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## How we can help with work

There are many benefits of having a job.

This includes:

- building financial independence
- better health and wellbeing
- stronger connections in your community
- opportunities to develop new skills.

We can fund NDIS supports to help get ready for work.

## Build your skills for work

These supports can include:

### Discovering what you're good at

- finding out what you are good at and what work suits you.

### Learning how to work

- learning how to get to and from work
- learning how to work in a team
- learning how to solve problems and get tasks done
- understanding the behaviours and communication skills employers expect
- build your confidence in real work settings.

### Finding or changing jobs

- help to find the right job and make sure it fits your skills
- support for your employer to learn how best to support you at work
- help to change jobs and progress your career.

## **Getting support at work**

- help for your employer to support you in the best way at work
- support at work to do your tasks until you can do them yourself
- personal care at work, like help with having a meal
- on the job coaching, training and mentoring.

Support can be provided in any workplace and can be one to one or in a group setting depending on where you work and the type of support you need.

## **Employment related assessment and counselling and advice**

Employment related assessment, counselling and advice is support delivered by allied health professionals who can:

- complete a vocational or functional assessment
- help you identify your strengths and barriers to work
- help you set a work goal that's right for you
- help with adjustments to your workplace
- provide counselling if your disability has prevented you from returning to work
- provide education to you and your employer.

Your planner will need the following information when including funding in your plan:

- know where and when you work
- what tasks you do, and any extra help you need beyond what your employer gives
- if you get support one-on-one or in a group
- any tasks that need adjusting, learning tools, or help needed to set up your workspace.

## **Become independent**

Other NDIS supports, like community participation supports, can help build your skills and take steps to employment.

A community participation provider can help you:

- learn to use public transport

- meet people
- find new interests
- work in a team
- manage your money.

## Setting goals for work

It is important to think about what employment goals you want to work towards. Your goals will depend on your situation and what stage you are at in your life. Your [my NDIS contact](#) or [support coordinator](#), can help you think about your goals.

Once you have decided on your goals you can share these at [your plan meeting](#). Your [NDIA planner](#) will include your goals in your NDIS plan. They'll also explain how your NDIS funding can help you work towards your goals.

Learn more about [how to set employment goals](#).

## Finding employment support providers

When you have employment support funding in your plan, your next step is to connect to a provider who can help you build skills for work, find and keep a job. You can use the [provider finder](#) to find employment support providers near you.

Your my NDIS contact, or support coordinator can also help you to connect with providers in your area.

## Reviewing provider reports

We work closely with employment providers to get information about what is working to help participants with employment.

This information is shared in the provider quarterly report. This report can help you when choosing an employment provider by understanding how they have helped others.

When choosing a provider you can also use our employment support provider comparison worksheet. The worksheet is a useful tool with questions you can ask a provider to help understand how they can help you. Download the worksheet:

- [Employment support provider comparison worksheet](#) - DOCX 96KB

## Continuing to work towards your goals

## Talk to us about your progress

At the end of your plan, you will have a [plan reassessment](#) to check how you are progressing towards your goals.

Your my NDIS contact will talk to you about your progress and if you need additional funding to work towards your goals.

## Ask your employment support provider to prepare a report

Your employment support provider will give you information to support you in your plan reassessment. Their report should include:

- the work goal you are aiming for
- the NDIS supports delivered and your progress to date
- the skills you need to build
- the plan to get you there, including how long it is likely to take.

## If you have a concern about NDIS supports or services

### Talk to your provider first

If you have a concern about your current NDIS supports or services, it is important you talk about it with your provider first.

### Talk to your my NDIS contact or support coordinator

If you can't resolve this directly or don't feel safe to have the conversation, you can ask your my NDIS contact or support coordinator for help.

You can also contact the NDIS Quality and Safeguards Commission.

## Information about employment supports outside the NDIS

Your my NDIS contact can also help you connect with other employment supports in your community when you are ready. This might include:

- Disability Employment Services - Helps jobseekers with disability to find and maintain employment, where the jobseeker has existing work skills and limited ongoing support needs.

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- [Employment Assistance Fund \(EAF\)](#) - financial help for eligible people with disability and employers to buy:
    - work-related modifications
    - equipment
    - Auslan services
    - workplace assistance and support services.
  - community programs
  - volunteering opportunities.

For more information on Inclusive employment Australia or the Employment Assistance Fund visit the [Job Access](#) website.

## Let's talk about work booklet

- [Download the Let's talk about work booklet docx file](#) - DOCX 304.95 KB
- [Download the Let's talk about work booklet in easy read pdf file](#) - PDF 5.61 MB
- [Download the Let's talk about work booklet in easy read docx file](#) - DOCX 69.5 KB

## Our guideline

- [Download the Work and study guideline pdf file](#) - PDF 274.38 KB
- [Download the Work and study guideline docx file](#) - DOCX 96.22 KB

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## Related information

### [How to set employment goals](#)

### [What is a plan meeting](#)

### [What is a my NDIS contact](#)

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