

Now I'm

18

Disability Supports Guide



Version 1

2016

Welcome

I hope that every parent or carer of a young person with a disability, their teachers and support networks find that this guide provides a stepping stone for the student's transition from school to community. It is not an easy path but it is one that we can travel together and be rewarded through the achievement of some of the student's dreams and goals.

Steven Paull

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Supporting Young People with Disability

Queensland Disability Plan 2014-2019

The Queensland Disability Plan will drive actions across Queensland to deliver better outcomes for people with disability over the next five years. Actions will focus on seven priorities.

The priorities for change

1. Support people with disability and communities to be well informed and confident about what the NDIS means for them
2. Support people with disability, families and carers to exercise choice and take up opportunities
3. Support non-government disability service providers to operate in a competitive market-based environment
4. Develop a skilled and strong workforce
5. Prepare Queensland Government departments to transition disability funding and services to the National Disability Insurance Agency
6. Enhance mainstream services and facilities to enable genuine choice and participation in all areas, including education, employment, health, justice services and housing
7. Promote genuine participation in the community

“The Queensland Government will work with all of our partners to make a real difference to the quality of life for Queenslanders with disability, their families and carers.”

The Honourable Tracy Davis MP

Minister for Communities, Child Safety and Disability Services

National Disability Insurance Scheme (NDIS)



The National Disability Insurance Scheme (NDIS) is the new way of providing individualised support for eligible people with permanent and significant disability, their families and carers. The NDIS is the insurance that gives us all peace of mind. Disability could affect anyone – having the right support makes a big difference.

You will be able to choose your providers and how access supports, based on your individualised support plan. Your plan will include the supports that the National Disability Insurance Agency (NDIA) will provide to help you achieve your goals. These can include linking and community access, and funded support based on individual needs.

My Access Checker is a tool with a series of questions to help you understand whether you may be able to access assistance from NDIS. This process is anonymous.

The scheme will be rolled out in stages, because it's a big change and it needs to be right and make it sustainable. Queensland will commence progressively from July 2016.

Phone	1800 800 110
Website	www.ndis.gov.au

Every Australian Counts

The Every Australian Counts campaign helps people campaign for the NDIS in many different ways. You can support the current campaign action today through joining at the Every Australian Counts website.



Website	www.everyaustraliancounts.com.au
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Australian Government

Australian Electoral Commission (AEC)



Enrol to vote

I can complete the online form to enrol then print, sign and return the form to the AEC.

To enrol, I need to show evidence of my identity by:

- providing my driver's licence number, or
- providing my Australian passport number, or
- having my identity confirmed by a person who is on the electoral roll

Although I can enrol if I'm 16 or 17, I cannot vote until I turn 18.

Voting is compulsory for every Australian citizen aged 18 years or older. If I do not vote and do not have a valid and sufficient reason for failing to vote, a penalty is imposed.

If I have a person who holds a power of attorney for me as a voter they are not permitted to vote for me, as there is no provision for proxy voting in federal elections in Australia.

Website	Australian Electoral Commission	http://www.aec.gov.au/enrol/
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Put a tick the box and record the date when this section was completed

myGov



myGov is a fast simple way to use government services online. One secure myGov account gives access to a range of Australian Government services including:

- Centrelink
- Medicare
- Child Support
- National Disability Insurance Scheme
- National eHealth Record System

You must have an email address that is not shared by another person to open a myGov account.

Phone	132 011	Department of Human Services
Website	https://my.gov.au/LoginServices/main/login	



Put a tick the box and record the date when this section was completed

myfuture



Australia's career information and exploration service

I can do activities to build my career profile, explore career ideas, consider career options and develop my career plan. I can revisit My Guide account at any time to update and review my information

The Job Guide website includes hundreds of occupational profiles and their education and training pathways including "Parents taking Career Choices" and "Year 12 What Next"

Phone	08 8334 3211 (Fax only)	
Website	www.myfuture.edu.au	
Job Guide	http://www.jobguide.deewr.gov.au/	



There are payments and services available to help me if I have an illness, injury or a disability. There is also support to assist my family or carer.

