

# RemoteAbility

Your Pathway Into Safe, Supportive Remote Work



## What RemoteAbility Does

# Helping people find remote work.

RemoteAbility helps disabled people, neurodivergent people, carers, and anyone facing barriers to traditional work. We build your confidence, teach modern digital skills, and guide you step-by-step into real remote job opportunities. You learn at your own pace, in a friendly and supportive environment. Everything is designed to make work feel possible again.

# Your 6-Week Programme Overview

This is a structured six-week course, delivered in clear weekly stages. Although the pace is set, the support is personalised — meaning we work with your needs within the six-week structure.

# Week 1 – Onboarding & Assessment

## Safeguarding and disability rights

Understanding your rights and protections

## Understanding Access to Work

Learn about government support available to you

## Guided workstation setup

Creating a comfortable and accessible workspace

## Support needs assessment

Learn how we'll support your needs

## Group introductions

Confidence check-ins in a supportive environment

# Weeks 2-4: Building Your Skills



## Week 2 – Sales & Communication Training

- Phone confidence
- Asking for adjustments
- Customer service basics
- Email writing
- Staying calm under pressure
- Handling real workplace conversations



## Week 3 – SEO Training (Digital Visibility)

- How Google works
- What keywords are
- Basics of online visibility
- Simple SEO writing
- Google Business Profiles
- Using AI for SEO tasks



## Week 4 – AI Skills for Work

- Using ChatGPT safely
- Writing prompts
- AI for admin and research
- Turning tasks into AI workflows
- Working smarter with AI tools

