



# Planning Booklet



## Planning Area 5: **Work**



## Don't forget!

Make sure you save your work by downloading and saving this PDF to your own computer before you write in it.

## Believing that work is possible

Sometimes people might think that not all people with disability can work. They might not have heard stories about or know any people with disability who have paid work. It can be helpful to hear about some real life examples. Sometimes finding the right work can be tricky, but if your goal is to have a job then you have the right to be supported to find one.

### What would help me to find out more about the possibilities of work?

Look at the list in the table on the next pages.  
Choose as many ideas as you want.

Once you have done this you can then think about whether you need support to make these ideas happen. What things can you organise yourself and what do you need support to do? Fill in the columns that ask you about the support you need.

We've also given you an example.

<b>Choose the ideas that will help you to believe that work is possible.</b>	<b>Is there any more information I want to record about this?</b>	<b>What can I do to make this happen?</b>	<b>Is there anything I want support with?</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support? Yes or if No, who can I ask to find it?</b>	<b>When do I want to do this?</b>
Example: Talk to organisations and groups that have good stories about finding work	I think this is the starting point for me. I haven't thought I can work.	I will contact organisations I am connected to and ask them to put me in touch with people.	I will need help to talk to people who have a job.	Support from a person to talk to people together.	Yes, maybe someone from my support organisation will help me.	In the next month.

## Now it's your turn

<p><b>Choose the ideas that will help you to believe that work is possible.</b></p>	<p><b>Is there any more information I want to record about this?</b></p>	<p><b>What can I do to make this happen?</b></p>	<p><b>Is there anything I want support with?</b></p>	<p><b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b></p>	<p><b>Do I have this support?</b>  <b>Yes or if No, who can I ask to find it?</b></p>	<p><b>When do I want to do this?</b></p>
<p>Watch videos and find stories of people finding work</p>						
<p>Talk to other people who have had good experience finding work</p>						
<p>Talk to organisations and groups that have good stories about finding work</p>						

<b>Choose the ideas that will help you to believe that work is possible.</b>	<b>Is there any more information I want to record about this?</b>	<b>What can I do to make this happen?</b>	<b>Is there anything I want support with?</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support?  Yes or if No, who can I ask to find it?</b>	<b>When do I want to do this?</b>
Attend a workshop or conference about finding work						
Contact Universities with a Disability Studies school to see what information they have						
Look at the list of resources in this resource						

## Deciding whether to use an agency to help find work

There are a number of places you can go to help you explore and find work, such as disability support organisations or employment agencies. It is your choice if you want to use an agency to support you to find work.

To help you decide, you could ask them questions such as:

- Do you believe that I can find work?
- Tell me about some of your success stories?
- What do you do to help people find work, and why?
- How many of the people with disability you support end up with paid work?
- How would you help me find work?
- If we work together, what would you expect me to do to find work?

### Are there any other things that will help you know if an agency is right for you?

Fill out the table on the next page with as many steps as you can think of and the support you need for these steps.

We've also given you an example.

Describe the next steps in finding an employment agency	What can I do to make this idea happen?	Is there anything I want support with?	What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)	Do I have this support?  Yes or if No, who can I ask?	When do I want to do this?
Example: To find out if other people know of good agencies	I can ask support organisations  I can ask on Facebook.	I will need help to contact any employment agencies.	Training or example to make a call to an employment agency.	I think I can ask Bill who sees me on Fridays to help me make calls and help me ask on Facebook.	I can contact support organisations next week.  I can ask on Facebook with Bill on Friday.

## Now it's your turn

<b>Describe the next steps in finding an employment agency</b>	<b>What can I do to make this idea happen?</b>	<b>Is there anything I want support with?</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support?  Yes or if No, who can I ask?</b>	<b>When do I want to do this?</b>
1.					
2.					
3.					
4.					

## Other ways to help find work

This section will be helpful if you decide not to use an employment agency. You can design your own way of finding work with your supporters.

