

This booklet has been compiled and published (August 2014) by various community and government organisations involved in the process of transitioning people into employment.

This information will clarify some of the misunderstandings associated with disability employment and demonstrate its viability.

**The Albany Transition Pathway Group includes:**

Disability Services Commission



WORKLINK  
*learn work grow*



LWG Training  
*learn work grow*



Albany  
Secondary Education  
Support Centre

*Excellence in Specialised Education*



*employment services*  
**APM**



National Disability Coordination Officer Program  
*An Australian Government Initiative*



**EMPLOYING  
PEOPLE  
WITH  
DISABILITY**

**Employing people with disability  
is good for business**

**The experience of many satisfied employers is  
that employees with disability are:**

- **More Reliable**
- **More Affordable**
- **Just as Productive**
- **Good for Business**

## What is Disability?

You may already have a person with disability working in your business and not realise it. You most certainly have many customers with disability.




Disability is common. Nearly 1 in 5 Australians has some type of disability and at least 80% of these disabilities are invisible.

Disability is broad. For example disability includes:

- A wide range of chronic medical conditions
- Learning disabilities
- Mobility restrictions
- Intellectual disabilities
- Mental illnesses and
- Vision and hearing impairments

Disabilities may be mild or severe, permanent or temporary.

People may be born with a disability, or acquire it later in life through injury or illness.

	<p><b>Worklink Albany</b></p> <p>Worklink is a not-for-profit organisation that assists people to Learn, Work and Grow. We specialise in career guidance to better prepare clients for work.</p> <p>As a Registered Training Organisation, we customise training for individuals, groups and businesses with a focus on business and retail studies.</p> <p>We're the home of a headspace centre—a national mental health initiative for young people. Worklink hires out training rooms, provides web conference facilities and operates a business support and temp labour service.</p>	<p><a href="http://www.worklinkalbany.com.au">www.worklinkalbany.com.au</a> (08) 9842 6789</p>
	<p><b>Albany Secondary Education Support Centre</b></p> <p>Albany Secondary Education Support Centre offers an inclusive workplace-learning program that is tailored to meet each student's educational, social and emotional abilities and requirements. All students are invited to take part in workplace learning from year 10 until they leave school. The locations for workplace learning vary from hospitality, human services, automotive, retail and a host of others, according to the students interests.</p>	<p><a href="http://albanysecondaryesc.wa.edu.au/">http://albanysecondaryesc.wa.edu.au/</a> (08) 98414900</p>
	<p><b>Great Southern Institute of Technology</b></p> <p>Great Southern Institute of Technology provides support to students with disability, medical and mental health conditions, including apprentices and trainees.</p> <p>This support is designed to help students participate, and succeed, in their training course. This assistance is also available for regional students at our Denmark, Mt Barker and Katanning campuses.</p> <p>For more information contact Wendy Macliver, the Disability Liaison Officer/Study Support Coordinator on 9892 8741 or email <a href="mailto:wendy.macliver@gsit.wa.edu">wendy.macliver@gsit.wa.edu</a>.</p>	<p><a href="http://www.gsit.wa.edu.au">www.gsit.wa.edu.au</a> (08) 9892 8888</p>

LOCAL CONTACT LIST		
	<p><b>Great Southern Personnel</b></p> <p>GSP differentiates itself from other employment agencies by focussing solely on assisting people with disability and concentrating on employment as an immediate goal. GSP uses a service model that allows job seekers to make informed vocational choices, applies a holistic approach to the job seekers needs, and maintains the development of links to the community and businesses and the provision of workplace support to employees and employers.</p>	<p><a href="http://www.gsp.org.au">www.gsp.org.au</a> (08) 9842 1510</p>
	<p><b>Advanced Personnel Management</b></p> <p>Advanced Personnel Management (APM) is an Australian owned national provider of Workplace Rehabilitation, Employment and Psychological Services. APM collaborates with large and small private and public sector organisations, assisting people with injuries, disabilities or illnesses to return to work. APM is a member of the National Panel of Assessors and also works in conjunction with the Australian Federal Government to provide Disability Employment Services (DES).</p>	<p><a href="http://www.apm.net.au">www.apm.net.au</a> (08) 98414228</p>
	<p><b>Options Employment</b></p> <p>Options Employment is one of WA's most experienced and successful Open Employment specialists. Our roots date back to 1958 to the inception of our parent organisation Good Samaritan Industries. GSI has helped over 5000 people with disability to find meaningful employment. Options Employment provides a range of employment opportunities tailored specifically to our clients' individual employment aspirations. Importantly – Options Employment services are delivered at no cost to an Employer or person with disability.</p>	<p><a href="http://www.options.org.au">www.options.org.au</a> (08) 94630562</p>
	<p><b>Disability Service Commission</b></p> <p>Local Area Coordinators (LACs) from the Disability Services Commission help people with disability to identify their goals and access the supports they need to achieve them.</p>	<p><a href="http://www.disability.wa.gov.au">www.disability.wa.gov.au</a> (08) 9845 5708</p>

