

Employment support provider comparison worksheet



Background

This worksheet helps you to explore and compare the service offerings of employment support providers to find the provider that best suits your needs.

Using this Table

- Ask only the questions that are relevant to you and the supports you need.
 - The questions below have been provided as a suggestion, or prompt. You can ask these in your own words or change them to suit your needs.
 - The spaces can be used to help you take notes so you have something to refer back to when making your choice.
 - Below is a rating scale that you can use to score the provider (1 being not suitable at all and 5 being very suitable):
- 1 Not suitable / suits none of my needs
 - 2 Suits a few of my needs
 - 3 Suits some of my needs
 - 4 Suits most of my needs
 - 5 Suits all of my needs

SERVICE DELIVERY

Suggested Question	Provider A	Provider B	Provider C
1. What supports and services do you offer?			
2. How will you get to know me and my goals?			
3. How do you tailor your supports and services to match my goals?			
4. Where are your services delivered from and are online options available?			
5. Is there a mix of individual and group-based activities?			
6. Do you offer any trials or 'taster' days and if so, what does this look like?			
7. Are there opportunities to socialise with other people my age?			

Suggested Question	Provider A	Provider B	Provider C
8.What days and times does your service operate and are your services available outside of those hours (to suit an employer)?			
9.How many staff work in your service and what type of qualifications and experience do they have?			
10.How long have you been assisting young people to gain employment?			
11.Do you have connections with local employers in a range of industries? Can you provide some examples?			
12.What makes your service different from others?			

OUTCOMES

Suggested Question	Provider A	Provider B	Provider C
13. How many young people have gone through your service to date and what percentage have gained employment? Are your results published on the Outcomes by provider list on the NDIS website?			
14.What is the average time it takes a young person using your service to get a job?			
15.How do you work with employers during the employment preparation process?			
16.Will you assist me to obtain work experience in an area that I am interested in?			
17.Will you seek employment opportunities in an area that suits my skills and interests?			

COSTS			
Suggested Question	Provider A	Provider B	Provider C
18.Do you have a sample service agreement you can give me and how do you cost your services?			
19.Are all resources provided or do I need to provide some items myself?			
20.What is the average cost to a participant's plan before an employment goal is achieved?			
Additional Questions			
Suggested Question	Provider A	Provider B	Provider C
21. What do participants who have used your service have to say about their experience? Where can I find this information?			
Total (if using a rating scale)			
Comments			