Disability Support Pension (DSP)

I may get Disability Support Pension if I am unable to work for 2 years because of illness, injury or disability, or if I'm permanently blind.

- I must be aged 16 or over but under age pension age at date of claim lodgement, and
- must have a physical, intellectual or psychiatric impairment assessed at 20 points or more under impairment tables, and
- inability, as a result of impairment, to work for 15 hours or more per week for the next two years, and
- inability, as a result of impairment, to undertake a training activity which would equip the person for work within the next two years, or
- be permanently blind



Put a tick the box and record the date when this section was completed

Youth Disability Supplement

If I receive a Disability Support Pension and I'm under 21, I will automatically receive the Youth Disability Supplement in my Disability Support Pension payment.

If I'm receiving Youth Allowance or ABSTUDY, I:

- must have an illness, injury, or disability that prevents me from working for 30 or more hours a week and that is expected to last for more than two years, and
- must have an employment services assessment

Mobility Allowance



Mobility Allowance assists me, when I'm involved in qualifying activities including looking for work or any combination of paid employment, voluntary work, vocational training and independent living or life skills training and cannot use public transport without substantial assistance.

I may be eligible for Mobility Allowance if I:

- am aged 16 or over, and
- cannot use public transport without substantial assistance, and
- need to travel to and from my home when I am looking for work, doing work or training

I may be eligible for the higher rate of Mobility Allowance if I am:

- receiving Disability Support Pension, Parenting Payment, Newstart Allowance or Youth Allowance (job seeker)

Note: I can still qualify for Mobility Allowance if there is no public transport where I live

Forms	Claim for Mobility Allowance	
	Medical Report Mobility Allowance	



Put a tick the box and record the date when this section was completed

Pensioner Education Supplement (PES)

The Pensioner Education Supplement (PES) can help me with the costs of full-time or part-time study

I may be eligible for Pensioner Education Supplement or ABSTUDY Pensioner Education Supplement if I am receiving a DSP from Centrelink

Youth Allowance

Youth Allowance can assist me if I am studying, undertaking training or an Australian Apprenticeship, looking for work, or sick.

I may be eligible for Youth Allowance if I am:

- 16-24 years old and undertaking a full-time Australian Apprenticeship
- 16–20 years old and looking for full-time work or undertaking a combination of approved activities, or have a temporary exemption from the participation and activity test requirements. If I do not have a Year 12 certificate or an equivalent qualification (Certificate level II or above) I will generally be expected to undertake study or training to meet the activity test.
- 18-24 years old and studying full-time
- 16-17 years old and studying full time (or 15 in certain circumstances) if I need to live away from home to study, or
- are considered independent for Youth Allowance



Put a tick the box and record the date when this section was completed

Continence Aids Payment Scheme (CAPS)

If I have permanent and severe incontinence, the Continence Aids Payment Scheme (CAPS) may help me meet some of the costs of my incontinence products. Eligibility conditions apply.

I can use my CAPS money to buy the products I need from my supplier of choice.

To apply, my doctor and I, or other health professional, need to complete an application form and send it to the Department of Human Services. They will advise me if I am eligible for the payment.



Put a tick the box and record the date when this section was completed

Pensioner Concession Card

To get a Pensioner Concession Card (PCC) I must be receiving a pension such as the Disability Support Pension, Parenting Payment (Single), or Carer Payment



Health Care Card

I must also be receiving a qualifying payment or be a Mobility Allowance customer who cannot get a Pensioner Concession Card



Website	www.centrelink.gov.au	www.humanservices.gov.au
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Put a tick the box and record the date when this section was completed

Centrelink Express Plus Apps

Express Plus mobile apps are a simple, fast, mobile way for me to do some of my business with Centrelink and give me more choices so I can manage my own records. There are mobile apps designed for seniors, students, job seekers and families.

Website	www.humanservices.gov.au/customer/enablers/centrelink/centrelink-online-services/express-plus-mobile-apps
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Other Services

Online Payment Finder

By using the link below I can select options from each row that best describe my circumstances. Then, I choose 'Read more' to see a list of suggested payments for me to investigate further.

