



My Discovery Workbook

Finding the right job — one step at a time

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My Discovery Workbook

Finding the right job — one step at a time

My Name:

My Employment Counsellor:

We started:

This workbook belongs to me. It tells my story.

Work First | CDERP Customised Employment

How This Workbook Works

This workbook is yours. You and your Employment Counsellor will fill it in together. It helps us find the right kind of work for YOU.

There are 4 stages:

Stage 1 Getting to Know You	Stage 2 What Interests You?	Stage 3 Exploring Jobs	Stage 4 Starting Work
<input type="checkbox"/> Done	<input type="checkbox"/> Done	<input type="checkbox"/> Done	<input type="checkbox"/> Done

You don't have to rush. We go at your pace.

There are no right or wrong answers. We just want to learn about YOU.

Your privacy matters. This information is kept private and only shared with your permission.

Some things to remember:

<input type="checkbox"/>	We are not here to tell you what job you have to do.
<input type="checkbox"/>	We are here to help you find work that suits you.
<input type="checkbox"/>	Your likes, interests and skills all matter.
<input type="checkbox"/>	We will visit places and meet people together.
<input type="checkbox"/>	We will take notes and keep track of what we find out.

Stage 1 — Getting to Know You

About Me

Your Employment Counsellor will visit your home or another place you feel comfortable. They will listen, watch and learn about what you love and what you are good at.

My Details

My full name	Date today

My home address

My phone number	My email (if I have one)

My Home

Your Employment Counsellor will visit and look around with you. They want to understand your home, your room and the things that matter to you.

What does my home look like? Who lives here?

Things I noticed — what's on the walls? What collections or special items did I see?

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What did my Employment Counsellor see that tells them something about me?

My Daily Life

Routines and daily tasks tell us a lot about skills you already have.

What do I do each day? (morning routines, chores, things I help with)

Do I start things on my own?	Do I follow instructions well?

My Hobbies and Interests

What do I love to do? What gets me excited?

Sports, games, crafts, music, animals, technology — what did my Employment Counsellor notice?

My Community

Who do I spend time with outside of home? (friends, groups, clubs, community activities)

Places I go regularly	How often?

My Skills

Skills are things you can do — even at home or in your community. They count in a workplace too!

What skills and talents did my Employment Counsellor notice?

My Neighbourhood

We think about what is nearby — this helps us find jobs that are easy for you to get to.

What is nearby? (shops, parks, transport, workplaces, community groups)

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Are there things that are tricky or need extra support? (e.g. transport, noise, crowds)

Summary — What We Found Out in Stage 1

Employment Counsellor's summary: What is this person's story so far?

Stage 1 — Sign Off

Completed date	Employment Counsellor signature

Client signature / initials	Employment Manager signature

Stage 1 — Talking to Family and Friends

People who know you well can help us understand what you are good at and what you enjoy. Your Employment Counsellor will have a chat with them.

Visit 1

Name	Relationship to me

Date	Where we met

What did we find out?

Visit 2

Name	Relationship to me

Date	Where we met

What did we find out?

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Visit 3

Name	Relationship to me

Date	Where we met

What did we find out?

What Are My Top 3 Interests?

Based on everything we have found out so far, here are the things that stand out:

Interest 1:

Interest 2:

Interest 3:

Places to Visit — Pathway Visits

Pathway Visits are short trips to different types of workplaces so we can see what suits you best. They are not job interviews!

Place to visit	Why are we going there?
1.	
2.	
3.	
4.	
5.	
6.	

Stage 1 — Pathway Visits

We will visit up to 9 places. At each visit your Employment Counsellor watches what you enjoy and what you are good at. You don't need to do anything except be yourself.

Pathway Visit 1

Where did we go?	Date

Contact name	Contact phone / email

What did we see and do?

What skills did I show? What did I need help with?

Pathway Visit 2

Where did we go?	Date

Contact name	Contact phone / email

What did we see and do?

--

What skills did I show? What did I need help with?

Pathway Visit 3

Where did we go?

Date

--	--

Contact name

Contact phone / email

--	--

What did we see and do?

What skills did I show? What did I need help with?

Pathway Visit 4

Where did we go?	Date

Contact name	Contact phone / email

What did we see and do?

What skills did I show? What did I need help with?

Pathway Visit 5

Where did we go?	Date

Contact name	Contact phone / email

What did we see and do?

What skills did I show? What did I need help with?

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Pathway Visit 6

Where did we go?	Date

Contact name	Contact phone / email

What did we see and do?

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What skills did I show? What did I need help with?

Pathway Visit 7

Where did we go?	Date

Contact name	Contact phone / email

What did we see and do?

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What skills did I show? What did I need help with?

Pathway Visit 8

Where did we go?

Date

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Contact name

Contact phone / email

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What did we see and do?

What skills did I show? What did I need help with?

Pathway Visit 9

Where did we go?	Date

Contact name	Contact phone / email

What did we see and do?

What skills did I show? What did I need help with?

Pathway Visits — Summary

What skills came up most often? What settings seemed to suit me? Were there any tricky situations?

Stage 2 — What Interests Me?

A vocational theme is a broad area of work that suits your interests. It is NOT a specific job title. One theme can lead to many different types of jobs.

My 3 Vocational Themes

Based on everything we found out in Stage 1, here are the 3 themes that came up most:

Theme 1:	Evidence:

Theme 2:	Evidence:

Theme 3:	Evidence:

Have I talked about these themes with my client? Do they make sense to them? ✓

Places to Explore for Each Theme

We will find 3 businesses for each theme to visit and learn more about.

Theme 1 — Businesses to visit
Business 1:
Business 2:
Business 3:

Theme 2 — Businesses to visit

Business 1:
Business 2:
Business 3:

Theme 3 — Businesses to visit
Business 1:
Business 2:
Business 3:

Informational Visits — What Did We Find Out?