## Consider people with disability for paid employment, or work experience

There are many reasons why a person with disability may be the best fit for your business. Your main priority is to have the right person for the job, and sometimes that person will also happen to have a disability.

Research\* shows that employees with disability are:

### Reliable

- Take fewer days off e.g. less sick leave and absenteeism
- Stay in their jobs longer than others
- Have higher retention rates

### Productive

- Are motivated and perform equally to the required standard
- Are highly educated and skilled

### Affordable

- Have less workplace accidents
- Have lower recruitment, insurance cover and compensation costs

### Good for business

Employing people with disability builds:

- morale
- loyalty and
- goodwill

among staff, customers and the community by positively reflecting diversity.

\*Sourced from: *Employ outside the box: People with disability. The rewards of a diverse workforce: A quick guide for WA employers 2012 Chamber of Commerce and Industry of Western Australia (Inc).* Download @ [www.cciwa.com/workforce-development-services/resources](http://www.cciwa.com/workforce-development-services/resources)



Photo: John King

## Tyson

After leaving school, Tyson completed several courses at Great Southern Institute of Technology (GSIT), including the Certificate in General Education for Adults to improve his literacy and numeracy skills.

Tyson then enrolled in a Certificate I in Hospitality at GSIT, which included work experience at the Vancouver Café.

Café owner Alison Teede was very impressed with Tyson's enthusiasm, ability and willingness to learn, and offered him a Hospitality Traineeship.

"I could see he had the potential to be a very valuable employee," Alison said. "He's hardworking and fun to have in the team – everybody enjoys his company," she added.

Tyson enrolled in the Certificate II in Hospitality at GSIT while completing his traineeship by working on the job at the Vancouver Café.

Tyson's traineeship was registered with the Disabled Australian Apprenticeship Wage Support (DAAWS) program. Through this program, Tyson's employer received a wage subsidy and Tyson was given extra tuition through GSIT to help him with some of the theory parts of the training course.

I was able to do the workplace learning at ALAC with the support of staff from Albany Secondary Education Support Centre (ASESC) and Albany Leisure and Aquatic Centre (ALAC). After a period of time, I was offered a traineeship at ALAC and I have since completed two courses through Royal Lifesaving and I am now a qualified duty manager.

I recommend that students complete Year 12 and try workplace learning, as it gives you the opportunity to be in a work situation with the support of staff from school.

## Jen

Experiencing a number of physical difficulties, including chronic lower back, leg and neck pain, Jen went to Advanced Personnel management (APM) for assistance in finding work. At 48 years old, Jen had worked for many years as a primary school teacher and was keen to secure another teaching position.

The first step in Jen and APM's agreed plan for employment was for APM to follow up a lead from a local contact about a teaching job. APM Senior Employment Consultant Denise approached the school and assisted Jen in securing a relief position. Denise and Jen discussed her physical needs for starting work, and Denise sourced funds to obtain a new swivel chair and a roller bag to reduce the pressure on Jen's joints.

APM also purchased Jen some orthopedic shoes and new clothes to ensure she had everything she needed to start work. Jen did a great job in the position and was able to secure a full-time contract.

Jen said she's been "Overwhelmed at how much APM went out of their way to help, how supportive APM have been in making contact constantly via email, phone and face to face". We're inspired by Jen's persistence and energy, as we're sure all the students lucky enough to have her as their teacher are.



**David**

While enrolled at Albany Secondary Education Support Centre (ASESC), I enjoyed doing sport. In upper school I attended Physical Education Studies classes and this confirmed my interest in this area. After talking with the Workplace Learning Coordinator at school, I started workplace learning at Albany Leisure and Aquatic Centre (ALAC).

