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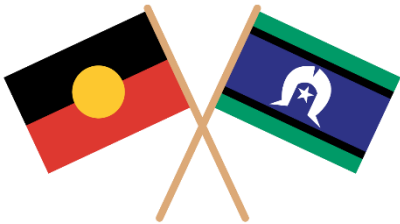
Employment and the NDIS

Western Australia
Jobs Expo

18 February 2023

OFFICIAL





"Before we begin, I would like to acknowledge the Whadjuk Nyoongar people as the Traditional Owners and Custodians of the Country on which we meet today, and their continuing connection to land, sea, and community. I pay my respects to their Elders, past present and emerging.

I would like to extend that acknowledgement and respect to any Aboriginal and Torres Strait Islander peoples here today."

What will we cover today

- Employment and the NDIS
- My NDIS Plan
- How funding is calculated in my plan
- Moving to a different job or activity

Employment and the NDIS



Vision

People with disability have the same opportunities, confidence, support and skills to work as other Australians.

NDIS funded employment supports

- NDIS funded work supports must be *reasonable and necessary* and tailored to the individual participant.
- Examples of employment related NDIS funded supports include:
 - Preparing for work (e.g. improving confidence / developing skills)
 - Finding and keeping a job (e.g. preparing for work / job customisation / educating employers)
 - Supports in Employment (e.g. at an Australian Disability Enterprise (ADE) or other place of work)
 - Progress at work (e.g. skill development / career planning)

NDIS funding to help find and keep a job



Funding to help you find and keep a job can be found in two different categories in your NDIS plan.

The two categories have different purposes:

- **Core - Social and Community Participation** to help you keep your job.
 - *Supports in Employment*
- **Capacity Building - Employment** to help you build your skills to find and/or change jobs.
 - *Workplace Assistance/Employment Support*
 - *Employment Related Assessment and Counselling*

Supports in Employment



NDIS support budget: Core

Purpose: To assist participants who require **extra support** to maintain their employment.

They are **on-the-job supports** tailored to suit the needs and goals of the participant.

They are provided **either one-to-one or in a group if in a group setting such as an (ADE).**

They can include:

- on the job coaching
- job customisation
- on-the-job training and mentoring
- supports to manage complex needs at work
- non face-to-face activities that are directly related to the participant's employment.

Supports in Employment



Participants can purchase their supports for delivery in any workplace setting:

- an Australian Disability Enterprise (ADE)
- a job in the public or private sector
- a social enterprise or similar environment
- self-employment or a micro-business
- family run business.



Workplace Assistance - Employment Support

NDIS support budget: Capacity Building

Purpose: Provide employment assistance that enables an NDIS participant to successfully obtain and retain employment.

Examples of funded supports:

- exploration and discovery of what work would mean for the participant
- building foundational skills for work
- managing complex barriers to successfully working
- job customisation
- supports to transition from an ADE to open employment, if provider is not the ADE
- developing a career plan.

Employment Related Assessment and Counselling



NDIS support budget: Capacity Building

Purpose: Professional assessment/s and counselling to assist participants to successfully engage in employment.

Assist participants who experience disability resulting from recent illness or traumatic injury and need significant support to develop a new work pathway.

Disability Employment Services (DES)



In addition to NDIS, participants can use DES which is an employment service for people with a disability.

- DES helps job seekers to prepare for, find and keep a job.
- **Participants working in an ADE** can access DES to help them to move to open employment.
- To be eligible, a person needs to be able to work at least 8 hours per week or be an NDIS participant.



What's in my NDIS plan?

Once a participant plan is approved:

- it will be available on the NDIS myplace portal
- participants will also receive a printed copy of their plan
- a plan can be provided in different formats, such as Braille, large print, translated in other languages, etc.

Let's now have look at what your plan could look like.

