



NDIS Employment Support Resource Booklet

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NDIS Employment Support helps people with disabilities build work skills, secure jobs, and stay employed. These supports aim to promote independence, financial security, and meaningful employment by addressing specific needs and goals.

You can find more information directly on the NDIS website, by accessing the *Operational Guidelines*, in the links below.

Work and Study Supports

<https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/social-and-community-participation/work-and-study-supports>

Finding, Keeping and Changing Jobs

<https://www.ndis.gov.au/participants/finding-keeping-and-changing-jobs>

Developing a Pathway to Work

Who is this for?

Individuals who are just beginning to consider employment, including those without prior work experience or with a significant work gap.

Supports Include:

- Goal Setting and Career Planning: Assistance in identifying job interests, setting employment goals, and creating a realistic work plan.
- Skill Development Programs: Training in basic work skills, such as time management, communication, and resume building.





School to Work Transition

Who is this for?

Students with disabilities transitioning from school to work.

Supports Include:

- **School Leaver Employment Supports (SLES):** Programs designed to help recent school leavers gain work-ready skills, including mentorships, internships, and job trials.
- **Vocational Training:** Access to programs, like TAFE or other vocational training, to build job-specific skills.
- **Individualized Transition Plans:** Tailored plans developed with school and NDIS support to ease the move from education to employment.



Finding Employment

Who is this for?

NDIS participants who are ready to start searching for a job.

Supports Include:

- **Disability Employment Services (DES):** Specialized agencies that help people with disabilities find suitable employment, prepare for interviews, and access resume assistance.
- **Interview Training:** NDIS provides access to job coaching, including mock interviews and communication skills training.
- **Workplace Modifications:** Assistance with accommodations, such as modified equipment or schedules, to support success in the workplace.





Self-Employment Support

Who is this for?

Participants who want to start their own business.

Supports Include:

- **Business Planning and Mentorship:** Help with business planning, market research, and developing a sustainable model.
- **Access to Resources and Tools:** Support in accessing grants, equipment, or technology necessary for the business.
- **Financial Management Training:** Workshops on financial planning and management to ensure business sustainability.



Keeping a Job

Who is this for?

Individuals currently employed who need assistance to maintain their position.

Supports Include:

- **On-the-Job Support:** Job coaching, communication skills training, and workplace relationship building.
- **Reasonable Adjustments:** Assistance with workplace modifications, such as adjusted hours, technology, or ergonomic changes.
- **Conflict Resolution:** Access to support when workplace challenges or conflicts arise.





Changing Jobs

Who is this for?

Participants seeking a new job, whether within the same organization or with a new employer.

Supports Include:

- **Career Counseling:** Support to identify new goals and paths within or outside the current role.
- **Skill Updating:** Access to relevant training to develop new skills aligned with career goals.
- **Transition Assistance:** Help with adjusting to new roles or workplaces through coaching and on-site support.



Rights and Protections in the Workplace

Fair Work Protections

Employees with disabilities in Australia have the same rights as all other workers, including fair pay, safe working conditions, and protection from discrimination.

Employers are required to provide necessary support or reasonable adjustments to help employees perform their roles effectively. This may involve adapting the workplace, modifying tasks, or adjusting work hours, depending on the employee's needs and job requirements.

All employees, including those with disabilities, are entitled to fair treatment and must not face discrimination. This includes:

- **Equal Pay:** Workers with disabilities must receive fair wages.
- **Safe Work Environment:** Employers must provide a safe and accessible workplace.
- **Reasonable Adjustments:** Employers are legally required to make reasonable accommodations that allow employees to perform their job tasks effectively.

For more detailed guidance, you can refer to the Fair Work Ombudsman's [resources for employees with disability](https://www.fairwork.gov.au/find-help-for/employees-with-disability) (<https://www.fairwork.gov.au/find-help-for/employees-with-disability>)





What is a Disability Advocate?

A Disability Advocate is a person who can assist you with making complaints, communicating with the NDIS and service providers, communicating with general services including places of education and the workplace, and connect you with legal services relevant to your situation. They offer an independent support for those who feel they are not being listened to, respected, or cared for adequately.

With your permission, they will work with you to defend your rights as a human. They will do this through communicating with the relevant people through speaking, writing, or acting on your behalf, ensuring your voice is heard, and that you are involved in decision making regarding services you access, the care you receive, and the planning of your supports.

**Advocacy is a
free service!**

Who is it for?

A Disability Advocate can help anyone with a disability and/or mental illness. This includes all disabilities – physical, mental, intellectual, or sensory impairments.

When can an Advocate help you?

An advocate can help you when:

- You feel as though you have been treated unfairly by a service
- You feel as though you are not being heard or taken seriously with your concerns
- You would like to appeal decisions made by the NDIS
- You have missed out on an opportunity due to your disability – e.g., course, school, job position, using a service
- If you are being abused, neglected, or taken advantage of
- You are being pushed to make a decision or arrangement you don't agree with
- You have been involved in an accident or injury
- Connecting with appropriate and accessible health services





What can't an Advocate do?

- Provide mediation or counselling
- Provide casework services
- Provide advocacy for a person when a more appropriate service is available
- Provide legal advice (but may help you connect with a legal service if appropriate)
- Provide advocacy services when a disability worker, case worker or support coordinator can provide support without a conflict of interest



Where can I find an Advocate?

