



Finding and getting a job

An Easy Read guide



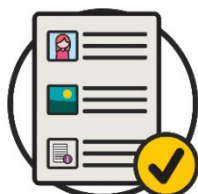
ndis

[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 28.



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.

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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

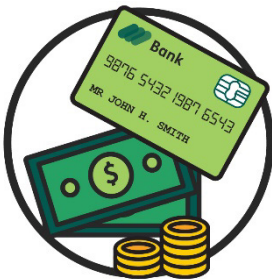


This guide is about finding a job.

It has information for people who are ready to start working.



There are lots of good things about having a job.



You can have your own money to buy things you:

- need
- want.

A job can also help you:



- meet new people and make friends



- do things for yourself



- learn new skills.

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.

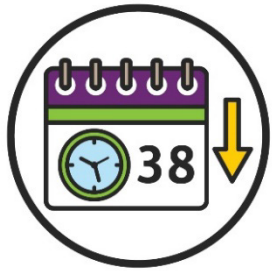


You can also think about how much you want to work, if you want to work.



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 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 help you find a job, 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.

They can help you think about:



- what you can do well



- the types of jobs you might like to do



- jobs you will be good at.



They can also help you think about what you:

- like
- don't like.



They can help you find out what 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 get work experience in different **workplaces**.

Workplaces are any place you work, such as:



- an office



- a factory

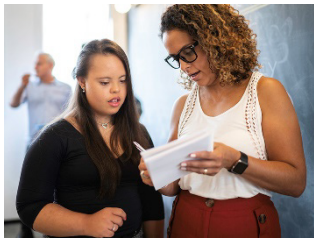


- a shop.



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.

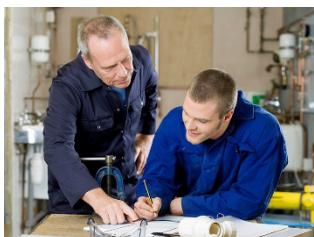
When you do a work placement, you:



- 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 could do an apprenticeship as a:



- builder



- hairdresser



- chef.

Types of support you can get



There are lots of different support options that can help you find a job.

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.



Some organisations run programs to help you when you want to find a job.

They might help you:



- learn new skills



- find work experience or work placement.



They might also help you choose what career you want.



You can get support to practice for a job interview.



This can help you:

- get ready for an interview
- be more confident
- know what to expect.



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 get support to help you:



- build your relationship skills
- manage how you feel when you are stressed or worried.

This is called ‘cognitive behaviour therapy’.



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.

A provider can help you:



- work out what skills you have



- find a job that suits your skills.



We sometimes call this customised employment.

After you start a new job, they can keep supporting:



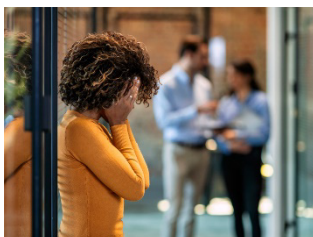
- you



- the organisation you work for.



You can also get support to learn how to communicate with other people.



This can help if you get nervous or upset when you:

- are near lots of people
- need to talk to people you don't know.

How we can support you



There are lots of people who can support you when you want to find a job.



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

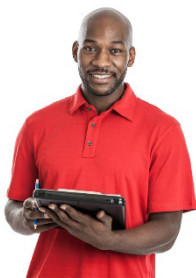


- show you how to use your plan.



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

How to find providers



We can help you find an employment provider.



It's important to choose a provider who will:

- listen to you
- treat you with respect.

A good provider should ask you about:

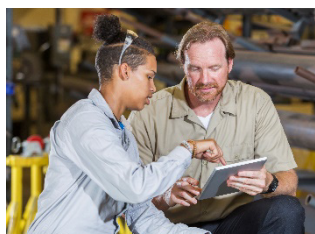


- your skills



- 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 or work placement.

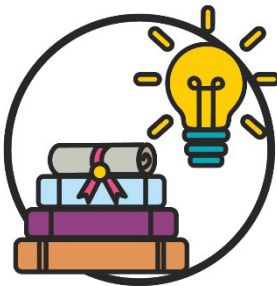


They should also give you chances to build your **capacity**.

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 you to find a job



- 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

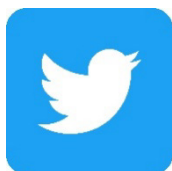


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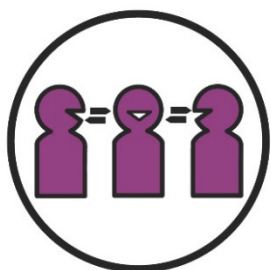
Support to talk to us



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

www.ndis.gov.au

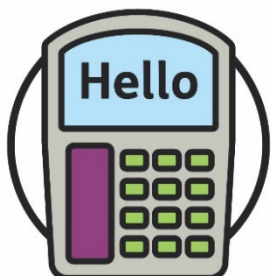
If you speak a language other than English, you can call:



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.

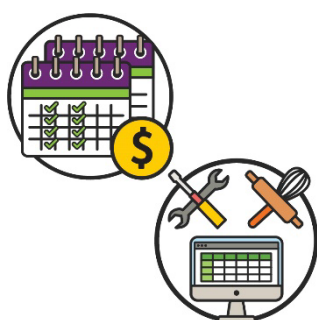


Support coordinator

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

Work placement

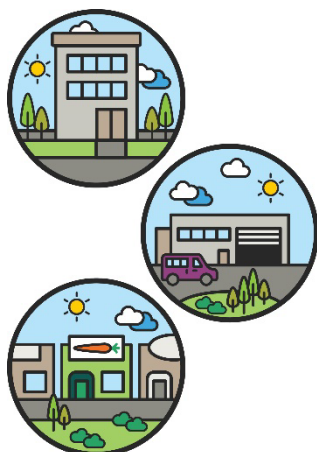
When you do a work placement, you:



- 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.



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