Tyson enjoys his work at the Vancouver Café.  
“I like working at the Vancouver because everyone is friendly.  
Regular customers come in and they give you good compliments.”



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**Support is available for employers**

You probably already provide support and flexibility to your staff without thinking of it as making adjustments. What employees with disability may need is often not much different. A number of supports and incentives are available at no cost to employers.

## Getting the ball rolling

Contact a Disability Employment Service (DES.) DES agencies provide recruitment support, on-site training and ongoing workplace support.

## There is financial assistance

Employment Assistance Fund assists with the costs of workplace adjustments and equipment.

## Wage subsidies

Help cover the costs of paying wages in the first few months of employment.

## Apprenticeships and Traineeships

For apprentices and trainees with disability, wage support may be available for the whole duration of the apprenticeship or traineeship.



## Mary

My name is Mary and my journey began a few years ago when I started volunteering to improve my office skills. This gave me the confidence to complete Certificate II and commence Certificate III in Business. During that time, I was also applying for part time jobs but was unsuccessful.

I first came across Great Southern Personnel (GSP) at the Careers Expo at Great Southern Institute of Technology. I knew a little bit about what type of service they offered but after my first meeting with my Employment Coordinator (EC), I was made aware of the many options and pathways I could take to achieve my goal which was to find employment.

GSP organised a meeting with Bethel to discuss employment opportunities and what GSP could offer in support, aids and equipment required to make it possible for me to work there. By the end of the meeting, I was offered the position!

I have been employed for several months now and am very happy to be part of the friendly team. My EC applied for funding through Job Access to purchase aids and equipment that now enable me to do a lot more tasks at Bethel Hostel.



## Kaleisha

When I was 16 years old I wondered what I would do when I left school. My Local Area Coordinator (LAC) helped me to think about my strengths and interests, and what jobs I could possibly do. With this information Albany Secondary Education Support Centre got me into some Workplace Training to help me check out my ideas.

My LAC helped me connect with Great Southern Institute of Technology for further training, and then to Great Southern Personnel to support me in finding a job using my skills. She also helped me to get the extra support I needed to get my driver's licence, which makes it easier for me to get to my job on time.

When I am unsure of where to go for help, I always ask my LAC. LACs from the Disability Services Commission help people with disability to identify their goals and access the supports they need to achieve them.

## Supported wage system

- The supported wage system provides an opportunity to employ a person and pay a fair wage (as independently assessed) that is matched with their productivity.

## Ongoing support

- Disability Employment Services (DES) providers provide free on-the-job advice and support.
- Existing employees who are at risk of losing their employment due to disability, may access Job in Jeopardy support.

## Insurance coverage for work experience

- Insurance coverage is available from schools, tertiary education providers and DES providers.

## Work Health and Safety

- There is nothing in legislation that requires people with disability to be treated any differently when it comes to OH&S.
- The Australian government assists financially with adaptations to make the workplace accessible to employees with disability.





## Tom

When Tom registered with Options Employment he was volunteering at the Community Garden run by the Rainbow Coast

Neighbourhood Centre (RCNC). Tom's employment coordinator approached RCNC and looked at creating a paid position for Tom at the Community Garden.

The RCNC saw value in designing a position for Tom. Doing this fitted into the values of the organisation in supporting Tom to effectively manage his own life and to create connections to the community. Tom enjoys the work he does around the garden; one of his main duties is to create mulch, which the RCNC will support him in selling around the local community.

Tom has made many friends at the Community Garden and always looks forward to coming to work. Tom is extremely thankful for the opportunity provided by both Options Employment and the Rainbow Coast Neighbourhood Centre.

## Sebastian

### Sebastian's success Worklink links with GSP

Worklink recently partnered with Great Southern Personnel to provide work experience to Sebastian. Sebastian has Asperger's Syndrome which impacts on communication and socialising. This can also impact on confidence and create barriers for individuals to obtain employment.

Sebastian came on board to assist with website updates, general administration including filing, data input and scanning. Over the time he spent at Worklink his confidence began to increase as he successfully completed tasks and positively contributed to the team.

We are pleased to say that after four weeks working with us, Sebastian gained paid employment doing archiving. His experience here at Worklink and the support he received from GSP contributed to him feeling confident enough to seek out and obtain paid employment.

Worklink is very pleased to have been able to be a part of this journey.