Australian Government

Inclusive Employment Australia

Finding careers for people with disability

Working with your provider

Inclusive Employment Australia

Easy Read

Easy Read version



How to use this document

We are the Australian Government Department of Social Services.

We wrote this document.



We wrote some words in **bold**.

We explain what these words mean.

There is also a list of these words on page 23.



You can ask someone you trust for support to:

- read this document
- find more information.

This is an Easy Read summary of another document.

It only includes the most important information.



You can find the other document on our website.

www.dss.gov.au/inclusive-employment-australia

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About Inclusive Employment Australia

Inclusive Employment Australia is a program that supports people to:

- get ready for a job
- find a job
- keep a job.

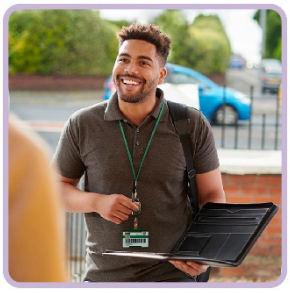


We call it the program.



To take part in the program you must have either:

- a disability
- an injury
- a health condition.



Providers support people by delivering the program.



A provider can help you make a plan about what you will do to find work.



A provider can also support you to find and keep a job.



You can change your provider at any time.

Working with your provider



Your provider will work with you to understand:

- what type of job you want
- what you are good at
- what support you need.



Your provider will also work with you to create a Job Plan.



Your Job Plan explains how you and your provider will work together.

This includes:



- how to stay in contact with your provider



- when you need to meet with your provider



- how your provider will check that you are following the Job Plan.

Types of Job Plans

There are 2 types of Job Plans:



- Meaningful Engagement Job Plans



- Detailed Job Plans.



One plan is simple.

One plan has more detail.



We explain both Job Plans below.

Meaningful Engagement Job Plans



Meaningful Engagement Job Plans include activities you agree to do.

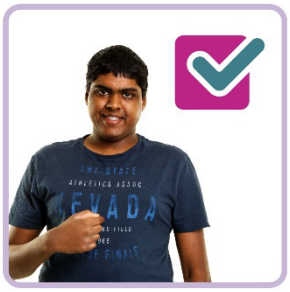
We call this **meaningful engagement**.



For example, activities might include:

- going to a job interview
- training to help you get ready to work
- going to work.

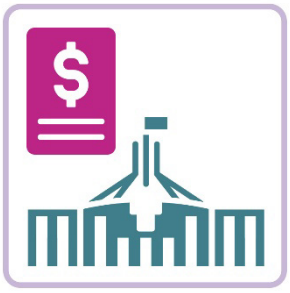
When you have a Meaningful Engagement Job Plan, you agree to:



- do the activities that you and your provider agreed you would do



- stay in contact with your provider.



You might need to do these activities to get an **income support payment**.



Income support payments are for people who need extra support to pay for everyday costs.



For example, because:

- they don't have a job yet
- something is stopping them from working – like an injury.



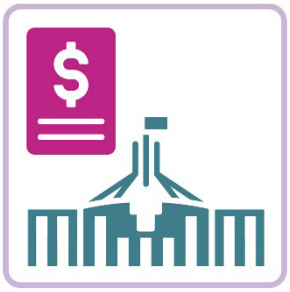
You don't need to get an income support payment from the Australian Government to take part in the program.



You can stay on your Meaningful Engagement Job Plan for a long time.

Detailed Job Plans

You only need a Detailed Job Plan if you:



- must take part in the program to get an income support payment



- have not been following your Meaningful Engagement Job Plan.



Your Detailed Job Plan will have other activities for you.

This might include:



- training to help you get ready to work



- doing work experience at a real workplace



- going to job interviews



- contacting **employers.**

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



Your Detailed Job Plan might also include support from:

- a doctor
- health worker.



You can also talk to your provider about including work you get paid for in your Detailed Job Plan.

Checking your Job Plan



You don’t have to agree to your Job Plan right away.



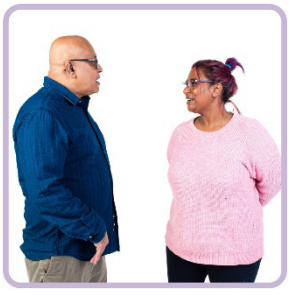
You have 2 days to:

- check your Job Plan
- decide if you agree to it.

You can:

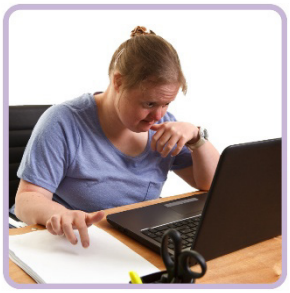


- ask for more time



- talk to someone you trust about your Job Plan.

