



Moving from school to work

An Easy Read guide



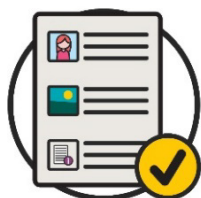
ndis

[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.



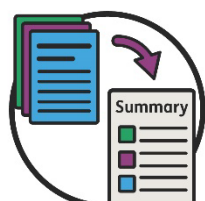
We wrote this guide in an easy to read way.
We use pictures to explain some ideas.

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 22.



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?

About this guide 4

Things to think about 6

Who can you talk to? 8

Getting experience 11

How we can support you 14

Who else can support you? 19

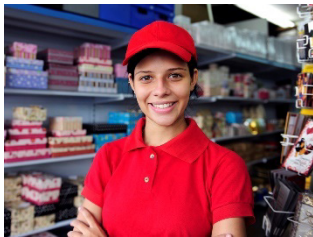
More information 20

Word list 22

About this guide



This guide is about moving from school to work.

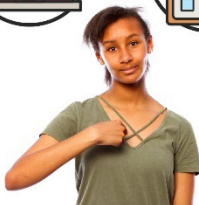


It has information for students who want to work when they finish high school.



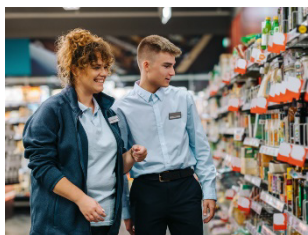
This guide can help you start thinking about what you want to do when you finish school.

You should do this as early as possible.



It's a good idea to have a work goal while you are still at school.

It can make it easier to find a job when you do finish school.



For example, you can get a:

- **part-time** job
- **casual** job.



When you work part-time, you work:

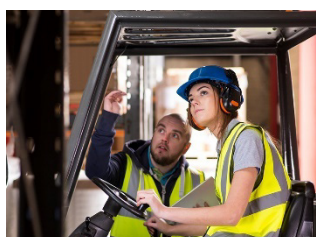
- less than 38 hours each week
- the same days each week.



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.



These types of jobs are a good way for you to:

- find out what you like to do
- get some work experience.



We can help you find someone to talk to about moving from school to 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.



When you are still at school, you can think about getting a part-time or casual job.

You can also think about:



- where you want to work



- how you will get to work



- if you want to work casual or part-time.

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



- teachers.



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.



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

During your life, you can change your:

- career
- job.



They can help you think about jobs you will be good at.

They can also help you think about:



- your work goals



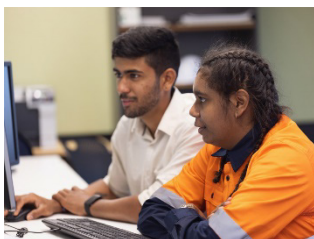
- how to reach your work goals.

They can help you have more **confidence**.

When you have confidence, you:



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



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



And you can ask them questions about different careers.

Getting experience



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

Workplaces are any place you work, such as:



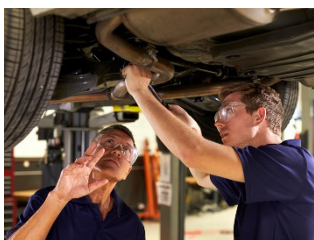
- an office



- a factory

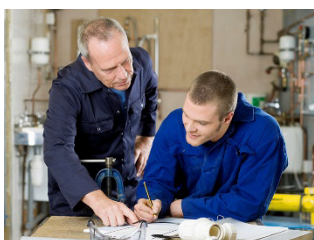


- a shop.



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 do an **apprenticeship**.

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

For example, you could do an apprenticeship as a:



- builder



- hairdresser



- chef.



You can talk to your school about how to get experience when you are still in school.



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.

How we can support you



There are lots of people who can support you when you move from school 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



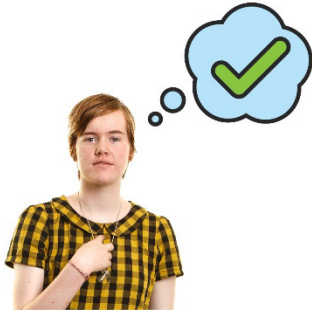
- what you like to do.

They should help you find out about:



- your skills
- what you like.

For example, you can do this through work experience.

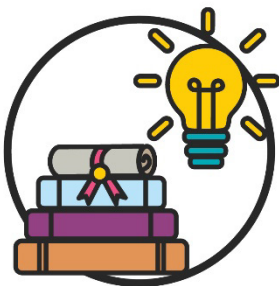


They should also give you chances to build your **capacity**.

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 you when you move from school to work



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

A good provider also has a place where they collect and store information.



They use this information to find a job that will match:

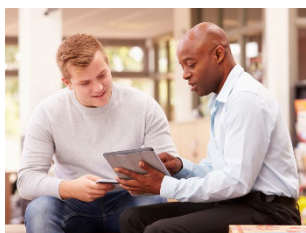
- what you like to do
- your skills.



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)

Who else can support you?



You can ask your school what support they can give you to move from school to work.

You can also talk to your:



- LAC



- support coordinator



- NDIA planner.

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)

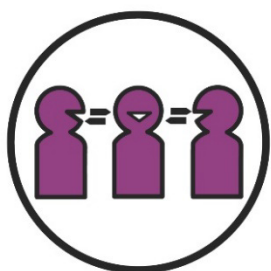
Support to talk to us



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

www.ndis.gov.au

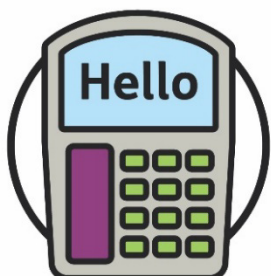
If you speak a language other than English, you can call:



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



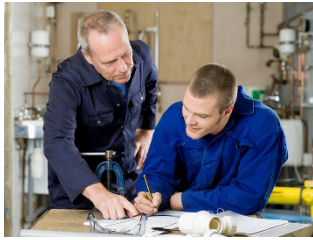
National Relay Service

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.



Confidence

When you have confidence, you:

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



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.



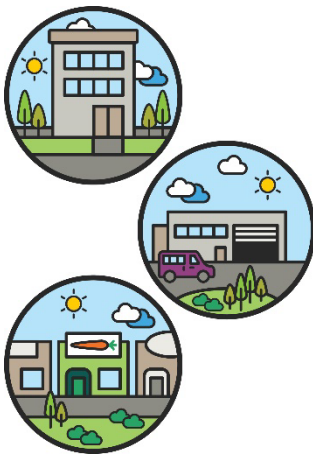
Support coordinator

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



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

- help others
- build your skills.



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-B.



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