### Are there others ways to help me find work apart from an employment agency?

Look at the list in the table on the next page.  
Choose as many ideas as you want.

Once you have done this you can then think about the kinds of support you need. Fill in the columns that ask you about the support you need and what the next steps are.

We've also given you an example.

Choose the ideas that will help you find work	What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)	Do I have this support?  Yes or if No, who can I ask?	When do I want to do this?
Example: Hire someone to support me to explore different kinds of work	I will need help to know if I can use my NDIS funding to do this.  Support from a person to learn this.	My aunt works in a disability service with NDIS.  I will ask her if NDIS can help.	I will call my aunt.
Example: Know how to be safe at work	-	Yes. I will need training and help to learn to do my job.	No. I will ask my aunt.

## Now it's your turn

<b>Choose the ideas that will help you find work</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support?  Yes or if No, who can I ask?</b>	<b>When do I want to do this?</b>
Understand the best ways for me to find work			
Hire someone to support me to explore different kinds of work			
Organise training for these people who will support me			
Find someone who has experience in finding work for other people			
Know how to be safe at work			
Create my resume and any other information that will help me get a job			



## Finding places to try different kinds of work

One of the ways you can find out more about different types of work, and also the kind of support you need at work, is to try out some work places. Short work trials (for example, a day) or longer work experiences (a number of days or weeks) should be in real workplaces so you can find out what the work is really like. While these might not be paid jobs right now, they can help you identify your interests, skills and needs and could lead to paid work in the future.

**Look at the list in the table on the next pages.  
Choose as many ideas as you want.**

Once you have done this you can then think about whether you need support to make these ideas happen. What things can you organise yourself and what do you need support to do? Fill in the columns that ask you about the support you need.

We've also given you an example.

<b>Choose the ideas that will help you to find a work trial.</b>	<b>Is there any more information I want to record about this?</b>	<b>What can I do to make this idea happen?</b>	<b>Is there anything I want support with?</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support? Yes or if No, who can I ask to find it?</b>	<b>When do I want to do this?</b>
Example: Think about your skills, strengths and interests. Link these with ideas about different kinds of work	I've never done this before.	I can do the planning area in this resource called Who Am I.	I'll need help to come up with ideas about work.	My friend Pramana will be good for ideas.  My peer support group.	Yes	I can ask Pramana next time I see him.  Peer support group next month.

## Now it's your turn

<b>Choose the ideas that will help you to find a work trial.</b>	<b>Is there any more information I want to record about this?</b>	<b>What can I do to make this idea happen?</b>	<b>Is there anything I want support with?</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support?  Yes or if No, who can I ask to find it?</b>	<b>When do I want to do this?</b>
<p>Think about your skills, strengths and interests. Link these with ideas about different kinds of work</p>						
<p>Contact your local volunteer networks</p>						
<p>Ask people you know if you can help in their business or workplace</p>						

Choose the ideas that will help you to find a work trial.	Is there any more information I want to record about this?	What can I do to make this idea happen?	Is there anything I want support with?	What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)	Do I have this support?  Yes or if No, who can I ask to find it?	When do I want to do this?
Get to know people in a workplace that interests you. Ask if you can help them						
Ask your neighbours or other people you know about volunteer work						
Explore places in your community like the library, environment centre, arts centre or church for work opportunities						

## **Accessing and learning how to do your job**

Everyone needs to be able to access their workplace, and be trained in how to do their job. It is your right to get the equipment, adaptations and support you need to do your job.

### **Do I need help to access and learn how to do my job?**

Choose any things from this list that you need support with.

Getting to and from work

Physically accessing my workplace, for example, if I use a wheelchair

Getting the right equipment to be able to do my job

Learning how to do my job, for example breaking down a task into steps

Creating visual supports to help me do my job

Building social and professional relationships at work

### **Is there anything else that will help me access and learn how to do my job?**

**Look at what you recorded in above. What are the next steps that are needed to make these things happen?**

Fill out the table on the next page with as many steps as you can think of and the support you need for these steps.

