



Changing jobs

An Easy Read guide



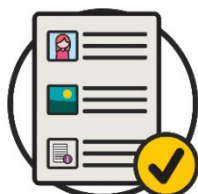
ndis

[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 25.



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?

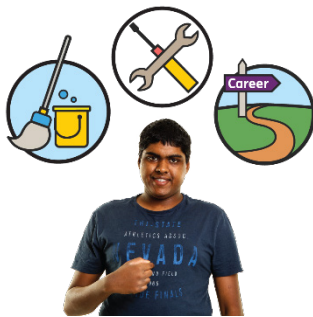
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What is employment?



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 has information for people who:

- take part in the NDIS
- want to change jobs.



Changing jobs is a big decision.

And people have different reasons why they might do it.

You might want to:



- earn more money



- do different tasks at work

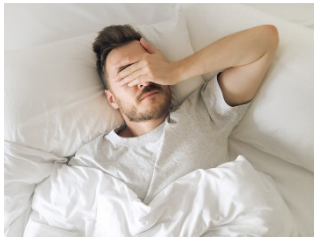


- work in a different type of job.



You might want to change where you work.

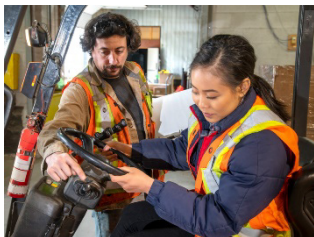
For example, you might want a job that is closer to home.



You might want to change when you work.

For example, you might want to work in the afternoon because you find it hard to wake up early.

You might want to:



- learn new skills
- build your experience.

This will help you do more things for yourself at work.



You might want to move out of **supported employment**.

Supported employment is when lots of people with disability work for the same organisation.



They get support to:

- do their work
- learn new skills.



For example, you might not want to work at an **Australian Disability Enterprise (ADE)** anymore.

ADEs are businesses that train and employ people with disability.



Instead, you might want to move to **open employment**.

Open employment is when anyone can have a job in an organisation, not just people with disability.

Things to think about



You can think about what new skills you might need to help you get a new 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 think about working for a **social enterprise**.

A social enterprise is a type of business.

It looks at ways to:



- fix problems in the community
- give people jobs and training
- make the environment better.

You can 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.



And 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 your employer.

For example, a family member or friend.

Who can you talk to?



You can talk to people you know and trust to help you find the best way to:

- change jobs
- find a new job.

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.



You can also talk to someone at your **workplace**.

A workplace is any place you work, such as:



- an office



- a factory



- a shop.

This could include your:



- **employer** – someone who hires other people to work for them



- manager.

They can help you think about:



- different jobs



- what jobs might be good for you.



They can also help you find out what training you need to get a new job.

Getting experience



To learn more about a job you might want to do, you can get work experience in different workplaces.



If you choose to do work experience, it can help you to learn new skills.

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



You can also do a **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.

Types of support you can get



There are lots of different support options that can help you change jobs.

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.



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.

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



- you



- the organisation you work for.



We sometimes call this customised employment.

How we can support you



There are lots of people who can support you when you want to:

- change jobs
- look for a new 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

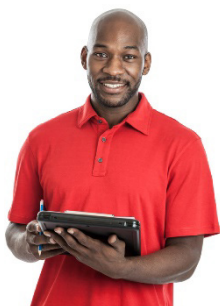


- show you how to use your plan.



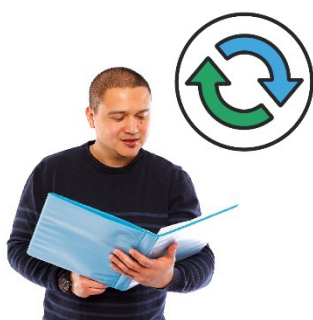
You can also ask them about how to find and use supports in the community.

How to find providers

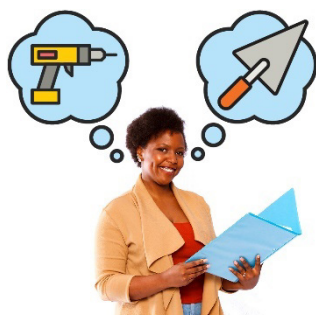


We can help you find an employment provider.

To help you change jobs, a good provider should:



- find out what you can change about the tasks you do every day



- find out about new tasks you can learn.



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 will help you make a plan if:



- you have a problem at work



- your job is changing.



A good provider will also give you information about how they helped other people change jobs.



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

www.ndis.gov.au/participants/working-providers/finding-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



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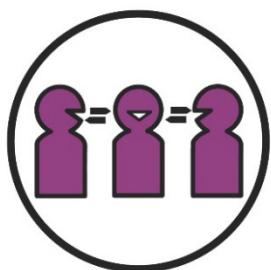
Support to talk to us



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

www.ndis.gov.au

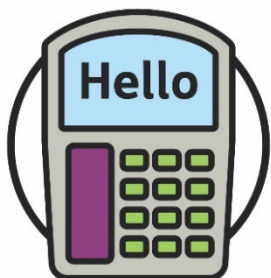
If you speak a language other than English, you can call:



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.



Australian Disability Enterprise (ADE)

ADEs are businesses that train and employ people with disability.



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.



Employer

An employer is someone who hires other people to work for them

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.



Open employment

Open employment is when anyone can have a job in an organisation, not just people with disability.



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.

Social enterprise

A social enterprise is a type of business.

It looks at ways to:

- fix problems in the community
- give people jobs and training
- make the environment better.



Support coordinator

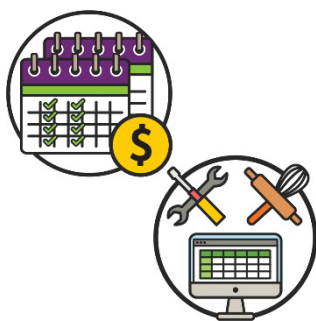
A support coordinator is someone who helps people who take part in the NDIS plan and use their supports.



Supported employment

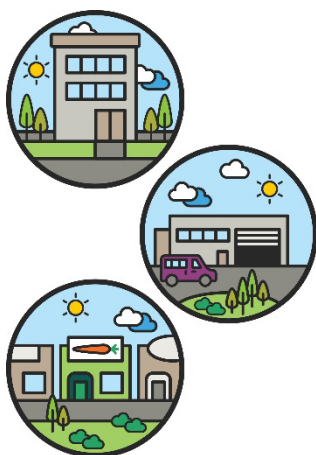
Supported employment is when lots of people with disability work for the same organisation.

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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