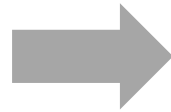![The Learning Support Centre - Dyslexia & Disability Specialists](logo)

Access to Work Process of Support

New Client Referral

- Client/Employer contacts LSC to organise Access To Work Support
- LSC Email trainer/coach received with attached client referral information and supporting details.
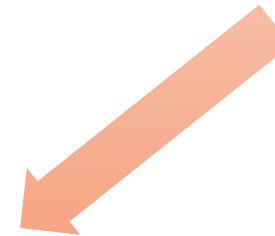- Training support initial session guidance

First session

Complete **client ILP and initial guidenace**

Check clients contact details and inform office of any changes

On going

Timesheets and **Progress Logs** to be completed and signed at the end of each session.

Email your **Availability and bookings** weekly to your coordinator

Rate your support Survey

Distribute online or paper version to your students and submit to the office by last working day of May

Completed client

- Submit ALL clients paperwork (ILP's, Progress Logs to the office