



# Information for participants who need support at work

An Easy Read guide



**ndis**

[ndis.gov.au](https://www.ndis.gov.au)

# How to use this guide



The National Disability Insurance Agency (NDIA) wrote this guide.

When you see the word 'we', it means the NDIA.



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

**Bold**  
Not bold

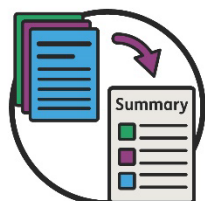
We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 19.



This is an Easy Read summary of another document.

This means it only includes the most important ideas.



You can find the other guide on our website.

[www.ndis.gov.au](http://www.ndis.gov.au)



You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

## What's in this guide?

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# What is this guide about?



This guide is for **participants** who need support at work to do their job.

Participants are people with disability who take part in the NDIS.

Participants might have different types of:



- jobs



- people they work for.



This includes participants who might work for themselves.



Participants need help to:

- learn the skills they need at work
- do their job.





**Providers** support people with disability by delivering a service.



This includes when participants need support at work.

Participants should talk to their provider about:



- the support they need to do their job



- how much **funding** they need for this support.



Funding is the money from your plan that pays for the supports you need.

# What are work supports?

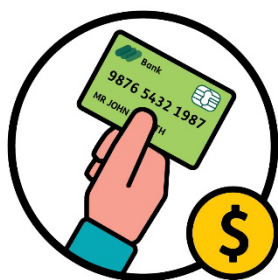


In your plan, we call your work supports 'Supports in Employment'.



You pay for your work supports with your **core supports** budget in your funding.

Your core supports are the supports and services you need and use the most.



You can decide how to spend your core supports budget for the daily support you need.



For example, you might use your core supports budget to help you reach new goals in your work.

Or you might use your core supports budget to:



- stay where you work



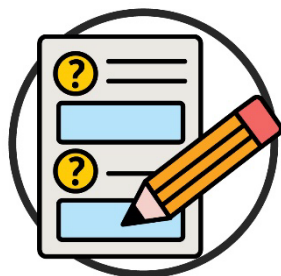
- change where you work.



## What happens next?



You will need to answer some questions at your next planning meeting.



There is a list of these questions on page 12.



Your answers to these questions will help us make sure your plan has the right funding.



You can take your answers with you to your next planning meeting with your:



- **local area coordinator** – someone who helps people with disability find and use services and supports



- **NDIA planner.**



An NDIA planner is someone who:

- makes new plans
- changes plans.

Before your planning meeting you will need to meet with the:



- person you work for
- and
- provider who supports you at work.



Together you can work out how they can support you.

You should also create a written plan between you and your provider.



We call this a **service agreement**.

It explains:

- what supports you'll use
- how your provider will give you those supports
- how much the supports cost.



A service agreement helps you make sure you are getting the support you have paid for.



It will also help you set aside the right amount of funding from your plan for your support at work.

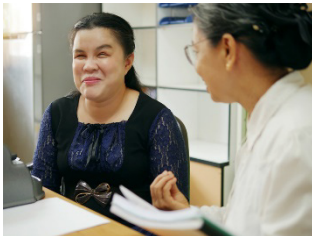
If you have any questions, you can:



- visit the NDIS website



- talk to your NDIA planner



- talk to the person you work for.

You can also talk to:



- your provider



- your local area coordinator



- your **support coordinator**.

A support coordinator is someone who helps people with disability plan and use their supports.

## Questions for your next planning meeting



You can ask someone to help you answer these questions.

You can ask:



- a friend or family member
- a support person
- the person you work for
- your support coordinator.



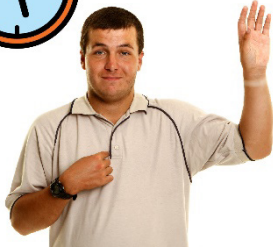
On the following pages, there is a box below each question where you can write your answers.



1. Where do you work?



2. How many hours do you work each week?



3. How many hours do you want to work each week?

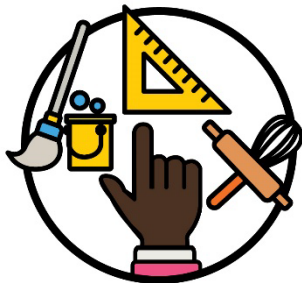
You might want to work more hours or less hours than you do now.



4. What help do you need at work?



5. What new skills would you like to learn at work?



6. What other jobs would you like to try?





7. What support do you need to change jobs or improve your skills?

## More information

For more information about this guide, please contact us.



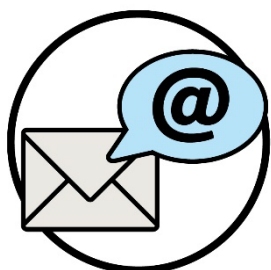
You can visit our website.

[www.ndis.gov.au](http://www.ndis.gov.au)



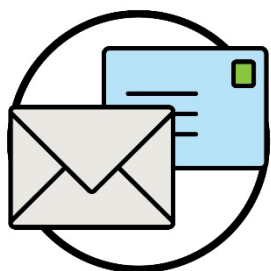
You can call us.

**1800 800 110**



You can email us.

[enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)



You can write to us.

GPO Box 700

Canberra

ACT 2601

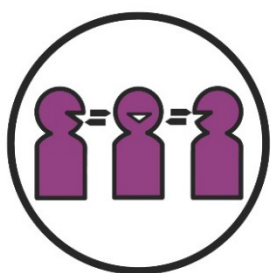
## Support to talk to us



You can talk to us online using our webchat feature at the top of our website.

[www.ndis.gov.au](http://www.ndis.gov.au)

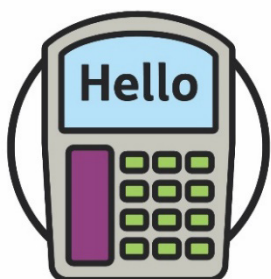
If you speak a language other than English, you can call:



Translating and Interpreting Service (TIS)

**131 450**

If you have a speech or hearing impairment, you can call:



TTY

**1800 555 677**



Speak and Listen

**1800 555 727**



National Relay Service

**133 677**

[www.relayservice.gov.au](http://www.relayservice.gov.au)

# Word list

This list explains what the **bold** words in this document mean.



## Core supports

Your core supports are the supports and services you need and use the most.



## Funding

Funding is the money from your plan that pays for the supports you need.



## Local area coordinator

A local area coordinator is someone who helps people with disability find and use supports and services.



## NDIA planner

An NDIA planner is someone who:

- makes new plans
- changes plans.



## Participants

Participants are people with disability who take part in the NDIS.



## Provider

Providers support people with disability by delivering a service.

## Service agreement

You should also create a written plan between you and your provider.



We call this a service agreement.

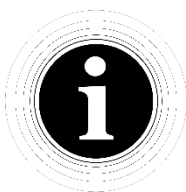
It explains:

- what supports you'll use
- how your service provider will give you those supports
- how much the supports cost.



## Support coordinator

A support coordinator is someone who helps people with disability plan and use their supports.



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