



# Other Support available

## 1, What is HR and what can they do for me?

In an organisation, Human Resources (HR) is the department in charge of all employees and [employee-related operations](#).

- Creates a positive work environment
- Drafts and revises employment policies
- Conducts induction sessions
- Organises learning and development training programmes
- Handles requests outside managers' capacity
- Assists employees during personal emergencies

## 2, Manager

There may be a few managers above you, all have a duty of care to look after and support you in your role. Your manager should hold frequent check-in meetings with you and hold a yearly appraisal meeting to talk through how you are doing in your role.

Managers are there to not only structure your workload but to help, so make sure you speak with them if you need any extra support or training.

## 3, Teamwork

The colleagues you will work with, will be a good support network for you. Your colleagues will be available to guide you and offer you advice when needed. Teamwork brings





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## 6, Access to work

Scope [Website explaining](#) access to work simply.

Access to work is a government support scheme that can assist you as an employee to get the support you may need in the workplace.

If you feel you have an additional need which requires specialist support in the workplace, start with speaking to your line manager, companies have a duty of care to make reasonable adjustments for you. However, if your needs go beyond this you can apply for Access to Work. Here is the official Gov [link](#) to Access to Work, along with this video link from [Diversity & Ability](#).

Access to work can also support you with getting a job, they have interview support that can be accessed with 24hrs notice. Follow these links to learn more and apply.

Areas Access to Work can support:

- a support worker or job coach to help you in your workplace
- a support service if you have a mental health condition and you're absent from work or finding it difficult to work
- adaptations to the equipment you use
- special equipment
- fares to work if you can't use public transport
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