# Weeks 5–6: Practice & Deployment

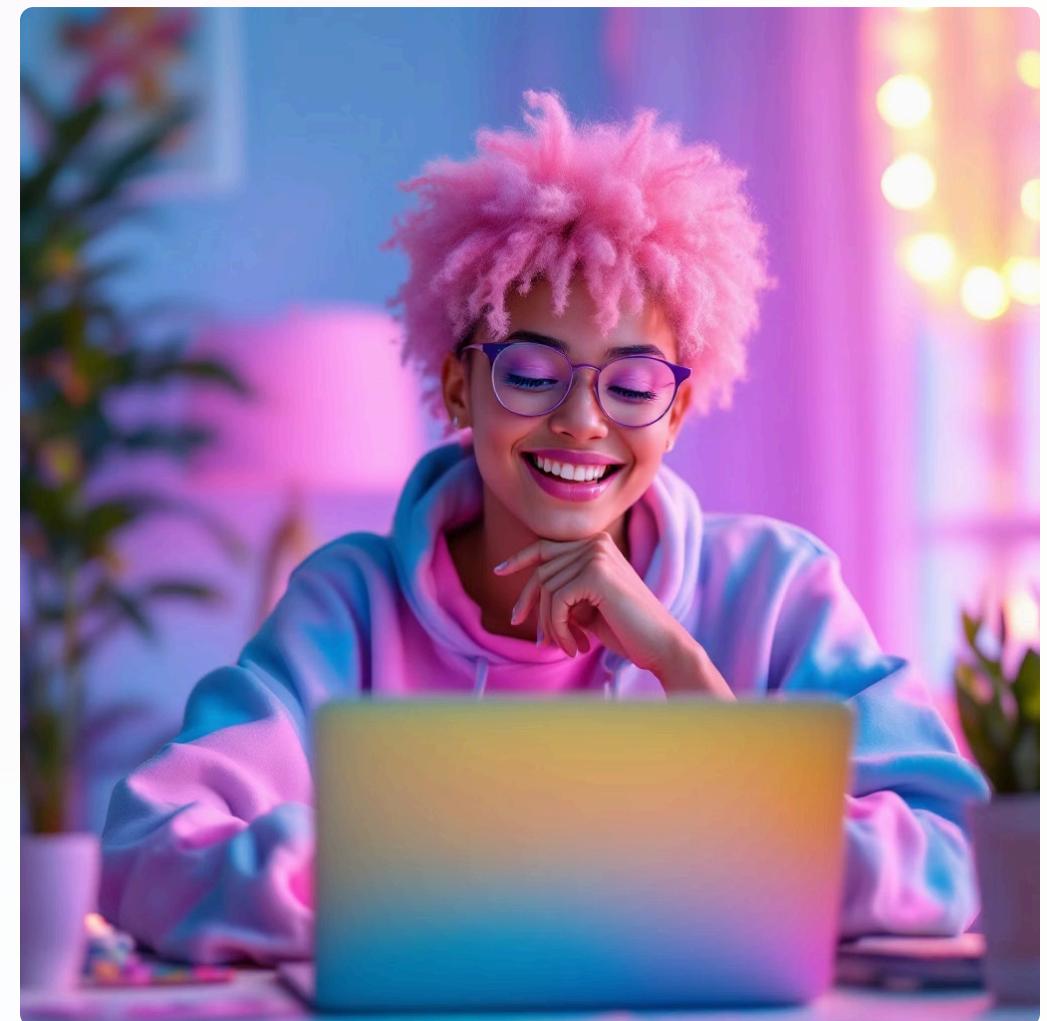
## Week 5 – Supported Work Practice

- Real client-style tasks
- Trainer guidance
- Step-by-step feedback



## Week 6 – Deployment & Review

- Progress review
- Planning your next steps
- Preparing for remote job roles



# Understanding Access to Work

Access to Work is a government grant from the DWP. It is not a loan and it does not affect your benefits.

If you have a disability, long-term health condition, or mental health barrier, you may be able to receive support such as:



## Equipment & Adjustments

Specialist chairs, desks, keyboards, footrests



## Software & Tools

Software and accessibility tools



## Support Workers

Note-takers, job coaches, interpreters



## Transport Support if needed

Funding for transport to work



## Mental Health Services

Mental health support services



## Work Adjustments

Funding for adjustments that make work safe and manageable

# How **RemoteAbility** Helps You With Access to Work

01

## **Understand what support you're entitled to**

We explain your rights and options clearly

02

## **Complete the application confidently**

Step-by-step guidance through the process

03

## **Gather any evidence needed**

Help collecting the right documentation

04

## **Describe your needs clearly**

Support articulating your requirements

05

## **Track and manage your claim**

Ongoing support throughout the process

We guide you through every step so you feel supported, not confused.



### **Simple Access to Work Support Links for post course support**

Mental health support: [able-futures.co.uk](http://able-futures.co.uk)

Access to Work portal: [atw.maximusuk.co.uk](http://atw.maximusuk.co.uk)

# How Your New Skills Lead Directly Into Work

After completing the six-week RemoteAbility programme, you'll have real, practical skills that fit directly into the work we do at Heimdell Tech AI and Covert Secure Consultancy. Your training has prepared you for the exact tasks and workflows used inside both organisations.

## Sales & Communication Skills

### From Week 2 – Sales & Communication Training

You've learned how to:

- Speak clearly on the phone
- Handle enquiries professionally
- Write simple, structured emails
- Stay calm in difficult conversations
- Follow communication scripts and processes

### How this fits into our companies:

At Heimdell Tech AI, these skills support:

- Customer updates
- Basic support messages
- Booking confirmations
- Lead handling and follow-ups

At Covert Secure Consultancy, these skills support:

- Communicating with clients about audits
- Gathering information for reports
- Sending structured updates and reminders

## SEO Skills (Digital Visibility)

### From Week 3 – SEO Fundamentals

You now understand:

- How Google search works
- What keywords are
- How businesses appear online
- How to write simple content with keywords
- How Google Business Profiles work

### How this fits into our companies:

At Heimdell Tech AI, SEO is a core service. Your skills fit into:

- Writing basic keyword content
- Helping improve Google Business Profiles
- Assisting with visibility checks
- Supporting local SEO tasks for clients

Your SEO training builds the foundation for entry-level digital tasks in Heimdell Tech AI.

## AI Skills (Modern Work Tools)

### From Week 4 – AI Skills Training

You've learned how to:

- Use ChatGPT to complete admin tasks
- Write prompts that give useful results
- Summarise information
- Plan simple workflows
- Use AI to break big tasks into manageable steps

### How this fits into our companies:

At Heimdell Tech AI, AI tools are used daily for:

- Writing drafts
- Summarising client notes
- Creating simple reports
- Supporting communication workflows

At Covert Secure Consultancy, AI assists with:

- Drafting audit notes
- Creating structured documents
- Summarising site information
- Generating compliance checklists

# A Direct Pathway Into Work

Your Sales, SEO, and AI training has been designed specifically to prepare you for work inside our organisations.

By the time you finish the six-week programme, you will already know:



**The communication style we use**



**The SEO basics we rely on**



**The AI workflows that support our operations**



**How remote work tasks are structured**

This means you can move smoothly into supported roles at Heimdell Tech AI or Covert Secure Consultancy without feeling overwhelmed or unprepared.

**You finish the programme with real skills, real confidence, and a real opportunity to start working.**