

# What to do if you need help at work

Many people are aware that they have difficulties but do not know that they are dyslexic.

## Duties of an Employer

- An employer may well have a duty under the Disability & Equality Act 2010 even if the employee does not disclose that he/she is dyslexic. HR. departments and management should be trained to pick up the signs of dyslexia in an employee.
- The employer should arrange for an employee who is having difficulties to have at least a screening.
- The obligation to institute adjustments may well arise even if the employer does not know that the employee is dyslexic, if the employee is clearly having difficulty and the difficulty may be due to a disability.

## Workplace Assessments

- Usually these are conducted through Access to Work, as the assessment is free.
- It is the employee that has to apply for it.
- Any funding, if granted, goes to their employer to help toward the cost of reasonable adjustments.
- Under the new contract with Jobcentre Plus, Workplace Assessors now have to assess for other disabilities, such as back or eye strain, so it is more complex than it used to be.

## Action

1. a screening test
2. apply for Access to Work at: <https://www.gov.uk/access-to-work/apply>  
Telephone: 0345 268 8489  
Textphone: 0345 608 8753  
Monday to Friday, 8am to 6pm

**See also NWEDA handout ... Screening and Assessment. HO27**

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