



NDIA Culturally and Linguistically Diverse (CALD) Inclusion Plan



Easy Read



Who wrote this book?



The National Disability Insurance Agency or **NDIA** wrote this book.



The NDIA is the government organisation that delivers the National Disability Insurance Scheme or **NDIS**.



The NDIS helps people under 65 with disability get care and supports.



When you see the word **we** it means the NDIA.

About Easy Read



This is an Easy Read book.



Easy Read uses pictures to explain ideas.



Some words are **bold and purple**. We explain what bold and purple words mean.



Easy Read includes key information.



You can get the full plan on our website
[ndis.gov.au/about-us/careers-ndia/inclusion-and-diversity](https://www.ndis.gov.au/about-us/careers-ndia/inclusion-and-diversity)

Cultural and linguistic diversity



Cultural and linguistic diversity includes people who

- were born in a different country



- have family who were born in a different country



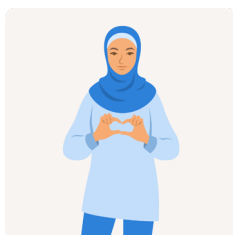
- speak a different language



- use a sign language



- follow a religion.



When you see the word **CALD** it means culturally and linguistically diverse.

Our plan



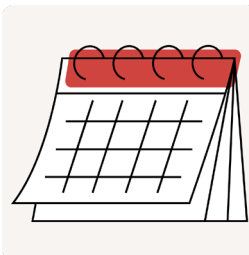
This is our CALD **Inclusion Plan**. We call it **our plan**.



Our plan says how we will support and respect CALD staff.



Our plan includes CALD staff with disability.



The plan goes for 4 years.

Who helped us make the plan?

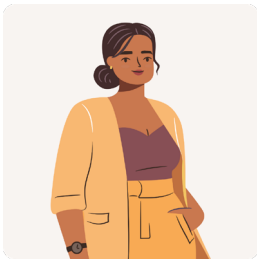


We talked to lots of CALD people and groups to make the plan.



We spent many months learning from CALD people.

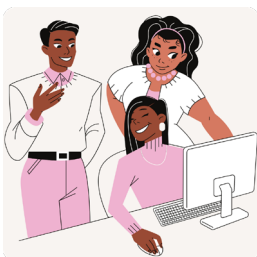
Our plan has 4 areas



1. Leadership



2. Culture



3. Practice



4. Career opportunities

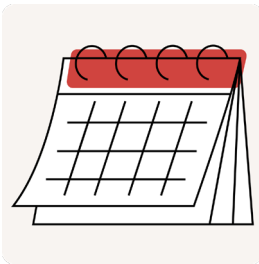
1. Leadership



We will make our CALD training better for staff.



We will train our leaders to support CALD staff.



We will add important CALD dates in our calendar.
For example, the Lunar New Year.



We will get help from the government and CALD groups to learn about anti-racism.



We will use a CALD **Champion**. A Champion is a CALD staff member who knows a lot about inclusion.

2. Culture



We will share more pictures and stories of our CALD staff across the agency.



We will promote our CALD **staff network**. Our staff network is a group of CALD staff at the NDIA.



We will ask more staff to join the network.



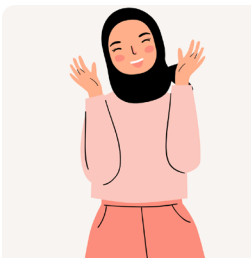
We will create CALD events with speakers from a CALD background.



We will create a CALD website for staff to share and learn.



We will make strong connections with leading CALD groups in the community.



We will learn the best ways to be inclusive of CALD staff.



We will add more CALD information on our website to welcome CALD people to work with us.

3. Practice



We will create safe spaces for CALD staff at work.
For example, a quiet room to pray.



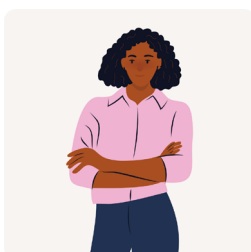
We will tell staff about **cultural leave**.



Cultural leave is time off work for an important cultural day. For example, Greek Christmas.



We will respect the different family roles and duties of CALD staff.



We will plan ways to hire more CALD leaders.



We will find ways to help more CALD people become leaders at the NDIA.



We will respect the cultural and language needs of CALD people when they apply to work with us.



We will make it easier for CALD people to apply to work with us.

4. Career opportunities



We will plan new to ways to support **career opportunities** for CALD staff.



Career opportunities mean CALD staff can try new jobs and learn more skills over time.



We will help CALD staff to learn more skills.



We will learn about the skills of our CALD staff.
For example, staff who can speak many languages.



We will bring CALD staff together with new programs across the agency.



We will keep paying approved staff a **community language allowance**.



A community language allowance is extra pay for staff who speak another language for their work.

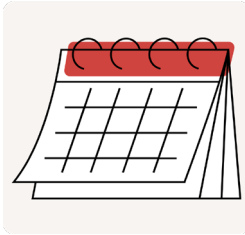


Approved staff use their other language skills to help NDIS **participants** who do not speak English.



Participants are people with disability who take part in the NDIS.

We will check our work



Every 6 months we will check our work.



We will check

- what we have done so far



- what is working



- what must happen next.



We will measure progress in many ways. For example, we will see how many staff have done CALD training.

More information



Get the full plan on our website

[ndis.gov.au/about-us/careers-ndia/inclusion-and-diversity](https://www.ndis.gov.au/about-us/careers-ndia/inclusion-and-diversity)



Email our Culture and Inclusion team

cultureandinclusion@ndis.gov.au



Call the National Disability Insurance Agency or NDIA

1800 800 110

Help to call us



Translating and Interpreting service

131 450



TTY

1800 555 677



Speak and Listen

1800 555 727



National Relay Service

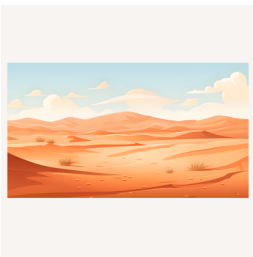
1800 555 660

relayservice.gov.au

Aboriginal country

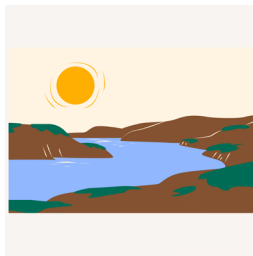


We respect Aboriginal and Torres Strait Islander peoples as the **traditional owners** of Australia.

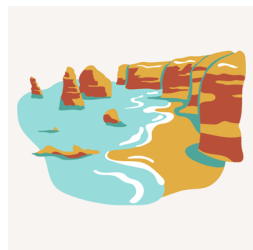


Traditional owners are the first people to protect and care for the

- lands

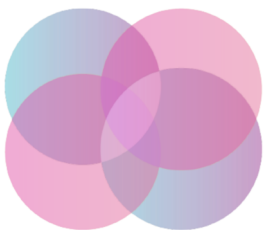


- rivers



- seas.

You can choose to write notes



Embrace **Access**

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