



Local work for local youth

Giving young people with
disability opportunities to succeed



About NDS

National Disability Services (NDS) is the major national peak association for non-government disability service providers in Australia, with over 900 organisational members and branches in every state and territory.

NDS's purpose is to promote quality service provision and life opportunities for people with disability.

NDS WA has almost 100 organisational members and associates providing services in metropolitan, regional and remote areas across the state. Collectively, these members provide services to thousands of West Australians with disability and their families and carers. The reach of NDS WA is further extended through its administration of programs such as ACROD Parking, Companion Card and Community Living and Participation Grants.



About CCI

The Chamber of Commerce and Industry of Western Australia (CCI) is a not-for-profit, member-based organisation providing quality, cost-effective information, services and support for employers. Our members number in excess of 9,200 and include a diverse group of businesses, both large and small, across all industries.

CCI's commitment is to employers and the principles of free enterprise. As the peak body representing businesses, CCI does collectively for business and industry what individual employers struggle to achieve alone.

Our vision is for WA to be a world leading place to live and do business. We believe that three things are required to achieve this vision; government reform, economic reform and social development.

CCI considers the business community to have a strong role to play in working with youth, students and graduates, to develop the workforce of the future.

As member of the Western Australian community, CCI believes that it is important that we operate in a socially and ethically responsible manner. We strive to promote positive change through our own actions. We encourage responsible and equitable business and employment practices, contribute to educational and social programs and support environmentally sustainable business operations.

Why it makes sense to engage with young people with disability

- 1.** Independent research has shown that people with disability generally have a very positive attitude and work ethos.
- 2.** Hiring an employee with disability can lead to increased productivity, reduced absenteeism, increased morale and a more positive organisational culture.
- 3.** The cost of recruiting can be reduced as generally there is lower turnover of employees with disability.
- 4.** The number of OHS incidents for an employee with disability is six times lower than of an average employee and the number of worker's compensation incidents is four times lower than that of an average employee.
- 5.** Employees with disability have less sick days compared to an average employee. The accrued cost of sick absence in employees with disability was less than half of the cost for an average employee (\$408 vs \$881).
- 6.** Employees with disability generally have very good problem-solving skills as they have been challenged to find creative ways to perform tasks others may take for granted.
- 7.** Hiring people with disability contributes to the organisation's overall diversity. It enhances the company image among its staff, customers and community, adding positive benefits to the employer brands.
- 8.** There will be benefits to existing staff who find working with people with disability rewarding.

¹ CCI Employ Outside the Box



Give a kid a go - inspire success

Employers can make a difference to an individual's independence and ability to contribute and take part in the community.

Engaging with students with disability while they are still at school is a great starting point for successful transitions into the workforce.

To engage with potential future employees, some of the things you could do include:

- ▶ Delivering career talks to classes;
- ▶ Providing students the opportunities to explore workplaces and meet with employees;
- ▶ Giving students the opportunity to undertake a work experience placement;

- ▶ Taking on a school-based or work-based trainee;
- ▶ Work with a Disability Employment Service provider to develop a job that is customised to the needs of the person with disability and the employer.

It is important that schools and employers build relationships and linkages while students are still at school so that they get an understanding of the working world and the employment and training opportunities that exist, after school/study is completed.

The more informed students are about careers, jobs, industries and sectors, the better choices they will make when deciding on career pathways and further study options. Those employers

that work closely with schools and students are more likely to inspire students to want to work with them.

Employers that choose to provide work opportunities to students with disability will give individuals the opportunity to explore career pathways; give local students inspiration and assist them to develop independence; and will be contributing to developing our workforce of the future.

There are many inspiring stories of people with disability who, with support, have gained employment and become valued employees.

Employers wanting to connect with schools can contact their local school principals, or Disability Employment Services.



Transitioning into employment

Disability Employment Services providers can work with you to match suitable young job seekers to the requirements of your work place. They know all about the help that is available to employers and they can make it a much easier experience for everyone involved.

Employers can access a suite of support when employing a person with disability, including advice, 'on the job' training, mentoring, wage subsidies and workplace modification assistance. Your local Disability Employment Services provider can also help out with starting a person with a disability in an *Australian Apprenticeship* or with *customising a job* to benefit both the employer and the employee with a disability.

From Work Experience to Job

Your local Disability Employment Services provider can work with you to identify a suitable work experience candidate for your business. They arrange for this person to be placed on for a specific, structured and supported work trial. If this candidate demonstrates their suitability, the Disability Employment Services provider can assist you with employing this person.

Employing Apprentices and Trainees

Young people with disability can be employed as both

school-based and work based Apprentices. An Australian School-based Apprenticeship is undertaken part-time while the student is still at school. It combines paid employment as an apprentice or a trainee, off-the-job vocational training and senior secondary school studies. It's a great way to support students with disability to transition into work.

Employers may consider offering a Work-based apprenticeship or traineeship for a young person with a disability who has already left school. There are an enormous range of apprenticeships and traineeships available across all industry types. Apprenticeships typically last



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for four years, culminating in a qualification (normally Certificate II, III or IV), while traineeships are usually completed in less time.