Choose **one or more options** from each section that best describes your situation. Hold your mouse over a button to see more information

Work and study



Student or apprentice



Looking for work



Working full time



Working part time



Retired



None of these



Website	www.humanservices.gov.au/customer/payment-finder/#?q=51001000000010000000000000&_suid=136503485200408570089300200814
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Financial Information Service (FIS)

A free, confidential service that provides education and information on financial issues including:

- understand my financial affairs
- learn more about investing
- learn how to save and plan for the future
- learn more about shares, property, salary sacrificing, and superannuation
- start planning my retirement and understand the options available
- understand the financial implications when I, or someone close to me, is considering moving into residential care
- use credit in a sensible way

Website	www.humanservices.gov.au/customer/services/centrelink/financial-information-service
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Crisis and Special Payments

Advance Lump-Sum Payment

I may be able to get paid an income support payment immediately, even if I'm not already receiving a Centrelink payment. The type of payment or assistance that I may be able to get will depend on my individual circumstances. If I already receive a Centrelink payment, I may be able to receive an advance lump-sum payment from my existing payment.

Carer Adjustment Payment

This is a payment that helps my family deal with the increased care needs of a child aged under seven years who has had a sudden accident.

Child Disability Assistance Payment

This is paid annually to help my family with the costs of caring for a child with a disability.

Crisis Payment

This is a one-off payment if I'm experiencing difficult or extreme circumstances.

Pension Loans Scheme

This can help me if my capital is tied up in assets and I need more income to live on. I can also apply for early release of my superannuation on specific compassionate grounds or if I'm in severe financial hardship.

Special Benefit

This helps if I'm in severe financial hardship because of reasons outside my control and I cannot receive any other income support payment or benefit.

Special Disability Trusts

Established by parents and immediate family members to plan for the future care and accommodation needs of a person with a severe disability.

Queensland Government

Department of Communities, Child Safety and Disability Services

The Department of Communities (Disability Services) can help me, my family or carer to access services that may be available to support me through informal and mainstream services, or the specialist disability service system.



Request for Assistance Form

This form has been specially designed to make access to specialist support simpler and easier and contains just three pages to complete. If I have a disability and meet the eligibility criteria I may be able to receive specialist disability services. The seven eligibility criteria are grouped into three clusters and are based on the Disability Services Act 2006

Cluster 1 I am:

1. an Australian citizen or permanent resident with a suitable visa
2. a Queensland resident AND
3. under 65 years of age at the time of application

Cluster 2 I have a disability that is:

4. due to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment (or a combination of impairments) AND
5. permanent or likely to be permanent

Cluster 3 My disability results in:

6. substantial reduction in capacity for communication, social interaction, learning, mobility or self-care/management AND
7. a need for support

Phone	1800 177 120 toll free
Website	http://www.communities.qld.gov.au/disability



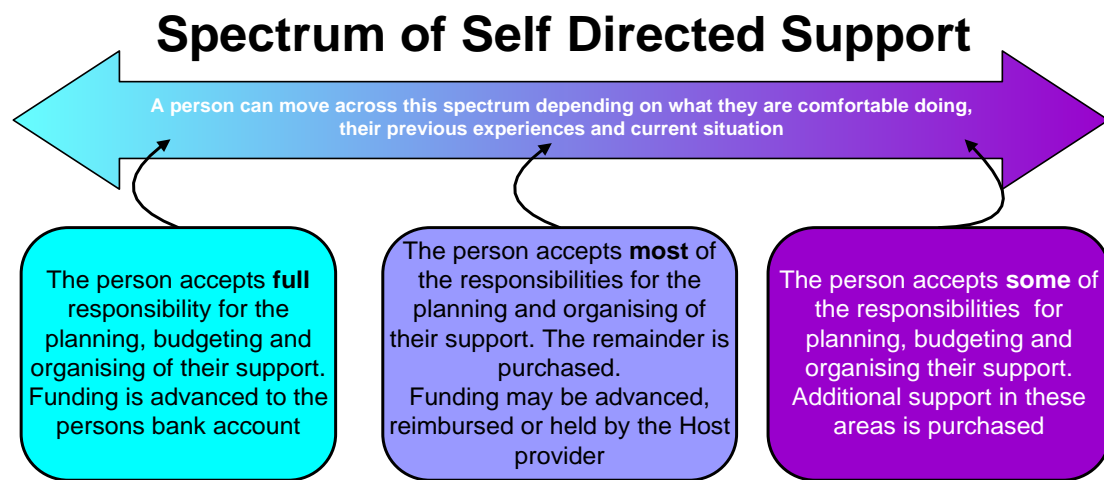
Put a tick the box and record the date when this section was completed

