

On this page:

[Step 1: Focus on the stage you're in](#)

[Step 2: Explore what skills you have and what work you want to do](#)

[Step 3: Look at example employment goals](#)

[Step 4: Create a goal that suits you](#)

[Step 5: Share your goals](#)

Step 1: Focus on the stage you're in

If you're already working or volunteering

Ask yourself:

- How many days a week do you work or volunteer?
- How many hours do you work each day?
- Where are you working?
- Would you like to keep working there?
- Would you like help to try something different?
- Is it paid or unpaid work?
- Would you like more hours?
- What sort of supports help you at work?
- Do you have a support worker or co-worker helping you some of the time, all the time, or not at all?
- Would you like to find new opportunities?

For example:

- I volunteer at a clothes shop for 3 hours each Monday. I don't get paid at the moment. I want work more hours and get paid.
- I work in a supported employment service 3 days a week and would like to try working somewhere else one day a week.
- I want to work more days and be promoted.

If you're ready to start looking for work or volunteering

Ask yourself:

- What sort of work or volunteering would you like to do?

- Is there a volunteer job you would like to try before applying for a paid job?
- Is someone already helping you, such as your family, a friend, a Disability Employment Service provider or an [NDIS provider](#)?

For example:

- I would like to volunteer at my local library. I love books so it's okay if I don't get paid at the start. One day I would like to become a librarian.
- I have always loved to bake cakes and cookies. One of my goals is to work in a bakery.

If you're not quite ready to look for work

Planning to work can feel like a big step. Your [my NDIS contact](#) or [support coordinator](#) can help you think about steps towards working. You may use part of your funding for work experience or volunteering to see what you enjoy and what skills you have.

- If you haven't thought about getting a job, can you tell us why?

For example:

- I have not thought about work because I'm not sure if I can work without a lot of help.
- I have thought about work, but I don't know if there is anything I would be good at, and it just seems too hard because of my disability.

Step 2: Explore what skills you have and what work you want to do

Do you have any skills, qualifications or work experience?

Ask yourself:

- What is your level of education?
- Have you done any courses?
- Are there any courses you would like to do?
- If you have volunteered in the past, what did you do?

For example:

- I did 2 weeks of work experience at a panel beating business when I was at school.
- I don't have any qualifications, but I am good at working on cars.

Do you look after your own money?

Ask yourself:

- Do you have any goals to save money?
- Can you manage your own money?
- Do you have a bank account and bank card?

What tasks do you do well and what do you love doing?

Tell us what you are already good at and if you need some help doing these things.

Ask yourself:

- Do you have any jobs you do at home?
- Are you involved in any sports, social activities, or programs?

For example:

- I like cooking and always prepare Sunday dinner with Mum's help.
- I clean my room and put my laundry in the washing machine.
- I love mowing the lawn and some people in my street pay me because they say I do a great job.

What transport do you use to get around?

Ask yourself:

- Can you drive a car?
- Do you use public transport?
- Do you have the right equipment to help you catch transport safely?

For example:

- I catch the bus into town and to my friend's house. I had a card I carried in my wallet that told me the right stop to get off, but I don't need the card anymore.

Step 3: Look at example employment goals

Example: Mohammed has a goal to volunteer

Mohammed's goal: "I want to do some volunteer work with animals."

Mohammed used some of his [NDIS funding](#) to pay for a support worker. Mohammed's support worker helped him do his volunteer work for a local vet.

The vet clinic owner said Mohammed is very good at:

- keeping the clinic clean
- checking how much stock they have and keeping a record.

Mohammed now works at the vet one day per week. He gets paid for his work. Mohammed would like to work 2 days per week. He talked to his my NDIS contact about his new goal at his next planning meeting.

Example: Lachlan has a goal to get a new job

Lachlan's goal: "I want to get a new job."

Lachlan has worked at a café for the last 2 years. He works 3 days a week.

Lachlan wants to:

- learn new skills
- work full-time.

Lachlan talked to his my NDIS contact about:

- how independent he is now
- support he might need to learn new skills.

Lachlan's my NDIS contact helps him work out what support he needs to take the next step.

Example: Akari would like to try some jobs before she picks one

Akari's goal: "This year, I'd like to explore what type of jobs might best suit me and find work."

Akari used employment assistance funding in her [NDIS plan](#) to gain work experience in a supermarket. She soon discovered she loved working in the bakery section and her support worker is developing her skills to work more independently and gain paid employment.

Example: Adrian has a goal to get a part-time job

Adrian's goal: "I want to get a part-time job by the end of the year."

Adrian wanted a job but he wasn't sure:

- if he was ready
- what an employer might expect of him.

A supported employment service might be the right place for Adrian to learn about his skills and interests.

Supported employment services are organisations who offer work to people with disability. They can also offer training to help people with disability learn the skills they need to find employment.

Adrian decided to start work at a supported employment service where he could learn:

- what skills he had
- what it's like to have a job.

In the future, Adrian might like to try something new.

Example: Rebecca wants to start her own business

Rebecca's goal: "I want to start my own lawn mowing business."

Rebecca loves gardening and mowing lawns. Last year, she only mowed the lawn at home.

Then one of the neighbours asked if she could mow their lawn too. They say she does a great job. Now some other people in the street want to pay her to mow their lawns as well.

Rebecca needs support to start her own small lawn mowing business. Rebecca and her Mum are talking to her my NDIS contact about the support she can get to start the business. They will also talk to Centrelink to find out about other supports.

Step 4: Create a goal that suits you

Tell us about your employment goals

If you have an employment goal, it can be helpful to note it down. You can also create a goal that will help you decide if work is something you want to try.

For example:

- I would like to start my own dog-walking business by the end of the year.
- I am not sure about working, but during the next 12 months, I would like to see what it is like to work and what skills I need.

Ask yourself:

Do you have some ideas about how the NDIS could help you get a job?

For example:

- I don't think I need much help at work. But I would like some help to get a better routine in my life to be at work on time.
- I would like help to learn about dog grooming.
- I have no idea. I want to find out what I am good at.

The [Let's talk about work booklet](#) includes space for you to write answers to questions and your own employment goals.

Step 5: Share your goals

Talk to us about your goals.

Once you have drafted employment goals, you can share these at [your plan meeting](#) so they can be included in your NDIS plan. At your plan meeting, [your NDIA planner](#) will talk to you about your goals and make sure they're represented correctly in your plan.

When you're setting goals, it's important to remember that your goals aren't always directly linked to what we'll fund. Your goals may change over time. If you want to change your goals, that's okay. We'll talk to you about your goals at your next plan reassessment and you can request changes to your plan at any time.

Learn more about [how to change your goals](#).

Related information

[Guide to employment](#)

[Guide to employment support for young participants](#)

[What is a support coordinator](#)

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