

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 Capes Employment Development Group (CEDG) includes:

Disability Service Commission  
South West Institute of Technology



## 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>South West VETlink</b></p> <p>South West VETlink is a not for profit organisation working across the whole South West. We work in partnership (or to develop partnerships!) with schools, industry, community groups and whoever else we manage to rope in, to assist young people in the successful transition from school to work. For more information or to see how we can work with you to better support young people, contact Donna Wroth.</p>	<p><a href="mailto:donna@southwestvetlink.wa.edu.au">donna@southwestvetlink.wa.edu.au</a> or</p> <p>0409 200 702.</p>
	<p><b>PVS Workfind</b></p> <p>PVS Workfind is a leading employment services and training provider with over 43 sites across Australia. PVS has established strong collaborative links with community service providers and assists jobseekers through job search support, access to training and support programs and employment opportunities.</p>	<p>1, 556 Bussel Hwy Busselton, WA, 628</p> <p>1300 658 414 (08) 9754 3400</p> <p><a href="http://www.pvs.com.au">www.pvs.com.au</a></p>
	<p><b>My Place</b></p> <p>My Place supports each person with disability to pursue their unique dreams and aspirations. Individuals can have access to a Service Co-ordinator who will help identify what they would like for the future, develop a plan of how this can be achieved and then provide staff to assist where needed. If people choose to they can also employ support workers directly with My Place providing advice as to how best they might go about it while taking care of payroll and taxation requirements.</p>	<p>Nicole Cox</p> <p><a href="mailto:Nicole.cox@myplace.org.au">Nicole.cox@myplace.org.au</a></p> <p>0412 402 814</p>
	<p><b>Options Employment</b></p> <p>Options Employment is one of WA's most experienced and successful Open Employment specialist. Our roots date back to the inception of our parent organisation Good Samaritan Industries. 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 the employer or person with a disability.</p>	<p><a href="http://www.options.org.au">www.options.org.au</a> (08) 94630562</p>

	<p><b>City of Busselton</b></p> <p>The <i>City of Busselton's Disability Access and Inclusion Plan 2014-2018 (DAIP)</i> provides a planned approach to improving the physical access to services and facilities, as well as incorporating inclusion at a participatory and service level.</p>	<p>(08) 9781 0444</p> <p>City of Busselton 2 Southern Drive BUSSELTON WA 6280</p> <p><a href="mailto:city@busselton.wa.gov.au">city@busselton.wa.gov.au</a></p>
	<p><b>Engagement and Transition</b></p> <p>The Engagement &amp; Transition team consists of an Engagement &amp; Transition Manager Participation Coordinators.</p> <p>The Engagement &amp; Transition Manager primarily supports schools with attendance, engagement, transition and attendance, &amp; develops and maintains partnerships between school, community, training &amp; business stakeholders to enable effective student engagement &amp; transition.</p> <p>Participation Coordinators support the transition of young people who are in their 11<sup>th</sup> or 12<sup>th</sup> year of schooling into pathways other than school.</p>	<p>Jo Dorrington Engagement &amp; Transition Manager Southwest Education Region - Warren Blackwood</p> <p>0429 117 620</p> <p><a href="mailto:joanne.dorrington@education.wa.edu.au">joanne.dorrington@education.wa.edu.au</a></p>
	<p><b>South West Institute of Technology</b></p> <p>The Institute strives to be the 'First Choice in Training' for the South West and I thank you for seeking our assistance to guide you through your training journey. The Institute prides itself on meeting the needs of industry through the delivery of relevant, contemporary training that the region needs now and into the future.</p>	<p>Robertson Dr, Bunbury WA 6230 (08) 9780 7000</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></p>