Your Life Your Choice

Your Life Your Choice is an approach that enables me and/or my family to have choice and control over my disability supports and services to achieve positive outcomes in my life. By using funding and other resources to plan, purchase and select supports and services that suit individual needs, I become an active participant in the design and delivery of my disability support.

Planning for self-directed support should be related to my needs, be sustainable and focused on positive outcomes.

A 'Host provider' is a non-government service provider that has been approved to deliver services under the Disability Services Act 2006 (Qld). The provider is also endorsed by Disability and Community Care Services to support people with a disability and their family with their funding as a recognised self-directed support service provider.



Phone	13 QGOV (13 74 68)
Website	http://www.communities.qld.gov.au/disability/key-projects/your-life-your-choice



Put a tick the box and record the date when this section was completed

Support for School Leavers (S4SL)

Disability Services provides young people leaving school and their families with information and support to assist with their transition from school to adult life.

A range of supports, including mainstream and funded, are available for when I leave school. These supports can assist me to access my local community and enhance my relationships, skills and networks.

Disability Services can assist me to explore the options available in my community that may be of assistance after school and meet my needs.

I will be required to participate in a Needs Assessment with Disability Services. This will determine my eligibility as well as capturing all my current needs. Disability Services will use this information to determine whether I will be considered for support.

I can make contact with service providers and determine which offers a program or approach to supports that best meet my individual needs and goals. Service providers are aware that I may not know my funding allocation, if any, at the time of my enquiry.

Service providers are still able to tell me what supports and models they provide.

Phone	13 QGOV (13 74 68)
Email	disabilityinfo@disability.qld.gov.au
Website	http://www.communities.qld.gov.au/disability/support-and-services/our-services/support-for-school-leavers



Put a tick the box and record the date when this section was completed

Comprehensive Health Assessment Program (CHAP)

The Department of Communities (Disability Services) is making available an easy to use CHAP to enable improved identification and documentation of my health needs if I have an intellectual disability.

CHAP is available to every adult with an intellectual disability in Queensland who receives a Disability Services delivered or funded service. This book can be downloaded by registered service providers and completed by individuals, family members, carers, general practitioners and staff of government and funded non-government service providers on behalf of a person with an intellectual disability.

Phone	Check with your local service provider
Website	http://www.communities.qld.gov.au/disability/support-and-services/for-service-providers/service-initiatives/comprehensive-health-assessment-program-chap

Mobile and Attendant Care Initiative

The Initiative aims to deliver flexible drop-in support for me if I am living independently or with a carer/family member to enable me to live in my own home.

The initiative takes a preventative and early intervention approach designed to avoid having me leave my home to receive accommodation support, through providing a cost effective and individually tailored model of support.

Delivery of the service is targeted at adults (18-65 year olds) with a disability who have needs that can be met through a drop-in support model.



Put a tick the box and record the date when this section was completed

Companion Card

The card is issued in my name and is valid for 5 years. It gives me as a cardholder freedom to go to different places with different people. My companion may be a partner, family member, and friend, volunteer or paid carer assistant.



I present my card when purchasing tickets at participating businesses and I am issued with a second ticket for my companion at no charge.

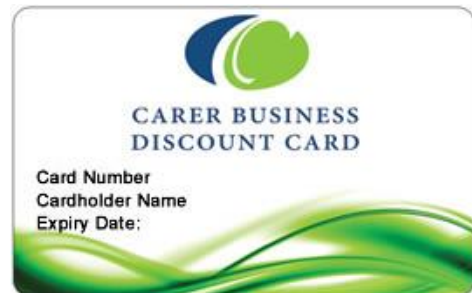
Phone	13 QGOV (13 74 68)
Website	http://www.communities.qld.gov.au/communityservices/community-support/queensland-companion-card



Put a tick the box and record the date when this section was completed

Carer Business Discount Card

This Card recognises and supports carers by providing discounts on goods and services at participating businesses throughout Queensland.