You can reach out directly to your Support Coordinator or Psychosocial Recovery Coach to assist in providing a referral and recommendations specific to your needs.

Alternatively, you can search online using one of the following:

New South Wales

- www.askizzy.org.au/disability-advocacy-finder

Queensland

- www.qai.org.au/
- www.qld.gov.au/disability/legal-and-rights/advocacy

Victoria

- www.disabilityadvocacyvic.org.au/

Tasmania

- www.advocacytasmania.org.au/
- www.speakoutadvocacy.org/

Northern Territory

- www.nt.gov.au/wellbeing/disability-services/disability-advocacy
- www.ntcoss.org.au/directory/listing/disability-advocacy-service
- www.das.org.au/

South Australia

- www.dacssa.org.au/
- www.dras.com.au/

Western Australia

- www.disability.wa.gov.au/individuals-families-and-carers/for-individuals-families-and-carers/services-supports-and-eligibility-new/services/services-provided-by-the-commission/advocacy/



Accessing NDIS Employment Support Services

How to Access Support:

- **Work with an NDIS Planner:** To add employment supports to your plan, speak with your NDIS planner about your career goals and necessary supports.
- **Funding Options:** NDIS funding categories, such as Capacity Building and Core Supports, can cover employment-related assistance.
- **Eligibility Requirements:** Employment support is tailored to each individual's goals and may require specific eligibility criteria. Reach out to an NDIS representative for guidance.

Useful Contacts

NDIS Helpline: 1800 800 110

Translating and Interpreting

For a free-of-charge translator or interpreter phone 131 450

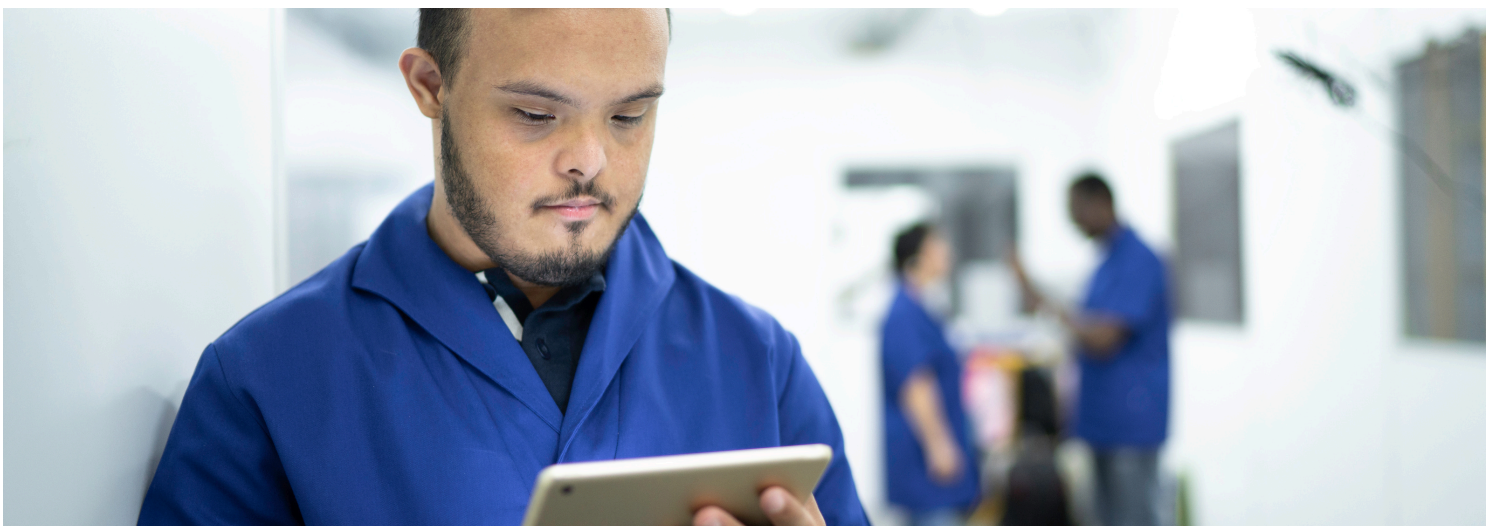
If you have hearing or speech loss

TTY: 1800 555 677

Speak and Listen: 1800 555 727

Disability Employment Services: For tailored job search support and interview training.
<https://www.dss.gov.au/disability-and-carers-programs-services/employment-services-for-people-with-disability>

Fair Work Ombudsman: For workplace rights information.
<https://www.fairwork.gov.au/find-help-for/employees-with-disability>



Australian Human Rights Commission

IncludeAbility (<https://humanrights.gov.au/our-work/disability-rights/includeability-equality-work>) is an initiative of the Australian Human Rights Commission that supports:

- people with disability looking for work
- employers who want to create meaningful employment opportunities for employees with disability.

The Australian Human Rights Commission considers and accepts complaints of workplace discrimination and harassment covered under federal law including complaints based on disability.

Disability Discrimination Act

You can find definitions of disability and discrimination for the purposes of the Disability Discrimination Act 1992 in that Act (<https://humanrights.gov.au/our-work/disability-rights/disability-discrimination>)



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