We've given you an example below.

Describe the next step in accessing and learning how to do your job.	What can I do to make this idea happen?	Is there anything I want support with?	What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)	Do I have this support?  Yes or if No, who can I ask to find it?	When do I want to do this?
Example: When I get work experience I will need help to learn to get there and home	I can learn to use the technology now.	I'll need someone to help me learn the transport route.	Technology and a person.	No there isn't anyone who can help me except my mum.  Can I ask NDIS?	NDIS planning.

## Now it's your turn

<b>Describe the next step in accessing and learning how to do your job.</b>	<b>What can I do to make this idea happen?</b>	<b>Is there anything I want support with?</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support?  Yes or if No, who can I ask to find it?</b>	<b>When do I want to do this?</b>
1.					
2.					
3.					

## Creating a business

A business is another way people make work for themselves. You might like to start your own business. It can be a great way to tailor work to suit your needs and to develop your skills.

### Do I need help to create my own business?

Look at the list in the table on the next pages.  
Choose as many ideas as you want.

Once you have done this you can then think about whether you need support to make these ideas happen. What things can you organise yourself and what do you need support to do? Fill in the columns that ask you about the support you need.

We've also given you an example.

Choose the ideas that will help you to create your own business.	Is there any more information I want to record about this?	What can I do to make this idea happen?	Is there anything I want support with?	What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)	Do I have this support? Yes or if No, who can I ask to find it?	When do I want to do this?
Example: Think about your skills, strengths and interests. Link these with ideas about different kinds of businesses	I've never thought about how my interests could be a business. I've always struggled in jobs.	I can think about my strengths and interests.  I can ask in groups on Facebook for ideas.	I'll need help to think about what kind of business suits my strengths.	Yes I'll ask friends on facebook for ideas.  John can help me write on Facebook.	Yes.	This weekend.

## Now it's your turn

<b>Choose the ideas that will help you to create your own business.</b>	<b>Is there any more information I want to record about this?</b>	<b>What can I do to make this idea happen?</b>	<b>Is there anything I want support with?</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support?  Yes or if No, who can I ask to find it?</b>	<b>When do I want to do this?</b>
Think about your skills, strengths and interests. Link these with ideas about different kinds of businesses						
Make a marketing plan						
Register and set up a small business						
Understand any legal issues about your business						



<b>Choose the ideas that will help you to create your own business.</b>	<b>Is there any more information I want to record about this?</b>	<b>What can I do to make this idea happen?</b>	<b>Is there anything I want support with?</b>	<b>What kind of support do I need? (technology, equipment, support from a person, a visual plan or example, training for myself, peer support, other)</b>	<b>Do I have this support?  Yes or if No, who can I ask to find it?</b>	<b>When do I want to do this?</b>
Set up money management systems						
Make a business plan						
Hire people with the right skills to help you in your business						
Find others who can help like a business coach or small business support organisation						

## Do I have any more ideas?

If you want, you can look again at the main topics in this Planning Manual and add any more ideas or steps you think are important.

1. Believing that work is possible

2. Deciding whether to use an agency to help find work

3. Other ways to help find work

For example: I want to learn more about the NDIS.

4. Finding places to try different kinds of work

For example: I will ask my friend to help me put something on Facebook to see if anyone I know can help give me a work trial or knows somewhere.

5. Accessing and learning how to do your job

## 6. Creating a business

For example: Can you really do this? I have never heard of this before and want to find out more. I need to find people who have done it.

## Making a Goal

The main goal of this Planning Area was to help you find and keep work that suits your skills and interests. You may now have a list of strategies and actions that can help you do just that!

If there is anything you want to add to this Goal statement, you can do that below.

For example: I need to find a permanent part time job, not one that is casual any more.

**Now you have finished, you may have a Goal, some Strategies to reach that Goal, and some Actions to get started!**