

Let's talk about work

Easy Read version



How to use this booklet



The National Disability Insurance Agency (NDIA) wrote this booklet. When you see the word 'we', it means the NDIA.



This booklet is written in an easy to read way. We use pictures to explain some ideas.



Some words are written in **bold**. We explain what these words mean. There is a list of these words on page 50.



This Easy Read booklet is a summary of another booklet.



You can find the other booklet on our website at www.ndis.gov.au



You can ask for help to read this booklet. A friend, family member or support person may be able to help you.



This booklet has space for you to type or write your ideas and plans for employment.



You don't have to read this booklet all at once.



You can take your time and work through it at your own pace.



Important!

Before you start typing into this booklet, you should save it to your computer.



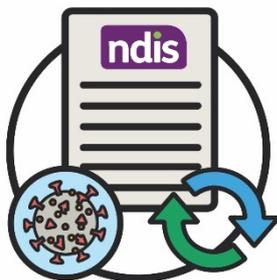
You'll need to open the file in Adobe Acrobat.

get.adobe.com/reader

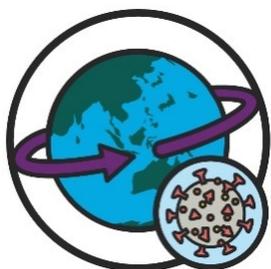


Acrobat is a program that lets you read and use PDF files.

Changes during coronavirus (COVID-19)



Some things have changed at the NDIS due to **coronavirus** (COVID-19).



Coronavirus is a virus that has affected many people around the world.



During coronavirus, more of our services are available online.



And we are working with people on the phone instead of having face-to-face meetings.

Now NDIS plans:



- are more flexible – you can make changes if you need to because of coronavirus



- last for a longer time – plans are being extended for 12 months.

Where do you find more information about these changes?

You can visit our website at www.ndis.gov.au/coronavirus

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What's this booklet for?

Everyone has different:



- skills



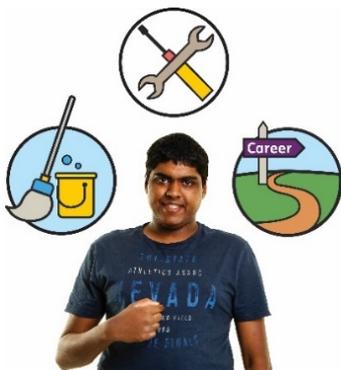
- talents



- knowledge



- qualities.



Everyone has different work goals, including:

- the job they want
- the work they want to do
- the **career** they want to have.



Your career is the path you take in your chosen area of work during your life.



In this booklet we also talk about **employment**.

Employment means you:



- have a job



- go to work



- get paid.

Why should you use this booklet?

The information you put in this booklet can help us understand what:



- skills you have



- work you do now



- type of work you might like to do



- your work goals are



- support you might need in your NDIS plan.



You can ask for help to fill out this booklet.

You might ask:



- a family member, friend or carer



- your Support Coordinator



- your Local Area Coordinator.



Once you have filled out this booklet, you can take it to your NDIS planning meeting.

We talk about what will happen at these meetings on page 19.

Planning for when you leave school

This section of the booklet is for school leavers so if you are not a student please skip ahead to page 15.



At school you might have talked about work a lot.

You might already:



- know what you want to do

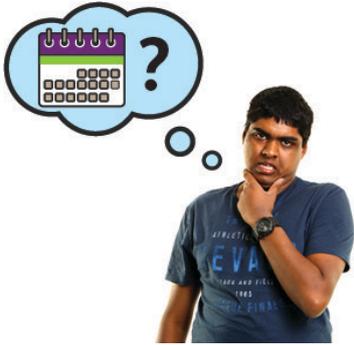


- have some work experience.



If you're getting ready to leave secondary school, you can use **School Leaver Employment Support** to get ready for employment. We usually call it SLES.

SLES is for Year 12 students with disability who:



- aren't ready to start looking for a job right away



- need help to work out what job would be right for them.

How does SLES work?



SLES is NDIS funding you can use to plan how you will get ready for work.



You can use SLES funding to get better in areas where you need help, like your:

- skills
- confidence.

You might use SLES funding to get better at:



- handling money



- how you manage your time



- communicating



- following instructions at work



- travelling by yourself.



You might use SLES funding to get more work experience.



You might use SLES funding for **discovery activities**.



When you do discovery activities, someone:

- works with you
- gets to know you
- supports you to develop your **discovery record**.



A discovery record is a document that helps you work out what type of work or workplace might be right for you.



SLES funding can last up to 2 years.