## Why 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

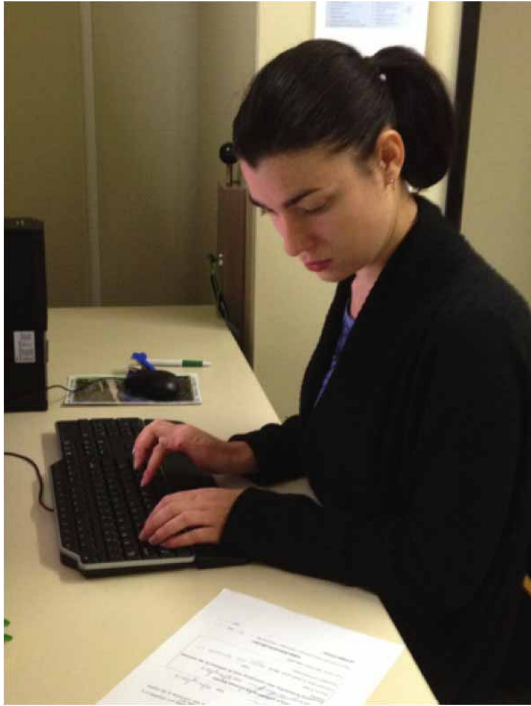
### Good for business

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)



## Ella




Ella has successfully worked as administration assistant for the HR department at the City of Busselton for nearly three years. She works two days per week and her duties include word processing, record keeping, data entry, scanning, filing, preparing induction packs and many other tasks.

Ella has grown up in Busselton where she

completed Year 12 at Geographe Education Support Centre. She holds a Certificate II and III in Business and is currently working on obtaining her driver's licence. Ella takes pride in her presentation, is polite and well liked due to her friendly nature.

Ella was diagnosed with Autism as a teenager but this has never stopped her ambition. She has recently been asked to be on the board of the National Disability Insurance Scheme (NDIS) Committee and actively participates as a volunteer to improve her work skills and diversification in tasks.

Ella is currently looking for additional work in an office environment with the goal of full-time work in the future.

LOCAL CONTACT LIST		
	<p><b>Forrest Personnel</b></p> <p>An autonomous organisation, Forrest Personnel is one of over 25 Disability Employment Service (DES) providers in Western Australia.</p> <p>The premise of a DES provider is to assist people with disability to find work in the mainstream workforce and provide training to learn the job as well as ongoing support where necessary. In addition these jobs are to pay legal wages and offer full conditions. Forrest Personnel has sought to continually develop work practices to ensure that clients find success with their employment goals and that they do so in a way that maximises independence.</p>	<p>Suite 2, 72 Duchess Street Busselton WA 6280</p> <p>9754 1233</p> <p><a href="mailto:janette.lynch@fpi.org.au">janette.lynch@fpi.org.au</a></p>
	<p><b>Geographe Education Support Centre</b></p> <p>Geographe Education Support Centre is a K-13 Public School located in Busselton, WA. The Centre has specialist Vocational Education Trainers who work closely with South West Institute of Technology and regional RTOs to support work ready students achieving Industry qualifications in Retail, Hospitality, Warehousing and Building and Construction Certificates. Centre staff closely support students in over fifteen work placements with local businesses in Busselton in 2014 with current students ready for work placements in 2015/16.</p>	<p>Bronwen Worthington, VET Coordinator Geographe Education Support Centre Clydebank Ave, Busselton WA 6280 (T) 9754 9357 (E) <a href="mailto:bronwen.worthington@education.wa.edu.au">bronwen.worthington@education.wa.edu.au</a></p>
	<p><b>The Partnership Brokers</b></p> <p>The Partnership Brokers program is managed by Great Southern Employment Development Committee (Inc) for the Department of Education. The objective of the federally funded Program is to facilitate stakeholder engagement, build community capacity and infrastructure specifically focused on improving education, training and employment outcomes for young people.</p>	<p>Crn Kent and Brown Street Busselton</p> <p>Robyn Clark 0424 023 749</p>



## Hayden

The busy sounds of pneumatic machinery, passing traffic and digging are all in a day's work for nineteen year old Hayden Nazzari. Hayden is employed full time as a Building and Construction Trainee with Geographe Underground Supplies (GUS) which builds on his Certificate I School qualifications over the last three years. GUS currently has the contract for the Bussell Highway underground services re-alignment and it is an interesting experience for

Hayden, working so close to his ex-school, Geographe Education Support Centre.

