



# Disability Strategy and Action Plan

2018 to 2020

NDIA



Easy English



## Hard words

This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we write what the hard word means.

## You can get help with this book



You can get someone to help you

- read this book
- know what this book is about
- find more information.



## About this book



The **National Disability Insurance Agency** or NDIA want more people with disability to work with them.

The NDIA manage the **NDIS**.

The NDIS helps people under 65 with disability get



- care



- supports.

We have a strategy to say how NDIA will employ and support more people with disability.



We call it the **Disability Strategy and Action Plan**.

## Why do we need a strategy?



We want to have more **employees** with disability help deliver the NDIS Australia wide.

Employees are people paid to do a job.



We need a strategy to support and include employees with disability at the NDIA.

## Our goal

2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

We want 15 percent of our workforce to be people with disability by 2020.



Employees with disability are important to the NDIA because they

- have important knowledge and skills
- know what it is like to live with disability.

## What we want

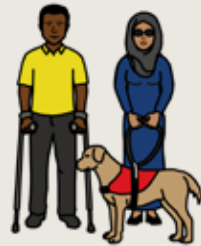


We want the strategy to make the NDIA

- a place people with disability choose to work
- a leader in **access** and **inclusion**.



Access means people with disability have what they need to work.



Inclusion means people with disability can join in.

## How did we make the strategy?

We spoke to different people about the strategy like

- employees with disability



- other people who know a lot about disability.

## What will the strategy do?



The strategy will help employees with disability

- get equal access to the workplace
- have a better workplace
- do their job well.



The strategy will help other employees know

- more about disability
- how to help employees with disability.



## How will we follow the strategy?

Every 6 months we will tell our leadership team about our work on the strategy.



The leadership team will make sure we do what the strategy says.

# The strategy

There are 5 areas in the strategy.

## 1 Access and inclusion



To support access and inclusion we will

- put information on the NDIA intranet to help employees know about disability



- create guidelines to make our online information more accessible



- make sure access and inclusion is a topic we discuss at meetings



- train all employees about disability
- include stories about people with disability at work and on our website.

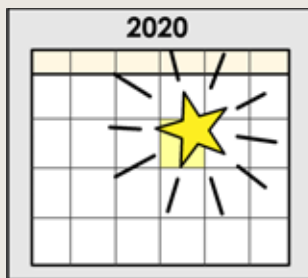
To support access and inclusion we will



- make sure employees feel safe to talk about their disability with bosses and other employees



- have an employee network for people with disability to meet and work together
- have a place for employees to ask questions or give feedback about access and inclusion



- celebrate important days for people with disability like
  - International Day of People with Disability
  - World Mental Health Day.

We will make a mental health plan to help employees know



- more about mental health
- where to get help if they need it.



## 2 Be a good workplace for people with disability



To be a good workplace we will

- give employees with disability the right supports to do their job well.



- help employees with disability get better jobs at the NDIA.



- offer **work experience programs** to people with disability.

Work experience programs let people practise being at work to learn skills for jobs.



- help employees have a **family and work balance**.

Family and work balance is when you have time for family and work.

### 3 Be leaders in access and inclusion



To improve access and inclusion we will

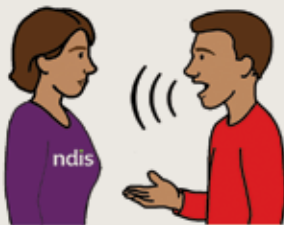
- make sure NDIA buildings are accessible



- make sure employees across different work areas support access and inclusion



- make sure we go to important meetings Australia wide



- ask employees with disability how we can give better supports in the future

- have a disability champion to **promote** and support the strategy.

Promote is when you share something with lots of people.

#### 4 Have good physical access

To make sure the workplace is safe and accessible we will



- have information for employees to make their services accessible



- support businesses owned by people with disability



- ask employees with disability to help with
  - accessible building plans



- work health and safety issues.

## 5 Have good computer access and workplace adjustments



To have good computer access we will

- always look for new technology to help employees with disability
- give employees with disability a say about the design of new technology to help them
- **review** the way we support people with disability to use **technology**.



Review means we see if we can make something better.

Technology means the computers and software we use for work.



We will give employees with disability the choice to have a **workplace adjustment passport**.

A workplace adjustment passport helps employees get the right supports to do their job.



## More information



Go to our website

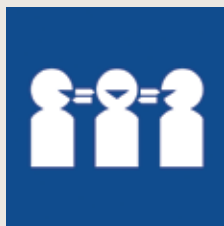
[www.ndis.gov.au](http://www.ndis.gov.au)



Call 1800 800 110

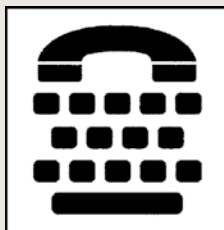
Monday to Friday

8 am to 8 pm



## Telephone Interpreting Service

131 450



## TTY users

133 677 then ask for 1800 800 110



## National Relay Service

Speak and listen users

1300 555 727 then ask for 1800 800 110

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Scope's Communication and Inclusion Resource Centre wrote the Easy English document in September 2018 [www.scopeaust.org.au](http://www.scopeaust.org.au).

To see the original contact The National Disability Insurance Agency

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