Apprentices and Trainees require a degree of commitment from the employer to manage their training. They also need to attend classes at a Registered Training Organisation (RTO) or TAFE on a weekly basis, as well as fulfilling their commitment to on-the-job training with the employer.

Your local Australian Apprenticeship Centre (AAC)

can provide information on Australian Apprenticeships and advise employers' on eligibility for financial assistance such as incentives and wage subsidies.

Job Customisation

Job Customisation, which is also known as Job carving, is an approach that whereby a specific job role is designed.

to maximise the skills and abilities of the person with a disability.

The job design can include components of a number of duty

statements. Job Customisation benefits both the organisation/ business and the individual by aligning the strengths of the individual with the needs of the organisation.

Disability Employment Services can assist employers by becoming familiar with your business and working with you to customise a specific role.

Further information on support available to employers is outlined on pages 11 – 14 of this guide.



Giving young people with disability an opportunity to be part of a workplace can inspire and influences an inclusive workplace culture.

Planning to employ someone with a disability

Getting started

Employers seeking to engage a person with disability can access a whole range of free information and advice through JobAccess at www.jobaccess.gov.au.

An Australian Government initiative, Job Access helps employers and people with disability to access information about services, financial assistance and workplace solutions. You can find useful information about reasonable workplace adjustments, disclosure of disability and privacy, disability employment case studies, tools and checklists.

There are also many organisations that can assist you with recruiting a person with disability. They are called Disability Employment Services. The JobAccess website provides you with contacts details of the services located closest to you.

Preparing your workplace to employ people with disability

Prepare your staff - Consider any extra training that may be needed for your current employees to help build a culture of acceptance across your organisation. There may be assistance available for employers to train staff in disability

awareness through the National Disability Recruitment Coordinator service. See www.jobaccess.gov.au/NDRC.

Identify roles/positions suitable for a person with a disability - Consider your current job roles and workplace functions, as some roles could be modified to make it easier for people with disability to work for your business.

Consider flexible arrangements - There may be practical work arrangements put in place to make positions attractive to people with disability while still meeting your needs as an employer

Communicate to staff the value of broadening the business approach to employment - Consider offering awareness training for current employees to help prepare the workplace and provide a culture of acceptance.

Disabilities come in many forms including Autism Spectrum Disorder, medical conditions, mental illness, physical conditions, sensory impairment, and intellectual disability. Very few disabilities prevent people from working or being able to participate in work-related activities.

Many people with a disability are employed in skilled roles, including managerial, professional and administrative positions.





Sarah's Journey to Work

Sarah's journey to work began at Leeming Senior High School Education Support Centre, where she learned public speaking, using public transport, money handling and many other important skills. While at school Sarah completed work experience placements at Kmart, BigW, Anglicare and Activ Industries. This helped Sarah to develop her work ethic, realise her strengths and decide upon her career of choice which was working at Fiona Stanley hospital. Sarah met with Fiona Stanley in person and as she had spent considerable time working out what work she wanted to do she was able to speak up for herself and say to Fiona directly, "I want to work at your hospital."

Fiona recognised Sarah's positivity and a role was created in the Human Resources department where her skills and personality make a significant difference to productivity.

Sarah works four days each week as an administrative assistant. The most valued part of her role is compiling the documents and resources for the HR department induction and training packages. Sarah's contribution has reduced the administrative workload of the entire HR department leaving her colleagues with time to focus more on the more specialised Human Resource tasks, knowing all the daily administrative tasks are taken care of.

Where to go for support?

Financial support

Australian Government – Job Access

Job Access – an information and advisory service funded by the Australian government, which provides information about services and incentives for employing people with disabilities. Job Access can provide resources supporting:

- ▶ **Employment Assistance Fund** – gives financial help to employers for work-related modifications, equipment and services to adjust the workplace to suit employees with a disability.
- ▶ **Supported Wage System** – Payments to eligible employers to help cover the cost of paying wages in the first few months of employment of a person with disability.
- ▶ **Workplace-based Modifications and Adjustments** – information about reasonable adjustments, workplace flexibility, safe work environments and how to access disability awareness training.

Visit the websites

www.jobaccess.gov.au

www.jobaccess.gov.au/content/workplace-modifications-and-adjustments

www.jobaccess.gov.au/content/supported-wage-system-1

Call the Job Access Call Centre

1 800 464 800

Download the resources

www.jobaccess.gov.au/publications_list

Disability Works Australia– Employer Incentives

A website providing a list of the range of incentives and supports available to employers seeking to recruit or employee people with disabilities. The site also identifies success stories as examples of how employing people with disabilities can work for your organisation.

Visit the website

www.dwa.org.au/employerincentives.htm

Building disability awareness in your organisation

Disability Services Commission

The Disability Services Commission of Western Australia has collated an extensive list of providers who can deliver Disability Awareness Training. This list also outlines the range of certificates and recognised training packages available to employees should employers provide this support to their employees.