Participant Name – NDIS plan



NDIS number: 4343434343

My NDIS contact: Jo S

Local Area Coordinator (LAC)

LAC Partner NAME

Phone: 00 1234 5678

Email: help@emailaddress

NDIS plan start date: XX Month 20xx

NDIS plan review due date: XX Month 20xx

A National Disability Insurance Agency (NDIA) representative will contact me about my plan review before my plan review due date.



Participant's profile



What I want people to know about me

Date of birth

XX Month 19XX

Current contact details

XX Street Name

Suburb, STATE, XXXX

(00) 1234 5678

About me

I live with my Mum (NAME), Dad (NAME), younger brother (NAME) and younger sister (NAME) in our family home in Suburb. I like spending time with my pets). I have a big role in looking after them and have to feed them in the morning and clean them out sometimes.

Every morning during the week I wake at around 7am and my mum supports me by making sure I am ready to leave the house and catch the bus to work by 8:30am. I work at XX ADE where I am supported to do my job making XXXXXXXs.

My family and friends

- My family are very supportive and help me everyday. I spend a lot of time with my 2 siblings and my Mum and Dad are always happy to help me with things that I need.
- I have a small group of friends that I enjoy spending time with who I try and see most weekends

My services and community involvement

- My LAC will support me to connect to a local Pilates group
- I am healthy but if I am unwell I visit my local GP clinic.

Participant's goals

This is what I want to achieve

Short-term goal

During this plan I would like to continue working at XX ADE.

| How I will achieve this goal | How I will be supported |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| I will be supported by my employer to ensure I am able to maintain my employment. | I will be given the appropriate support when I am at work to complete my work tasks. |

Medium or long-term goals

I would like to find a different job in a pet shop near my home.

| How I will achieve this goal | How I will be supported |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Learn how to look for work and start applying for jobs. | <ul style="list-style-type: none"> I will ask my ADE to help me find a new job. |

I would like to build my skills to communicate in my new workplace and travel to work independently.

| How I will achieve this goal | How I will be supported |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Developing skills to communicate with people clearly and travel to work independently. | <ul style="list-style-type: none"> I will ask my ADE to help me to develop my communication and travel skills. |

Participant's funded supports



My funded supports can help me achieve my goals

Managing my NDIS funding

There are 3 different ways my plan funding can be managed:

Self-managed: I will claim funding from my NDIS plan to pay providers myself or my plan nominee or child representative may do this on my behalf. Providers will invoice me directly for supports I have agreed they will provide.

Plan-managed: My plan management provider will make claims and pay providers on my behalf for supports I have agreed they will provide.

NDIA-managed: Providers will claim payment directly from my NDIS plan based on active service bookings. Where supports are NDIA-managed, I can only use an NDIS registered provider.

My funding may be managed in one or more of these ways and will be included in the breakdown of my funding on the following pages.

Stated supports

Where a support is listed as 'stated' in my plan, I must purchase this support as described in my plan. I cannot swap 'stated' supports for any other supports.

In-kind supports

Where a support is listed as 'in-kind' in my plan, I must continue with my existing service provider as they have been pre-paid to deliver this service. However, if I have a concern about using my in-kind provider I can raise my concerns with my NDIS contact.

Quote required

Where a support is listed as 'quote required' additional information such as quotes and/or specialist reports will be required. Once the quote is approved, the funding will be made available in my plan.

Total funded supports \$39,865.23

For 00 Month 20XX – 00 Month 20XX

Core Supports

Core supports help with my everyday activities, my current disability related needs and to work towards my goals. The Core Supports budget is the most flexible, and in most cases, funding can be used across the support categories (however, this may not include transport).