How can the NDIS help you with employment?

Your NDIS plan might include:



- information about supports and services outside the NDIS that can help you reach your work goals



- NDIS funding that can help you reach your work goals.

Supports and services that can help you include:



- **Disability Employment Services (DES)**

DES is run by the Australian Government and is not an NDIS support. DES helps people with disability find and keep jobs.



- community programs



- chances to work as a **volunteer**.



Volunteering means you work but don't get paid.

Volunteers usually do work that helps other people.



Volunteering is a great pathway to getting paid work.



The NDIS can also help fund the supports you need while you are at work.

This can be in any workplace.

NDIS funding can help you pay for things like:



- support for you on your own, or as part of a group



- daily support for you if you need help to do your job



- ways to work out what support you might need at work



- School Leaver Employment Support (SLES).

We talk about SLES in more detail on pages 11 to 14.

You also might have other NDIS funding to help you build skills that are important for employment, such as:



- living away from home and looking after yourself



- travel training



- your behaviour at work



- communication.

How do you plan for employment?

When you take part in the NDIS you will have:



- planning meetings



- plan review meetings.



Your planning meeting or plan review meeting is between you and your LAC or NDIA planner.



A family member or carer can be there too if you want.

These meetings give you a chance to talk about:



- work

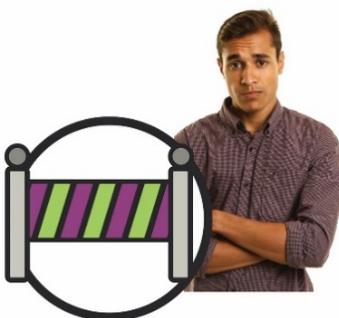


- your work goals



- the support you need.

It is also a chance to talk about:



- things that have made it hard to achieve your work goals



- why you think you haven't been able to find work in the past.

Getting ready for your meetings

To be ready for these meetings you can:



- fill out this booklet and take it to the meeting



- collect all the information you have about the employment support you already get



- if you are a school leaver, collect other records you have such as:

- your school reports



- work experience assessments.



At school you might have done some kind of **career transition plan**.

A career transition plan is a way to work out:



- your learning and work goals



- ways you could get work experience.



You might have also done a discovery record.

We explain discovery records in more detail on page 14.



If you have a career transition plan or discovery record, you can take them to the meeting too.

I'm ready for my meeting!



Put a tick next to the things you need to be ready for your meeting.



I have filled out this booklet.



I have information about the employment support I already get.



My school reports.



Work experience assessments.



My career transition plan.



My discovery record.

Thinking about your goals

We want to support you so you can:



- be independent and do more on your own



- connect with people and make friends



- earn money and take part in the community.

The NDIS can do this by:



- giving you an NDIS plan



- supporting you to reach your work goals.

Setting a work goal

Here are some examples of:



- work goals



- how people who take part in the NDIS can use their funding to reach their work goals.

Your work goals

If you have any work goals, you can write them down in the space on the next page.



If you are still thinking about work, write down a goal that might help you decide what to do.



If you need help with this, ask:

- your LAC
- someone you trust, such as a friend, family member or support person.

An example to help you:



I'm not sure about work.

I want to find out:

- *what work is like*
- *what skills I need.*

You can write about your work goals here:



How can the NDIS help you reach your goals?



You might want to come back to this question after you have finished the whole booklet.

An example to help you:



I don't think I need much help at work. I do need help to set up a better daily routine.

You can write about how the NDIS can help you here:

A large, empty rectangular box with a purple border, intended for writing. In the top right corner of the box, there is a circular icon containing a pencil and a sheet of paper with lines, representing writing or documentation.

Your employment journey



This part of the booklet is for you to share information about where you are on your journey towards employment.

You already work or volunteer



Tell us about what you do.

How many days each week do you:



- work?



- volunteer?

Where do you work? Would you like to:



- keep working there?



- get some support to try something different?

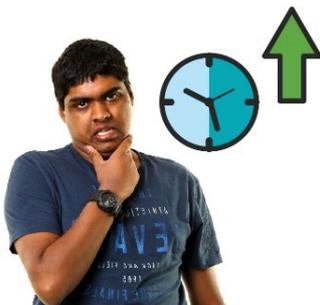
Is your work:



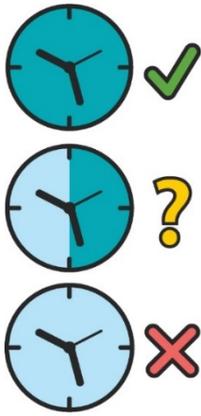
- paid?



- unpaid?