  For example, a carer or family member.



You can read or download your Job Plan in your Workforce Australia account.



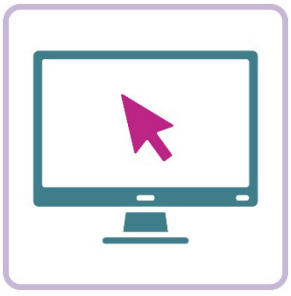
You can also ask your provider for more time to check your Job Plan.



You can also ask a disability **advocate** for support.

An advocate is someone who can:

- support you
- help you have your say
- give you information and advice.



You can search for a disability advocate online.

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

Agreeing to your Job Plan

Agreeing to your Job Plan means you agree to:



- stay in contact with your provider



- do what you have agreed with your provider on time.



You can agree to your Job Plan when you are happy with what it says.

You can agree by:



- telling your provider



- logging into your Workforce Australia account.

What to do if you don’t agree



You don’t have to agree with your Job Plan.



You can ask your provider questions.



You can also talk to them about changing your Job Plan.

You can ask for more time.



You can contact the National Customer Service Line if you still can’t agree with your provider.



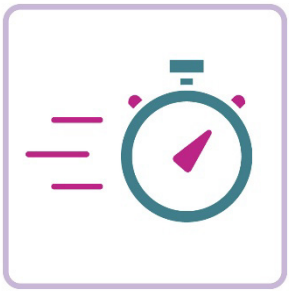
You can call them.

1800 805 260

What happens if you don’t follow your Job Plan



You should tell your provider if you can’t do something that is in your Job Plan.



You should do this as soon as you can.



Your provider can work with you to:

- understand what happened
- understand what support you need
- make sure your Job Plan works for you.

How to change your provider

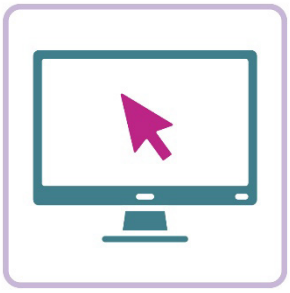


You might want to change your provider if:

- you can’t agree on your support
- they’re not right for you.



There are 2 ways you can do this.



You can visit the Workforce Australia website to change your provider.

www.workforceaustralia.gov.au



You can also call the National Customer Service Line to change your provider.

1800 805 260

Contact us



You can call the National Customer Service Line.

1800 805 260

National Relay Service

You can use the National Relay Service if you:

- are deaf or hard of hearing
- find it hard to speak using the phone.

There are 2 ways you can use this service:



1. TTY – Type and read

   1800 555 677



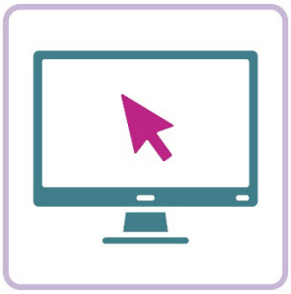
2. Speak and listen

   1800 555 727



You can ask them to connect you to the National Customer Service Line phone number.

1800 805 260



You can also visit the National Relay Service website.

www.accesshub.gov.au

TIS TRANSLATING AND INTERPRETING SERVICE

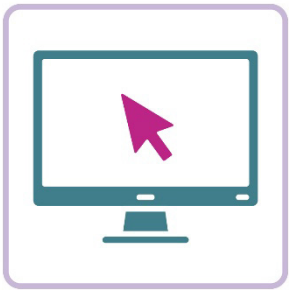
If you need help in a language other than English, you can call the Translating and Interpreting Service.

13 14 50



You can ask them to connect you to the National Customer Service Line phone number.

1800 805 260



You can visit our website.

www.dss.gov.au/inclusive-employment-australia

Word list

This list explains what the **bold** words mean.



Advocate

An advocate is someone who can:

- support you
- help you have your say
- give you information and advice.



Employer

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



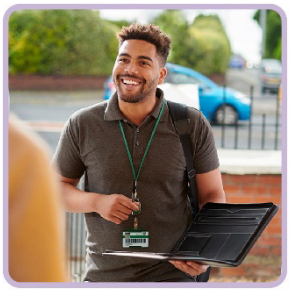
Income support payment

Income support payments are for people who need extra support to pay for everyday costs.



Meaningful Engagement

Meaningful engagement is the activities you agree to do in your Meaningful Engagement Job Plan.



Providers

Providers support people by delivering the Inclusive Employment Australia program.

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