Goal/s my Core Supports funding can help me achieve:

- During this plan I would like to continue working at XX ADE.

| Core Supports | Budget |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>Supports in Employment funding to be used to purchase the supports you need to help you at work and maintain your current employment of 38 hours per week.</p> <p>My Core Supports funding will be:</p> <ul style="list-style-type: none"> • \$28,000.00 NDIA-managed | <p>\$28,000.00</p> |
| <p>Transport</p> <p>Includes support to get to work or travel to participate in social and community activities.</p> <p>My Transport funding will be: paid as fortnightly instalments into my nominated bank account.</p> | <p>\$3,456</p> |
| <p>Total Core Supports</p> | <p>\$31,456</p> |

Funded supports continued



Capacity Building Supports

My Capacity Building supports are intended to build my independence and reduce my need for the same level of support into the future. My progress and outcomes from these supports will be shared at each plan review.

Unlike my Core Supports budget, my Capacity Building Supports budget cannot be moved from one support category to another. Funding can only be used to purchase approved individual supports that fall within that Capacity Building category

Goal/s my Capacity Building Supports funding can help me achieve:

I would like to find a different job in a pet shop near my home.

My Capacity Building funding can be spent in the following ways:

| Capacity Building Supports | Budget |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Improved Daily Living (CB Daily Activity) Support to build my skills so I can communicate clearly and travel independently. My Daily Activity funding will be: Plan-managed. | \$5,676.00 |
| Finding and Keeping a Job (CB Employment) Supports to help me find and keep a new job. My Employment funding will be: NDIA-managed. | \$2,733.23 |
| Total Capacity Building Supports | \$8,409.23 |



Find out more

Who to contact if I need information or help with my plan

My NDIS contact:

Jo S
LAC Partner Name
Ph: 00 1234 5678
E-mail: help@emailaddress

My next plan review due date:

XX Month 20XX
A National Disability Insurance Agency (NDIA) representative will contact me about my plan review before my plan review date.

Booklet 3 - Understanding your NDIS plan

I can refer to Booklet 3 to help me understand my NDIS plan and how to use funding, arrange supports and services and work toward my goals. It will also help me review my goals and prepare for my plan to be reviewed. If I do not have a copy, I can ask my NDIS contact or visit the NDIS website.

Important changes

If something important changes or is going to change (for example, I move house, start work or school, if I get or may get compensation relating to an injury, or if my goals change) I will notify my NDIS contact.

For general enquiries, contact the NDIA

| | |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Call NDIA | 1800 800 110 |
| If I use a TTY | 1800 555 677 and ask for 1800 800 110 |
| If I use Speak and Listen (speech-to-speech relay) | 1800 555 727 and ask for 1800 800 110 |
| If I use the National Relay Service | www.relayservice.gov.au and ask for 1800 800 110 |
| If I need help with English | TIS 131 450 |

How funding is calculated in my plan

Getting ready for my planning meeting



To get ready for your planning meeting, you should talk to your employer about the following things:

- What do you do at work?
- How many hours per week do you usually work?
- How many hours would you like to work per week?
- What help do you receive when you are at work?
- Are there any new skills you would like to learn at work or other jobs you would like to try?

Answers to these questions will help determine the right funding to support you at work.

Your ADE, LAC or support coordinator can help you to answer these questions.

You can use the information sheet found on the NDIS website to help you with your conversation. This can be found at:

www.ndis.gov.au/participants/finding-keeping-and-changing-jobs/already-working-or-returning-work

Typical Pattern of Supports

- Your provider will use the answers to these questions to develop a **‘typical pattern of supports’** which will help to inform the basis of a service agreement between you and your provider and enables calculation of a weekly price.
- We recommend you give the **‘typical pattern of supports’** to your LAC or planner at your planning meeting to help them develop your budget.
- Sometimes the **‘typical pattern of supports’** could be called a different name such as pattern of supports, quote or agreed supports.
- Providers will create a service agreement with you to agree on required ‘supports in employment’.

Typical Pattern of Supports (cont.)