These are not job interviews. We are visiting to learn more about the types of work and see how I feel in those settings.

Informational Visit 1

Business name	Location

Contact person	Contact details

What did we see? What did I do? How did I feel?

Informational Visit 2

Business name	Location

Contact person	Contact details

What did we see? What did I do? How did I feel?

Informational Visit 3

Business name	Location

Contact person	Contact details

What did we see? What did I do? How did I feel?

Informational Visit 4

Business name	Location

Contact person	Contact details

What did we see? What did I do? How did I feel?

Informational Visit 5

Business name	Location

Contact person	Contact details

What did we see? What did I do? How did I feel?

Informational Visit 6

Business name	Location

Contact person	Contact details

What did we see? What did I do? How did I feel?

What Have We Learnt?

What skills and tasks did I show?

What support or accommodations did I need?

How does this type of work fit with my life?

How will I get to work?	What hours would work for me?

What are my ideal work conditions? (inside/outside, quiet/busy, alone/with others, etc.)

My One Page Personal Profile

This is a short summary of who I am, what I can do, and what I am looking for. It can be shown to potential employers.

Who I am and what I bring to a workplace:

My key skills and abilities:

The type of work I am looking for:

What support I might need:

Stage 2 — Sign Off

Completed date	Employment Counsellor signature

Client signature / initials	Employment Manager signature

Stage 3 — Exploring Jobs

Now we use everything we have learnt to start actively looking for a job that fits you. We use something called the Vocational Tree to map out all the possibilities.

The Vocational Tree

A tree has many branches. Each branch is a type of work. Each leaf is a real business where that work happens. We start with 3 themes, 3 occupational fields each, and 3 businesses each — that's 27 possibilities!

Theme 1:		
Field A:	Field B:	Field C:
Business 1:	Business 1:	Business 1:
Business 2:	Business 2:	Business 2:
Business 3:	Business 3:	Business 3:

Theme 2:		
Field A:	Field B:	Field C:
Business 1:	Business 1:	Business 1:
Business 2:	Business 2:	Business 2:
Business 3:	Business 3:	Business 3:

Theme 3:		
Field A:	Field B:	Field C:
Business 1:	Business 1:	Business 1:
Business 2:	Business 2:	Business 2:
Business 3:	Business 3:	Business 3:

Which Businesses Appear in More Than One Theme?

Businesses that appear across multiple themes have the most job opportunities for you. Start there!

Businesses with the most overlap (most opportunities):

Other strong businesses:

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Stage 3 — Informational Visits (Focused on Getting a Job!)

This time the informational visits are different. We are looking for actual job opportunities.

Visit 1

Business name	Location

Contact person	Contact details

What happened? What did we learn? Any job opportunities?

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Visit 2

Business name	Location

Contact person	Contact details

What happened? What did we learn? Any job opportunities?

Visit 3

Business name	Location

Contact person	Contact details

What happened? What did we learn? Any job opportunities?

Visit 4

Business name	Location

Contact person	Contact details
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What happened? What did we learn? Any job opportunities?

Visit 5

Business name	Location

Contact person	Contact details

What happened? What did we learn? Any job opportunities?

Visit 6

Business name	Location

Contact person	Contact details

What happened? What did we learn? Any job opportunities?

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Visit 7

Business name	Location

Contact person	Contact details

What happened? What did we learn? Any job opportunities?

Visit 8

Business name	Location

Contact person	Contact details

What happened? What did we learn? Any job opportunities?

Visit 9

Business name	Location

Contact person	Contact details

What happened? What did we learn? Any job opportunities?

What Have We Learnt from These Visits?

What skills and tasks did I show?

What support or accommodations did I need?

How does this type of work fit with my life?

How will I get to work?	What hours work for me?

What are my ideal work conditions?

Stage 3 — Sign Off

Completed date	Employment Counsellor signature

Client signature / initials	Employment Manager signature

Stage 4 — Starting Work!

Congratulations! A job has been found. Now we make sure everything is set up so that the job goes well and lasts a long time.

My New Job Details

My name	Contact details

Employer / Business	Employer contact details

Business address

My work days	My work hours

Type of employment (casual / part-time / full-time)	My job title / role

My workplace mentor (the person at work who helps me)

Have We Sorted Out the Basics?

Tick each box once it is done. Do not move on until all boxes are ticked.

<input type="checkbox"/>	My job tasks and responsibilities have been discussed and agreed
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<input type="checkbox"/>	Promotion and career pathway options have been discussed
<input type="checkbox"/>	My wages and pay arrangements are confirmed
<input type="checkbox"/>	On-the-job support has been planned
<input type="checkbox"/>	Workplace accommodations are in place
<input type="checkbox"/>	Centrelink / DSP income reporting plan is in place

My Job Training Plan

What training do I need to do my job well?	

How will problems at work be handled? Who do I go to?

When is my first performance review?	Who will I meet with?

Planning for My Support to Reduce Over Time (Fading)

At the start, your Employment Counsellor will be with you often. Over time, as you settle in, they will visit less. This is normal and healthy.

Who is my workplace mentor? What will they help me with?

What is the plan for my Employment Counsellor to gradually step back?

Date of first support review	Date of next support review

My Summary

What has been agreed between me, my employer and my Employment Counsellor?

Final Sign Off — Everyone Agrees

Everyone signs below to show they are happy with the plan.

Name		Signature
Client		
Employer		
CE Facilitator		
Work First Manager		
Date:		

Congratulations — Discovery Complete!

Work First | CDERP Customised Employment

Thank you for completing your Discovery journey.

Every step you took brought you closer to the right job for you.



Get in touch

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