Would you like to work more hours?



Do you have a support worker with you when you work:

- all of the time?
- some of the time?
- not at all?



Would you like the chance to find new employment?

An example to help you:



I volunteer at a clothes shop. I work on Mondays for 3 hours. I don't get paid. I would like to work more hours and get paid.

You can write about work you already do here:

You're ready to look for work or start volunteering



Tell us about what you would like to do.



What sort of work or volunteering would you like to do?



Is there a job you would like to volunteer for before you apply for a paid job?

Does someone help you already, such as:



- a family member?



- a friend?



- a DES provider?



- someone that you've already worked with?

An example to help you:



I like books. I would like to volunteer at my local library. It's ok if I don't get paid at first.

I would like to become a librarian in the future and get paid.

You can write about the work or volunteering you'd like to do here:



You want to find out what work is right for you



Planning to work can feel like a big step.



You can talk about the steps you need to take with your:

- LAC
- a friend or family member
- Support Coordinator if you have one.

You might use part of your NDIS funding to:



- volunteer



- do some work experience



- find out what skills you already have.

If you answer the questions in the rest of this booklet, it will help your LAC or NDIA planner understand:



- what your work goals are



- what experience you already have



- what support you might need.

If you haven't thought about getting a job, can you tell us why?

An example to help you:



I have not thought about work because I am not sure if I can work without a lot of help.

You can write your ideas here:



Do you have any work skills or experience already?

Have you done any:



- courses?



- training?



What level of schooling or education have you reached?

An example to help you:



When I was at school, I did work experience with a panel beater. I haven't done any proper training or courses. I'm really good at working on cars.

You can write about your skills and experience here:



What do you like doing? What are you good at?



Tell us what you are already good at.

Do you need any help to do these things?

Are there jobs at home that you need to do?

Do you take part in any:



- sports?



- social activities?



- programs?

An example to help you:



I love mowing the lawn. Some people in my street pay me to mow their lawns too. They say I do a great job.

You can write about the things you like to do or are good at here:



How do you get around?



What transport do you use?



Can you drive a car?



Do you use public transport such as buses, trains or taxis?



Do you have the things you need to stay safe when you use public transport?

An example to help you:



I can catch the bus into town and to my grandad's house. I used to keep a card in my wallet that said which stop to get off at. I don't need it anymore.

You can write about your transport needs here:



Finding employment providers



Once you have an NDIS plan, you can choose the support and service providers that you will use.

You can use the NDIS Participant portal to help you find providers in your area.



You can also search for providers on our website.

www.ndis.gov.au



You can use JobAccess to search for DES providers.

www.jobaccess.gov.au



DES isn't funded by the NDIS.

It will be written in the *My services and community involvement* section of your NDIS plan.

Questions you might ask



You might like to ask a service provider some questions before you choose to use their services.

Some good questions to ask are:



- What supports do you think I could use based on the employment skills I need to develop?



- Do you offer 1-on-1 or group support?



- What training and experience have your staff had?



- What type of employment have you found for people who have used your services before?



- What type of jobs do you offer?



- Could I learn new skills if I use your services?



- How many people have you helped find employment?



- How long have people stayed in the jobs you have found for them?



If the provider is a DES provider, you could ask them about their STAR rating.



A STAR rating measures how good a DES provider is.



5 stars is the best.

1 star is not so good.

More information

For more information about this booklet,
please contact us.



www.ndis.gov.au



1800 800 110



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www.facebook.com/NDISAus

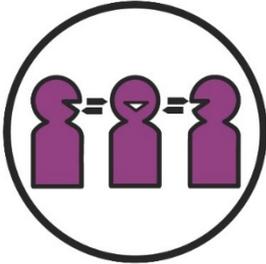


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Support to talk to us

If you speak a language other than English,
you can call:



Translating and Interpreting Service (TIS)

131 450

If you have a speech or hearing impairment,
you can call:



TTY

1800 555 677



Speak and Listen

1800 555 727



National Relay Service

133 677

www.relayservice.gov.au

Word list



Career

Your career is the path you take in your chosen area of work during your life.



Career transition plan

A career transition plan is a way to work out:

- your learning and work goals
- ways you could get work experience.



Disability Employment Services (DES)

DES is run by the Australian Government. DES helps people with disability find and keep jobs.



Discovery activities

When you do discovery activities, someone:

- works with you
- gets to know you
- supports you to develop your plan for employment.



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A discovery record is a document that help you work out what type of work or workplace might be right for you.



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Employment means you:

- have a job
- go to work
- get paid.

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- need help to work out what job would be right for them.



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