To Find a Disability Awareness Training Provider, visit the website

www.disability.wa.gov.au/Global/Publications/Understanding%20disability/Built%20environment/disability_training_providers.pdf#xml=http://www.disability.wa.gov.au/Search10/isysquery/4b2d3c94-06f4-4dda-9e88-a5f83337a52e/1/hilite/

Connecting employers to potential students/workers with a disability

Disability Employment Service Providers

Disability Employment Service Providers can enable help for people with disability, injury or health condition who require support to find and maintain sustainable employment. Employers can lodge a job vacancy for a person with disability through a Disability Employment Service provider. Providers also have a range of local resources and supports to assist in the employment of people with disabilities in the workplace. These resources may include, jobseeker booklets, employer guides and material showcasing local examples and success stories. Resources available through local Disability Employment Service Providers are representative of businesses within the local community, and individualised needs of those businesses.

Visit the website

www.jobsearch.gov.au/providers/

National Disability Coordination Officer Program

The Australian Government's National Disability Coordination Officer (NDCO) Program works strategically to assist people with disability access and participate in tertiary education and subsequent employment, through a national network of regionally based NDCOs.

The NDCOs work with stakeholders at the local level to reduce systemic barriers, facilitate smooth transitions, build links and coordinate services between the education, training and employment sectors.

Visit the website

www.ndcowa.net.au/

Contact Edge Employment Solutions to speak to your nearest NDCO Advisers

(08) 9286 6600

Understanding and setting up Apprenticeships

The Department of Training and Workforce Development - ApprentiCentre

ApprentiCentre manages the apprenticeship and traineeship system in Western Australia. They help employers, apprentices and trainees understand the requirements of apprenticeships/traineeships.

Visit the website

www.dtwd.wa.gov.au/employeesandstudents/apprenticentre/Pages/default.aspx

Australian Apprenticeship Centres

Australian Apprenticeships Centres are contracted by the Australian Government to provide one-stop shops for those seeking to hire Australian Apprentices.

- ▶ Provide assistance to employers, Australian Apprentices and training providers throughout the duration of the Australian Apprenticeship
- ▶ Promote Australian Apprenticeships in the local area
- ▶ Administer incentive payments to employers and personal benefits to Australian Apprentices
- ▶ Establish effective relationships with Job Services Australia providers, Group Training Organisations, Registered Training Organisations (RTOs), schools and community organisations

To find your nearest AAC, go to:

www.australianapprenticeships.gov.au/find-my-aac/full-list

Or contact CCI's Apprenticeship Centre, Apprenticeship Support Australia

www.cciwa.com/

Employer focused resources and guides

Disability Employment Australia Employers Guide

A comprehensive booklet outlining the joint responsibilities of Employers and Disability Employment Service providers, and which provides information and advice on how employers can work more closely with Disability Employment Service providers to have a positive experience when employing people with disabilities.

Visit the website

www.guide.disabilityemployment.org.au

Australian Network of Disability

A website providing information about the benefits of employing a person with a disability, and which provides links to assist employers to develop Disability Action Plans and Accessibility Action Plans. Australian Network of Disability also has available a range of resources to assist your organisation in becoming disability confident.

Visit the website

www.and.org.au/pages/business-benefits-of-hiring-people-with-a-disability.html

Download the resources

www.and.org.au/pages/publications.html

www.jobsearch.gov.au/employerinfo/default.aspx

Chamber Of Commerce and Industry of Western Australia - Employ Outside the Box

A document providing information about the benefits of employing people with disability, including insurances, productivity, reliability, availability of support and employee relationships.

Download the document

www.acci.asn.au/Research-and-Publications/Publications/Employ-Outside-the-Box

Watch the video

www.youtube.com/watch?v=wm0hpzRleEk

Family and Community Services (New South Wales Government)

A website providing an overview of the range of services and supports available to employers and people with disabilities, as well as links to support recruitment processes, and ensuring employers are able to operate in a way that is responsive to the rights of people with disabilities.

Visit the website

www.adhc.nsw.gov.au/individuals/inclusion_and_participation/in_the_workplace/employing_people_with_disability

Research Reports

Institute for Corporate Productivity (I4CP)

A research article demonstrating the benefits of employing people with intellectual and developmental disabilities, based on data collected from 200 organisations. This article indicates that companies employing people with intellectual or developmental disabilities gain dependable, motivated workers who deliver observable business benefits and building inclusive cultures that attract broader talent.

Visit the website

www.i4cp.com/trendwatchers/2014/10/15/what-your-d-i-policy-is-missing-employing-people-with-intellectual-and-developmental-disabilities#.VD-EFUITNKk.twitter

Australian Government – Safe Work Australia

A national study implemented by Safe Work Australia, which identifies incidences of injury in the workplace is not increased by employing people with disabilities. This research further indicates that workers compensation costs are in fact lower on average for employees with disabilities in comparison to average costs for employees without a disability.

Download the report

www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/rr2007arepeoplewithdisabilityatrisk

Chamber of Commerce and Industry of Western Australia (Inc)

Call now on **(08) 9365 7555**, email **info@cciwa.com**
or visit **www.cciwa.com**



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