

USING YOUR NDIS FUNDING FOR CUSTOMISED EMPLOYMENT



School To Work
for Secondary Students
with Disability



**resourcing
inclusive
communities**

An initiative of Family Advocacy

This resource has been developed to provide information to families who are supporting their family member to utilise their NDIS funding to implement the Customised Employment approach. As with any funding scheme, it will be unique to each person's individual circumstances and will be impacted by how their NDIS plan is managed.

Further, we suggest that families who are supporting their family member to undertake the Customised Employment approach, spend time understanding the essential steps of the process to ensure the funding is utilised as effectively as possible.

Step 1: Develop Employment Goals

In order to receive employment-related supports through the NDIS a person **must have employment related goals in their plan**. These goals should be unique to the person's situation. Examples of goals include:

- I would like to access the Discovery Process to determine the type of work role that would best suit me in the future.
- To find meaningful work in my local community that is based on my interests, skills and contributions.

Step 2: Determine the support that is required

Supports can be utilised for each of the various stages of Customised Employment. These supports include:



1. Discovery Facilitator (in the Discovery stage) – This role facilitates the Discovery Process by spending up to 40 hours completing the following tasks:

- Having conversations with the person regarding their interests, contributions and conditions for success
- Observing the person in many settings (home, community, employment etc), completing different tasks and interacting with different people
- Organising experiences to explore interests, contributions and conditions for success
- Facilitating discussions and interviews with valued individuals in the person's life
- Creating a Discovery Profile encapsulating the information uncovered during the process.

2. Job Developer (in the Job Development stage) – This role includes:

- Job planning – working with the person to determine the process of approaching employers
- Conducting research on potential businesses
- Approaching businesses
- Determining needs of a business and how the Job Seeker's contributions can address those needs
- Analysing a work environment and determining the supports that might be required
- Negotiating a customised role with a business

3. Job Supporter/Job Coach (in the On-site Job Support stage) – This role includes supports provided on-site during employment or work experiences and includes:

- Job analysis – discovery of the workplace, specifically identifying the typical ways, means and people in the workplace that might be used to train and support an employee
- Task analysis - determining the tasks the business needs doing which align with the tasks the Job Seeker can perform or be supported to perform.
- Onsite job supports – identifying individuals in the workplace who can support the Job Supporter in a natural and typical way
- Training using systematic instruction strategies; meaning the various teaching strategies which would best support the Job Seeker in learning the tasks

Step 3: Understand the available NDIS Employment Supports in relation to Customised Employment

Listed below are the current NDIS Employment Support options. The supports received will be based by the person's goals, circumstances and their plan. Based on the person's plan (Step 4). you can determine how you will use those supports to facilitate a Customised Employment approach.

Option 1:

Funding Budget: Core Funding - the most flexible budget

Support Category: Assistance with Social Economic and Community Participation

Item Name: Supports in Employment – Supports that can be used in a variety of employment settings including private, government or not for profit organisations, a social enterprise, family run business or self-employment, including a micro-business.

Supports can include:

- On the job assessments related to the impact of a person’s disability on their ability to work
- Job customisation
- On-the-job training and intermittent support with daily work tasks
- Direct supervision and/or group-based support to enable meaningful participation at work
- Physical assistance and personal care delivered in the workplace
- Supports to manage disability-related behaviour or complex needs at work; and
- Non face-to-face activities that are directly related to supporting a participant’s employment

Option 2:

Funding Budget: Capacity Building Funding - supports cannot be moved from one support category to another

Support Category: Finding and Keeping a Job

Item Name: Employment Support (sometimes known as Workplace Assistance) - provide workplace assistance that should support a person to successfully obtain or retain employment in the open or supported labour market.

Supports can include:

- Explore what work would mean for them (discovery)
- Build essential foundation skills for work
- Managing complex barriers to obtaining and sustaining employment
- Specialised job customisation
- Supports to transition from an Australian Disability Enterprise (ADE) to open employment
- Develop a career plan
- Other capacity building supports that are likely to lead to successful engagement in a Disability Employment Service (DES)

Option 3:

Funding Budget: Capacity Building Funding - supports cannot be moved from one support category to another.

Support Category: Finding and Keeping a Job

Item Name: School Leaver Employment Supports (SLES) - Available during the final years of school and continue post school. These supports are designed to help a young person prepare, look for and gain employment. They can be used to pursue casual work and work experience.

Supports can include:

- Money handling
- Time management
- Communication
- Discovery activities

- Work experience
- Job readiness
- Independent travel
- Personal development

Step 4: Based on how the plan is managed determine where you will access support

Once it has been determined the type of support required, consider where you will look for supports. Part of the considerations will depend on how the NDIS plan is managed. There are three common ways to find supports:

Self-managed Plan	Plan managed Plan	NDIS managed Plan
Hire staff directly		
Intermediary Service	Intermediary Service	
Employment Service Provider	Employment Service Provider	Employment Service Provider

As Customised Employment is a relatively new concept in Australia, families who have had the most success in supporting their family member to access a Customised Employment approach typically have supported their family member to have a self-managed plan. Having a self-managed plan allows for more flexibility in the services accessed as well having direct input into choosing appropriate supports.

Below you will find examples of how a person might use their NDIS plan to access the Customised Employment approach. Please note this is not an exhaustive list of examples but a way to demonstrate how a person might utilise their NDIS supports.

Hire staff direct example:

Sarah, Peter’s mother, directly hired John to support her son Peter through the Discovery Process. Sarah met John through mutual family friends; John has a shared interest in art with Peter. Peter has a self-managed NDIS plan and has utilised Student Leaver Employment Supports (SLES) through the Capacity Building Budget to engage John five hours a week to support the Discovery Process.

Intermediary Service example:

Stephen, Annie’s father, advertised a role on an Online Platform seeking a Job Developer, to support Annie in this aspect of the Customised Employment process. Several individuals’ applied for the role and ultimately Stephen and Annie hired Rachel. Rachel has experience working in the marketing and communications sector, while also showing a strong interest in learning more about Customised Employment. Annie utilises her Capacity Building Supports from the Finding and Keeping a Job support category (specialised job customisation) to engage Rachel in this role.

Employment Service Provider:

Erin has recently found a customised role in her local community, after a local employment service provider supported her through the Discovery and Job Development process. Phoebe, Erin’s mother, is now supporting Erin to engage on-site job supports through the provider. Erin will be

utilising Core Funding to engage a Job Coach who will provide on-site support to both Erin and the employer with the intention of ensuring the employer provides typical training and support to Erin long term. The Job Coach will fade their support once Erin is established in the role.

When accessing an employment service provider, we would recommend reading our document 'Seeking Quality Customised Employment Supports' prior to approaching a service.

This information has been compiled as of May 2024. Visit the NDIS website for the most update to date information relating to funding employment supports and support categories.

Looking for more information?

For more useful resources and information, please visit our websites at www.family-advocacy.com or www.ric.org.au

Contact us



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