

Bee Brilliant People® - Access to Work (AtW) Client & Employer Guide

How to Use Your Access to Work Grant with Bee Brilliant People®

If you have been awarded an **Access to Work (AtW) grant**, you can use it to fund coaching and consultancy with us. Employers may also play a role in supporting your AtW-funded services. Here's what you need to know to ensure a smooth process.

1. How It Works

- **Step 1:** Provide us with a copy of your **AtW award letter** detailing your approved funding.
 - **Step 2:** We will create a tailored service plan based on your allocated hours and budget.
 - **Step 3:** You must sign an **AtW Service Agreement** before we begin sessions.
 - **Step 4:** You will **pay Bee Brilliant People® directly** for coaching or consultancy services.
 - **Step 5:** Using their reimbursement process, you will **reclaim the cost from AtW**.
 - **Employer Involvement:** If AtW deems it appropriate, employers may be asked to contribute to costs or facilitate workplace adjustments in accordance with recommendations.
 - **Employer Direct Payment Option:** Employers can choose to pay for coaching services directly and reclaim eligible costs from AtW.
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2. Booking Your Sessions

- All sessions must be booked in advance and used within your **AtW grant period**.
 - Unused sessions **cannot** be carried over unless AtW extends funding.
 - A **48-hour notice** is required for cancellations or rescheduling.
 - Missed sessions without notice may still be **chargeable**.
 - If sessions involve **workplace discussions**, employers may need to coordinate availability.
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3. Paying for Your Sessions

- **You must pay for each session upfront** and then claim reimbursement from AtW.
 - Invoices are due within **14 days of issue**.
 - Any delays from AtW **do not affect your responsibility to pay on time**.
 - If payments are overdue by **30 days**, sessions may be paused until payment is received.
 - **Employers who have agreed to co-fund sessions** must ensure payments are processed in line with agreed terms.
 - **Employers may also choose to pay for the sessions directly** and reclaim eligible costs from AtW.
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4. Claiming Reimbursement from AtW

- You are responsible for submitting claims to AtW for reimbursement.
 - Keep accurate records of your sessions, invoices, and any required documentation.
 - Contact AtW directly if you experience delays or issues with reimbursement.
 - **Employers may be required to verify attendance or provide additional information** to support claims.
 - **If an employer pays for the coaching directly, they must follow AtW's process for reimbursement.**
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5. Changes to Your AtW Funding

- If your AtW funding changes, you must inform us immediately.
 - If AtW withdraws or reduces funding, you remain responsible for any outstanding fees for services already provided.
 - **Employers should be notified** if they are involved in funding or implementing recommended adjustments.
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6. Confidentiality & Data Protection

- Your personal data and session details remain confidential in line with **GDPR**.
 - We may need to provide session logs to AtW for funding compliance.
 - **Where employer involvement is necessary**, we will only share information with explicit client consent.
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7. Your Responsibilities

- **Pay invoices on time** to avoid disruptions to your sessions.
 - Follow AtW's reimbursement process and **keep track of your claims**.
 - Notify us of any changes to your AtW funding.
 - Engage fully in sessions to **get the most from your coaching**.
 - **If your employer supports your AtW application, clearly communicate any updates with them.**
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8. Our Commitment to You & Employers

- We deliver high-quality coaching and consultancy in line with professional standards.
 - We will help you understand the AtW process but **cannot be responsible for AtW delays**.
 - We reserve the right to withdraw services in cases of non-payment or breaches of agreement.
 - **Where relevant, we collaborate with employers** to ensure that coaching aligns with workplace needs and supports effective adjustments.
 - **Employers who pay for services directly will receive invoices and documentation necessary for AtW reimbursement.**
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9. Need Help?

If you have any questions about working with us under an AtW grant, email us at beebrilliantpeople@gmail.com. We're happy to guide you through the process.