Australian Government

Inclusive Employment Australia

Finding careers for people with disability

Support to find and keep a job

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 19.



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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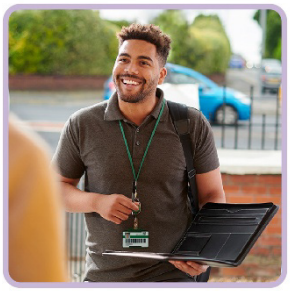
About Inclusive Employment Australia

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.



Providers support people by delivering the program.



The program includes providers who have experience with people who have different:

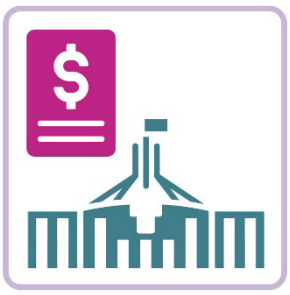
- disabilities
- backgrounds
- health conditions.

Who can take part in the program



To take part in the program you must have either:

- a disability
- an injury
- a health condition.



You might need to take part in the program to get an **income support payment** from the Australian Government.



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
- they are studying or training.



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



You can take part in the program even if you can only work for a few hours each week.



You can stay in the program as long as you need to.

Choose support that works for you



You can choose a provider that understands your:

- disability
- injury
- health condition.



You can change to a different provider at any time.



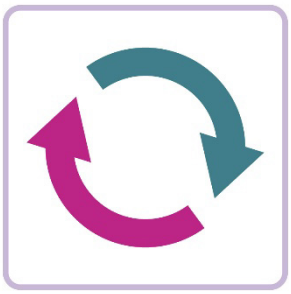
You and your provider can choose:

- how much support you need
- what you need support to do
- how you want to get support.

You can tell your provider:



- what type of job you want



- if you want to change the supports you get.



Your provider should work with you to meet your needs.

This includes what you need to communicate.

How providers can support you

Getting ready for work



Your provider can support you to get ready to find a job.

For example, they can:



- support you to do training



- show you how to do a job interview



- help you write a **resume**.



A resume is a document that lists your:

- work experience
- education
- skills.

Finding work



Providers can help you find a job that matches what you:

- are good at
- enjoy.



Your provider can support you to create a plan to help you find and keep a job.

Your provider can support you to connect with:



- support to help you get ready for work



- local **employers**.

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

Support at work

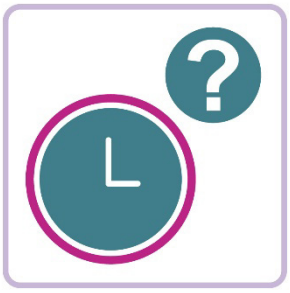


Your provider can keep supporting you once you have a job.

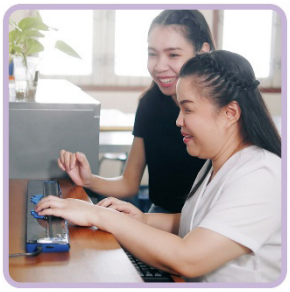
For example, they can help you:



- ask for changes to your workplace – sometimes called a reasonable adjustment



- talk to your employer about how many hours you can work



- set up **assistive technology**.



Assistive technology is equipment or a device that can help people do things more easily.

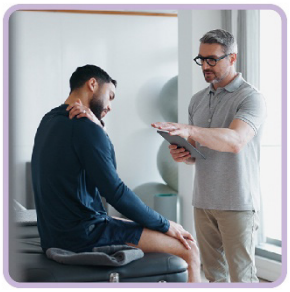
For example, a wheelchair or a hearing aid.

Other support



Your provider can also help you get other support:

- for your wellbeing
- to do things for yourself.



For example, support from a **physiotherapist**.

Physiotherapists can help people:

- move their bodies better
- get better after an injury.

How providers can support your employer



Providers can support employers to make their workplaces more **inclusive**.



When something is inclusive, everyone:

- can take part
- feels like they belong.



Providers can help employers find the right people for their jobs.



Providers can help employers to pay people when they start work.



Providers can also help employers to pay to change parts of the workplace to support people to work there.



For example, buying a ramp.



Providers can help employers keep people in their jobs.



Providers can help employers understand:

- disability
- injury
- health conditions.



Providers can also support staff to work well with each other.

How to change your provider

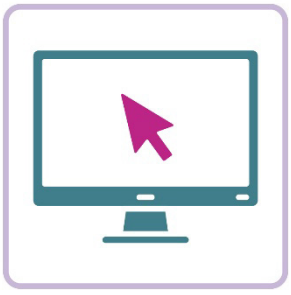


You might want to change your provider if:

- 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

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.

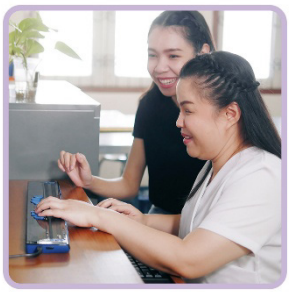
1800 805 260

You can visit our website.

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

Word list

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



Assistive technology

Assistive technology is equipment or a device that can help people do things more easily.

For example, a wheelchair or a hearing aid.



Employer

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



Inclusive

When something is inclusive, everyone:

- can take part
- feels like they belong.



Income support payment

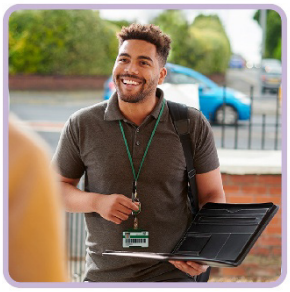
Income support payments are for people who need extra support to pay for everyday costs.



Physiotherapist

Physiotherapists can help people:

- move their bodies better
- get better after an injury.



Providers

Providers support people by delivering the Inclusive Employment Australia program.

Resume



A resume is a document that lists your:

- work experience
- education
- skills.

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