



Planning your pathway to work

An Easy Read guide



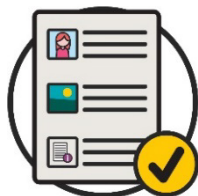
ndis

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

How to use this guide



The National Disability Insurance Agency (NDIA) wrote this guide. When you see the word 'we', it means the NDIA.



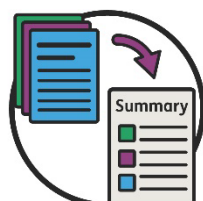
We wrote this guide in an easy to read way.
We use pictures to explain some ideas.

Bold
Not bold

We wrote some 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 26.



This Easy Read guide is a summary of another guide.
This means it includes the most important ideas.



You can find this guide on our website.
ourguidelines.ndis.gov.au/understanding-supports/employment-supports



You can ask for help to read this guide.
A friend, family member or support person may be able to help you.

What's in this guide?

| | |
|------------------------------|----|
| What is employment? | 4 |
| About this guide | 5 |
| Things to think about | 8 |
| Who can you talk to? | 11 |
| Getting experience | 14 |
| Types of support you can get | 17 |
| How we can support you | 19 |
| More information | 24 |
| Word list | 26 |

What is employment?



Employment means you:

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



Everyone has different work goals, including the:

- job they want
- work they want to do
- **career** they want to have.



Your career is the path you take in the area of work you choose.

During your life, you can change your:

- career
- job.

About this guide



This guide is about planning your pathway to work.



It has information for people who take part in the NDIS.

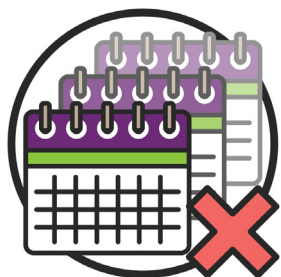
This includes people who:



- want to work



- have never worked



- have not worked in a long time.



When you start planning your pathway to work, it can help you work out what you need to do.

Before you look for work, you might need to think about:



- what you like to do



- what you can do well



- the skills you need to build



- activities that fit in with your life.

Planning your pathway to work can also help you:



- learn about what support you might need



- reach your work goals faster.



We also wrote a guide for people who are moving from school to work.

You can find the Easy Read version on our website.

[ourguidelines.ndis.gov.au/understanding-supports/
employment-supports/moving-school-work](https://ourguidelines.ndis.gov.au/understanding-supports/employment-supports/moving-school-work)

Things to think about



You can think about what new skills you might need to help you get a job.



If you choose to learn new skills, it can help you to be in control of your own:

- life
- choices.

For example, you can get your driver's licence and drive to your new job.

You can also think about:



- where you want to work



- how you will get to work.



You can also think about much you want to work, if you want to work.



You might want to work **full-time**.

This is when you work at least 38 hours each week



You might want to work **part-time**.

This is when you work:

- less than 38 hours each week
- the same days each week.



Or you might want to have a **casual** job.

This is when you work less than 38 hours each week.

But you might:

- not work every week
- work different days each week.



You can also think about:

- if you need supports at work to help you
- how they will be a part of your day.



For example, a screen reader program for your computer.



You could ask someone for support when you talk to the organisation you work for.

For example, a family member or friend.

Who can you talk to?



To find out what work might be like for you, you can talk to people you know and trust.

This could include your:



- family



- carers



- friends.



You can talk to someone you know in the community.

For example, a sport coach or community leader.

You can also talk to a **career coach**.



A career coach is someone who helps people find out what they want to do:

- with their career
- when they finish school.

These people can help you think about:



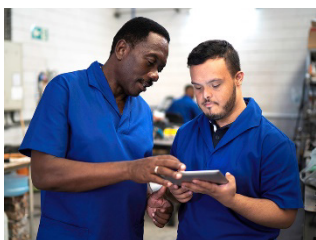
- your work goals



- what jobs might be good for you



- what support you might need.



They can help you find out what training you need to get the job you want.



They can also help you make a plan to find a job.



You can also ask them questions about their careers.



You can use the 'Let's talk about work' booklet.



You can find an Easy Read version of this booklet on our website.

www.ndis.gov.au/participants/finding-keeping-and-changing-jobs/lets-talk-about-work

Getting experience



To find out what you like to do, you can get work experience in different **workplaces**.

Workplaces are any place you work, such as:



- an office



- a factory

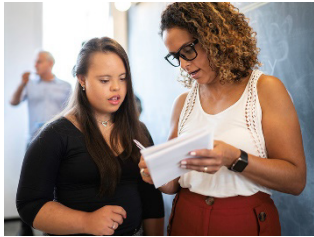


- a shop.



If you choose to do work experience, it can help you to learn more about the jobs you might like.

It can also help you meet new people when you look for a job in the future.



You can also do a **work placement** while you study.

When you do a work placement, you:



- get paid to do a job for a certain amount of time



- learn the skills you need for that type of job.



You can do an **apprenticeship**.

This is when you learn how to do a job while you are at work.



For example, you can do an apprenticeship as a:

- builder
- hairdresser
- chef.



You can also **volunteer** for organisations that you:

- like
- are interested in.



When you volunteer, you do work without getting paid so you can:

- help others
- build your skills.



If you choose to volunteer with an organisation, it can be a good step before you find a job.

It can also help you meet new people when you look for a job in the future.

