



Let's talk about work

Easy Read version



ndis

[ndis.gov.au](https://www.ndis.gov.au)

How to use this document



The National Disability Insurance Agency (NDIA) wrote this document.

When you read the word 'we', it means the NDIA.



We wrote this document in an easy to read way.

We use pictures to explain some ideas.



We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page **31**.



This is an Easy Read summary of another document.



You can find the other document on our website.

www.ndis.gov.au



You can ask for help to read this document.

A friend, family member or support person may be able to help you.

What's in this document?

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About this document



In this document, we talk about **employment**.



Employment means you:

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



We want to support you with your employment goals.



This includes support to:

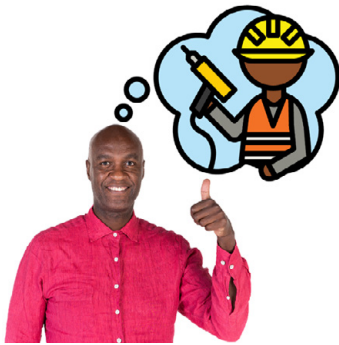
- build your skills
- find the right job for you.



This document shares information to support you if you:



- aren't sure about getting a job



- want to start working



- already have a job.

You can use this information to help you:



- fill out your 'My work goals' workbook



- talk to someone about how the National Disability Insurance Scheme (NDIS) can support your employment goals.



This information will also help you talk to someone about how the National Disability Insurance Scheme (NDIS) can support your employment.



For example, you can talk to a **local area coordinator**.

A local area coordinator is someone who helps people with disability find and use supports and services.

How the NDIS can support your employment goals



The NDIS can support you to achieve your employment goals through an **NDIS plan**.



An NDIS plan is a document that includes information about:

- you and your goals
- what support you receive from the NDIS.



Your NDIS plan can include **funding** to help you achieve your employment goals.

Funding is the money from your plan that pays for the supports you need.

Your NDIS plan can include supports to help you:



- build your skills



- get ready for work



- do things on your own.



Your NDIS plan might also include information about employment supports you can use in the community.



Your NDIS plan meeting is a good time to talk about:

- your work goals
- what has stopped you from working.



The NDIS can also help your **employer** to make sure the job is right for you.

An employer is a person who hires other people to work for them.



You can find out more about how the NDIS can support you on our website.

www.ndis.gov.au/participants/finding-keeping-and-changing-jobs



You can also read about NDIS participants employment stories on our website.

www.ndis.gov.au/employmentstories

Types of employment



We can include funding in your NDIS plan to support you in different types of employment.



We explain the different types of employment below.

Open employment



Open employment includes workplaces where anyone can get a job, not just people with disability.

It can include jobs where you work for:



- yourself



- a business



- an organisation.

Micro-businesses



A micro-business is a small business.



Micro-businesses:

- are run by one person
- only hire one to 4 people.

Self-employment



Self-employment means you:

- run your own business
- work for yourself.



For example, you might have your own gardening business.

Social enterprise



Social enterprises are businesses that train and hire people to do work that will support the community.

Supported employment services



Supported employment services are businesses that train and hire people with disability.

They used to be called Australian Disability Enterprises.



Supported employment services offer jobs and training in different areas of work.



They can help you build the skills you need for other types of employment.

Volunteer work



When you **volunteer**, you:

- work but you don't get paid.
- do work that helps the community.



Volunteer work can help you get experience doing a certain job.



The experience you get when you volunteer can help you get a paid job.

Employment support for young people

Getting a job while you're at school



You might want support to find and keep a job while you're at school.



We might be able to give you funding for supports to help you get a job.



We might be able to give you funding for supports to help you take part in **work experience**.



Work experience:

- lasts for a short time
- lets you find out what a job could be like
- gives you some experience in a job.



We might be able to give you funding for supports to help you take part in **traineeships or apprenticeships**.



A traineeship or apprenticeship is when students learn how to do a job while they are at work.

You can get more information from your:



- **support coordinator** – who helps you plan and use your supports



- **my NDIS contact**.



Your my NDIS Contact is a person who you can speak to about your NDIS plan.

Moving from school to work



Before you leave school, it's important to think about your:

- employment goals
- study goals.

We will make sure your NDIS employment and study supports:



- meet your needs



- build your skills



- help you achieve your goals.

This includes making sure your NDIS employment and study supports help you:



- get more work experience



- find the type of work that is right for you



- connect with the right employer.

Finding work after you leave school



After you leave school, we might be able to give you funding for supports to build your work skills.

These supports can help you:



- build your skills



- find out what you're good at



- find out what you like to do.



These supports can also help you:

- believe in yourself
- know what you can do
- try new things.



We can also support you to:

- get work experience in open employment
- find the right job for you.



We can also support you to connect with a **Disability Employment Services (DES) provider** if you need.

DES providers help people with disability find and keep jobs.

How to find employment providers



After you get an NDIS plan, you can choose what **providers** you will use for your employment supports.

Providers support people with disability by delivering a service.



You can find a provider using the 'Provider finder' tool on our website.

www.ndis.gov.au/participants/working-providers/find-registered-provider/provider-finder

You can also get help to find a provider from your:



- my NDIS contact



- support coordinator.



You can change providers if you're not happy with their service.

Questions you might ask



Asking questions can help you choose the provider that's right for you.

Some good questions are:



- How will you support me to build the skills I need to get a job?



- What experience do your staff have?



- How many people have you helped find employment?



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

If you are speaking to a supported employment service provider, you could ask them:



- What type of employment do you offer?



- Will you teach me new skills while I work for you?



- Can you help me get a job in open employment when I'm ready?

What to do if you don't have a job



At the end of your NDIS plan, you will have a **plan reassessment**.

When we do a plan reassessment, we check to see if the supports in your plan still work well for you.

Your my NDIS contact will:



- talk about your goals



- check if you need more support in your plan.

Your provider can give you a report about:



- your work goals



- the skills you still need to build



- the plan to help you reach your goals.



Your provider can also give you a report about:

- the support you have used so far for your goals
- how this support has helped you.

If you are worried about your supports or services



You can talk to your providers if you are worried about your supports or services.

If you don't feel safe talking to your provider, you can contact your:



- support coordinator



- local area coordinator.



You can also contact the **NDIS Quality and Safeguards Commission**.

We call them the NDIS Commission.



The NDIS Commission makes sure people with disability who take part in the NDIS:

- are safe
- get good services.



You can find the NDIS Commission's contact information on their website.

www.ndiscommission.gov.au/contact-us

More information

For more information about this document, please contact us.



You can visit our website.

www.ndis.gov.au



You can call us.

1800 800 110



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[@NDIS](https://twitter.com/NDIS)

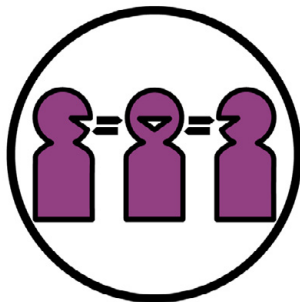
X used to be called Twitter.

Support to talk to us



You can talk to us online using our webchat feature at the top of our website.

www.ndis.gov.au



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.accesshub.gov.au/about-the-nrs

Word list

This list explains what the **bold** words in this document mean.



Disability Employment Services (DES) provider

DES providers help people with disability find and keep jobs.



Employer

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My NDIS contact

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Notes





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