He said 'the guys in the team are great and working at Woolworths was a good start for me to get this job.' Hayden studied in the Busselton Trade Training Centre's first Building and Construction Cert I group with Mr Dave Douglas and was remembered by Dave as being a student trainee that was always 100% committed, working safely, ready to learn and work focused. Dave comments he also worked with panache!

Hayden's supervisors at GUS were similarly impressed with his initiative and effectiveness when they observed him working at Woolworths earlier this year, and were very happy to offer him his new position, brokered by Forrest Personnel.

## Susan

Susan is a bubbly, happy 24 year old who works hard for her employers with confidence and skill. But she didn't always feel that way . . .

Uncertain of her ability to interact and participate in her community, let alone employment, Susan's mental health had become a debilitating barrier.

Susan worked hard with her Consultant and the team at PVS to develop her self-confidence through engaging in workshops, training and counseling, taking tiny steps that soon became giant strides in confidence.

Recognising that she had



Michelle Palmer (Consultant) and Susan

great skills and a lovely personality to offer employers, PVS arranged an interview with an employer who was struggling to find the right fit for their company in the South West.

Susan's enthusiasm and willingness to take up the employment opportunity won the employer over and Susan commenced her new job. Whilst the job provided limited hours this suited Susan perfectly allowing her to work part time.



### **Scott Kennedy**

Scott was born in Busselton, attended Geographe Education Support Centre to Year 12. He has Noonan Syndrome which is a genetic disorder preventing normal development in parts of the body.

When Scott left school and engaged with Forrest Personnel, he received a skill profile, employment and non vocational goals which identified areas of employment that were suitable for Scott's abilities. Forrest Personnel collaborated with Disability Services Commission and InteWork who support Scott with Independent Living skills. Scott participated in various work trial settings to gain experience, skills and assess his abilities.

### **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 be able to 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.

### **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.

This resulted in 2008 with a position at Busselton Woolworths, starting in shelf filling; he has maintained this employment to present day, now as a Trolley Collector. Scott takes great pride in his work; he knows his job well and is

willing to help out when called upon and 'go the extra mile'. Scott lives independently, is a well-known identity in Busselton and participates in many community activities and events. He travels interstate to visit family and has been able to save for items such as bicycles and large screen televisions!

Woolworths have benefited from his employment as he is reliable, loyal and provides good customer service. He interacts with the customers, they know him by name and he reciprocates. He takes an interest in the lives of all those he comes in contact with. Scott demonstrates by his outlook on life that someone with major barriers is able to sustain meaningful employment and lead a full active life.





## Garth

Garth grew up in Perth where he completed his Year 12 at Hollywood Senior High School. Garth continued his studies at the West Coast College of TAFE pursuing his passion for Information Technology (IT) achieving a Diploma Information Technology in 2001. In 2003 he added to his skill set with a short course in Bookkeeping and MYOB accounting.

Voluntary work experience in Perth with the Technical Aid to the Disabled of WA (TADWA) as a technical assistant complemented his pursuit of qualifications. Garth started his own business “Avid Computers” offering sales, support, repairs, maintenance and tuition for seniors. Garth relocated to Busselton with his family.

Forrest Personnel successfully applied for substantial grant funding through the Job Access scheme for workplace modifications. Items such as a head set, chair and installation of automatic doors to the workplace, provided easier access for Garth and the community.

Garth has Cerebral Palsy, which affects his mobility, co-ordination and dexterity. Standing and walking is difficult, he requires a motorised scooter for all but very short distances. Garth has limited control over the movement of his left arm.

Garth registered with Forrest Personnel to find employment in his field of expertise – Information Technology. In 2007 Forrest Personnel was able to secure employment as a Network Administrator with Busselton Senior High School. Garth currently works 26 hours per week and his goal is to gain additional hours. His role is to monitor and maintain computer systems, troubleshoot for staff and students, install new programs and equipment.