Types of support you can get



There are lots of different supports that can help you plan your pathway to work.

You might try different supports before you find the ones that work for you.



You might end up using:

- 1 type of support
- more than 1 type of support.



You can use supports that help people find and keep a job.



For example, a career coach could work with someone that helps you with your mental health.

They work together to support you in work and study.

We call this individualised placement supports.



Or you could try work placement.



You can also get support from programs that help you:

- get the right skills for a job
- find a job that suits you



We call these bridging programs.

They also support the organisation you work for.

How we can support you



There are lots of people who can support you when you are planning your pathway to work.



You can talk to your **Local Area Coordinator (LAC)**.

An LAC is someone who helps people with disability:

- join and use the NDIS
- find community services.



You can also talk to your **support coordinator**.

A support coordinator is someone who helps people who take part in the NDIS plan and use their supports.



You can talk to your **NDIA planner**.

An NDIA planner is someone who can help you make or change an NDIS plan.

You can ask them to:



- help you plan your work goals



- show you how to use your plan.



You can also ask them about how to find and use supports in the community.

How to find providers



We can help you find a **provider** to help you with your employment.

A provider supports other people by delivering a service.



For example, an employment provider supports people with disability to find and keep a job.

Or a different type of provider might help you do more things for yourself.

They can be an:



- organisation



- individual.



It's important to choose a provider who will:

- listen to you
- treat you with respect.

A good provider should ask you about:



- your skills



- what you like to do.



They should help you find training in a job that you like, including:

- work experience
- work placement.



They should also give you chances to build your **capacity**.

Your capacity is:



- your ability to do something



- the skills you have



- knowing the right people who can help you.

A good provider:



- has people who work for them that can support your pathway to work



- will give you information about how they helped other people find and keep a job.



We have a list of providers on the 'Provider finder' page of our website.

[www.ndis.gov.au/participants/working-providers/
find-registered-provider/provider-finder](http://www.ndis.gov.au/participants/working-providers/find-registered-provider/provider-finder)

More information



There are lots of other websites that have information about employment.



We explain these websites in a guide called 'Websites with more information'.

You can find the Easy Read version on our website.

ourguidelines.ndis.gov.au/understanding-supports/employment-supports

For more information about this guide, please contact us.



www.ndis.gov.au



1800 800 110



Follow us on Facebook.

www.facebook.com/NDISAus



Follow us on Twitter.

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

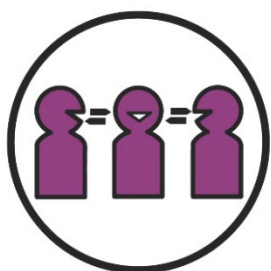
Support to talk to us



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

www.ndis.gov.au

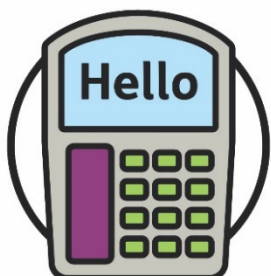
If you speak a language other than English, you can call:



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.relayservice.gov.au

Word list

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



Apprenticeship

This is when you learn how to do a job while you are at work.



Capacity

Your capacity is:

- your ability to do something
- the skills you have
- knowing the right people who can help you.



Career

Your career is the path you take in the area of work you choose.

During your life, you can change your:

- career
- job.

Career coach



A career coach is someone who helps people find out what they want to do:

- with their career
- when they finish school.

Casual



When you work at a casual job, you work less than 38 hours each week.

But you might:

- not work every week
- work different days each week.

Employment



Employment means you:

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



Full-time

When you work full-time, you work at least 38 hours each week.

Local Area Coordinator (LAC)



An LAC is someone who helps people with disability:

- join and use the NDIS
- find community services.



NDIA planner

An NDIA planner is someone who can help you make or change an NDIS plan.



Part-time

When you work part-time, you work:

- less than 38 hours each week
- the same days each week.



Provider

A provider supports other people by delivering a service.



Support coordinator

A support coordinator is someone who helps people who take part in the NDIS plan and use their supports.



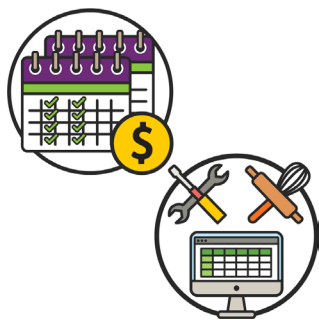
Volunteer

When you volunteer, you do work without getting paid so you can:

- help others
- build your skills.

Work placement

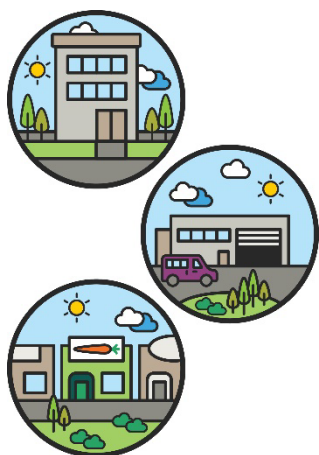
When you do a work placement, you:



- get paid to do a job for a certain amount of time
- learn the skills you need for that type of job.

Workplaces

Workplaces are any place you work, such as:



- an office
- a factory
- a shop.



The Information Access Group created this Easy Read document using stock photography and custom images. The images may not be reused without permission. For any enquiries about the images, please visit www.informationaccessgroup.com. Quote job number 4690-A.



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