planning, prioritising, time management and task completion.



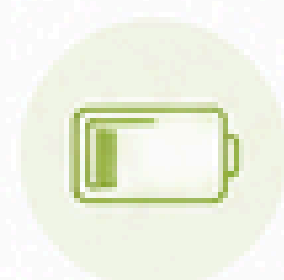
Confidence

Build self-trust and the confidence to show up as your authentic self.



Organisation

Create systems and routines that bring structure, clarity and calm.



Burnout

Reduce overwhelm, restore energy and build a more sustainable way of working.



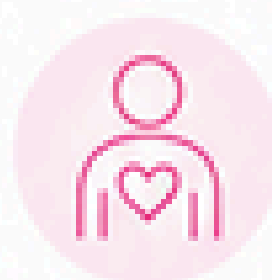
Communication

Improve clarity, advocacy and confidence in work relationships.



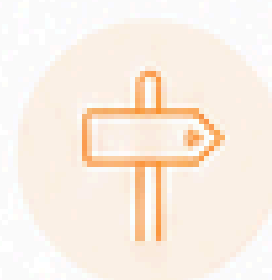
Emotional regulation

Develop resilience and strategies to manage emotions and stress.



Self-belief

Shift self-doubt, celebrate your strengths and believe in what you can achieve.



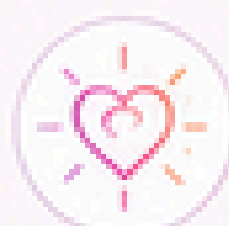
Decision making

Build confidence in making decisions that align with your values and goals.



Sustainable habits

Create supportive habits and boundaries that help you thrive, not just survive.



You don't have to do this alone.

Coaching provides a safe, supportive space to explore challenges, celebrate wins and create meaningful change – at your pace.

You deserve support that understands you.



How to Apply



Access to Work is a simple process.
Here's what to expect:

1



Apply online

- Complete the Access to Work application form on the GOV.UK website.
- You'll need some basic information about you, your job and how your condition affects your work.
- You do not need a diagnosis to apply.



Apply here:
[www.gov.uk/
access-to-work](https://www.gov.uk/access-to-work)

2



Assessment

- An Access to Work adviser will contact you to discuss your application.
- They may ask for more information and talk with you (and your employer, if appropriate).
- They'll look at the barriers you face at work and what support could help.



You can apply whether you are employed, self-employed or about to start a new job.

3



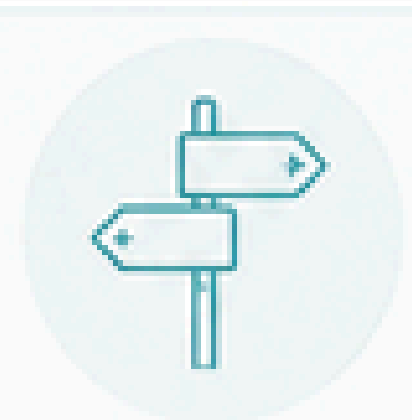
Funding agreed

- The adviser will recommend the support that meets your needs.
- You'll receive a decision letter outlining the support that's been agreed and the funding available.
- This is usually sent within 3–6 weeks (times may vary).



Good to know
The grant does not need to be repaid.

4



Choose your support

- You can choose how to use your funding.
- You can use your grant with a provider of your choice – including ADHD coaching.
- Your adviser can help if you need guidance.

The amount of funding is based on your individual needs.

You can get support for in-work and out-of-work needs (for example, travel to interviews).

5



Begin coaching

- Once your support is in place, you can begin coaching sessions.
- Your coach will work with you to create practical strategies that help you thrive at work.



Everyone's journey is unique.

Your Access to Work adviser is there to help you get the right support so you can do your best work in a way that works for you.



My Access to Work Notes



Use this space to capture your thoughts before your assessment so you feel ready and confident.



1. Current challenges

What is making work difficult right now?

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2. Strengths

What are you good at? What strengths do you bring to your role?

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3. Things that help

What tools, strategies, people or adjustments already help you?

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4. Things that don't

What makes things harder? What triggers stress or overwhelm?

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5. Questions I'd like answered

What would you like to ask or understand more about during your assessment?

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You know yourself best.

These notes will help your assessor understand how they can best support you to thrive at work.

You've got this!



Moving Forward With Confidence

Taking the step to explore Access to Work shows your commitment to yourself and your future. You deserve support that helps you thrive – not just cope.

You've got this. ♡

A few final thoughts to keep with you:



You are not alone.

Many people benefit from Access to Work every day. It's there for a reason.



Small steps create change.

You don't need to have everything figured out today. Start where you are.



Support is an investment in your future.

The right support can help you achieve more, with less stress and greater wellbeing.



It's your journey.

You know what works for you. Access to Work is here to help you get there.



You are capable.

Your challenges do not define you. Your strengths, resilience and potential do.



New possibilities await.

With the right support, you can create a work life that feels meaningful and sustainable.



Keep believing in yourself.

You are taking positive steps towards a brighter, more supported future – one decision at a time.

*You deserve support.
You deserve to thrive.*



*Your future
is bright*



Thank you
for taking the time to invest
in yourself and your future.
I'm cheering you on.