- Planners will use the Pattern of Supports to ensure the funding (initially costed using a 1:3 group ratio) covers the cost of providing necessary supports such as non face to face support and Centre Capital Costs.
- Funding is for 48 weeks of the year and includes public holidays (for which there is no charge unless you work on those days) and allows 4 weeks annual leave.
- The annual amount is adjusted for plan duration e.g. 3 year plans have annual funding x 3
- Things that can affect funding are:
 - extra coaching to learn a new job
 - more intensive supports to manage complex needs
 - helping a person move from an ADE to a different employer.
- The **Supports in Employment Handbook** gives advice to participants, providers, LACs and planners about how to include enough funding to maintain employment.

Programs of Supports



- Safeguards in the form of a **Program of Supports**, are introduced to give participants greater certainty that the program will operate fully throughout its term and to enable providers to claim at an agreed rate for the term of the program.
- **Program of supports** arrangements also give providers increased predictability of income, and help reduce administration effort.
 - The period of support **should not exceed 12 weeks** and **notice period for change, no longer than 2 weeks**
 - This must be **adjusted for weeks when the participant is absent on planned leave** (including public holidays and annual leave)
- If a participant does not wish to utilise the **program of supports**, the standard cancellation policy applies.

Program of Supports and Service Agreements



A **typical pattern of supports** = weekly or other agreed period (includes days of attendance, hours, individual, group, non face to face, transport, capital centre cost)



Develop a **Service Agreement** which is the consumer agreement between the participant and provider. The service booking can be for the duration of the plan. There is a list of “Things to think about when making a service agreement” on the website to inform the service agreement



Create a **Service Booking** in portal to quarantine funds to ensure successful claiming. The service booking can be for the duration of the plan



The **Program of Supports** document can be an appendix to the service agreement. It cannot be longer than 12 weeks, and embeds the typical pattern of supports

Moving to a different job or activity

Move to a different job or activity?

If you are an Activ employee and you choose to move to a different job or a new option. You could move to:

- open employment, with or without support.
- a Disability Employment Service (DES) to help you find a new job.
- a new job with a different ADE.
- retirement with support in the community.

Activ can help you to think about what you would like to do next and help you to connect with the right support.

Your LAC or support coordinator can also help you.

Example questions to ask a new employer



- What kinds of jobs are available?
- How will you assist me to achieve my employment goals and aspirations?
- Will you provide me with different work experience opportunities in my areas of interest?
- What qualifications and experience do your staff have?
- Do you support your employees to explore work outside of the ADE?
- Can I make an appointment to visit your premises or view your facilities and speak to other participants and/or do you offer a 'taster' / trial?

How can I use my plan flexibly?

You can ask Activ, or your LAC or support coordinator to help you to look at the support you need to make a change and work out if your current plan will meet your needs.

Your current Supports in Employment budget can be used by another ADE or employment provider to help you at work.

It can also be used to support you in open employment. You can use a different provider to help you in a new workplace.

Your Supports in Employment funding can also be used flexibly to purchase other Core supports to access social and community participation, if not needed for work.

If you need a new or different support, you can request a plan review.

How can I use my plan flexibly (cont.)?



You can use your current plan funding in your new job or activity.

We can adjust your plan later if you need different supports.

For example, you can use your plan flexibility to:

- pay your existing support worker to help you move to a new job in open employment
- pay Activ to help you learn to travel to a new job
- pay a new provider to help you think about a new job and develop the skills you need to get a new job
- pay for a different activity in the community if you stop working.

Requesting a review



If your current plan doesn't meet your needs in your new job or you need more support to access the community, you can request a review.






You can contact your LAC, support coordinator or NDIA directly on 1800 800 110 or enquiries@ndis.gov.au

Tell us your query is in relation to **Activ closures** to ensure we respond promptly.

Questions



National Disability Insurance Agency

-  1800 800 110 – mention Activ closure when calling
-  ndis.gov.au (Webchat also available)
-  enquiries@ndis.gov.au (use 'Activ closure' in the subject line)
-  Find us on Facebook/NDISAus
-  Follow us on Twitter @NDIS

For people with hearing or speech loss

-  TTY: 1800 555 677
-  Speak and Listen: 1800 555 727

For people who need help with English

-  TIS: 131 450