To be eligible my carer must be a resident of Queensland and receive the Centrelink Carer Payment or Carer Allowance.

Applications may be made on line or by using a download application

Website	www.qld.gov.au/community/support-for-carers/carers-card
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Put a tick the box and record the date when this section was completed

Queensland Health

Medical Aids Subsidy Scheme (MASS)

Provides funding for medical aids and equipment to eligible Queensland residents who have a permanent and stabilised condition or a disability. The scheme helps you to live at home and avoid early or inappropriate residential care or hospitalisation.

Aids and equipment are subsidy funded on a permanent loan basis, through private ownership or the supply of consumables. If you pay for more than 50% of the cost for an item, you can choose to take ownership, rather than having a permanent loan. However, this means that you are responsible for all repairs to that item.

Phone	07 3136 3636	1300 443 570
Email	mass184@health.qld.gov.au	
Website	http://www.health.qld.gov.au/mass/subsidy-schemes/mass.asp	



Put a tick the box and record the date when this section was completed

Community Aids Equipment and Assistive Technologies Initiative (CAEATI)

The scheme subsidises the costs of a registered therapist to assist in completing the application, assistive technology to aid communication, mobility and physical access to the community, active participation in recreational and civic activities and postural support to improve functional participation

Funding is capped at \$10,000 for a period of 3 years as well as funding towards the cost of a registered therapist to assist with the application process (\$500 max per application up to a max of \$800 every 3 years)

Phone	07 3136 3636	1300 443 570
Email	MASS-CAEATI@health.qld.gov.au	
Website	http://www.health.qld.gov.au/mass/community-access/default.asp	



Put a tick the box and record the date when this section was completed

Vehicle Options Subsidy Scheme (VOSS)

This scheme aims to improve your independence and support you to have greater participation in your community.

If you're eligible, VOSS will benefit you and your family and carers by improving access to private transport and will subsidise the cost of:

- a detailed assessment of vehicle modification requirements with a recommendation for the best solution
- vehicle modifications, the purchase of an already modified vehicle or a vehicle to be modified specifically to match identified needs
- lessons to learn to drive the modified car

Phone	07 3136 3636	1300 443 570
Email	MASS-VOSS@health.qld.gov.au	
Website	http://www.health.qld.gov.au/mass/vehicles/default.asp	



Put a tick the box and record the date when this section was completed

Spectacle Supply Scheme (SSS)

Provides eligible Queensland residents with a pair of basic prescription spectacles, once every two years, including basic frames, lens and lens treatments.

Queensland Artificial Limb Service (QALS)

QALS is an administration service which coordinates the distribution of funds available under the Queensland Government's 'free limbs scheme' to eligible residents of Queensland. Funding is provided on the understanding that clients wear and use their prosthetic limbs at their own risk.

QALS facilitates the funding of basic prosthetic needs through a network of government contracted private manufacturers and clinical assessments through public hospital outpatient amputee clinics.

Department of Transport and Main Roads

Driver's Licence

I must declare that I am medically fit to learn to drive the class of motor vehicle. If I have a medical condition that might adversely affect my ability to drive safely, I am required to show a medical certificate from my doctor stating that I am medically fit to drive or ride safely



Put a tick the box and record the date when this section was completed

Taxi Subsidy Scheme (TSS)

Half of the total taxi fare is subsidised (up to a maximum of \$25 per trip).

Scheme membership is approved for a maximum of five years. All members must reapply for assessment before their current membership expires

Phone	1300 134 755	
Website	http://www.tmr.qld.gov.au/business-industry/Taxi-and-limousine/Taxi-subsidy-scheme.aspx	
Forms	Taxi Subsidy Scheme Application	F2330 ES.pdf

Australian Disability Parking Permit

Australia now has one disability parking permit that is recognised in all states and territories – the Australian Disability Parking Permit. Individuals and organisations can apply for a permit

Phone	13 23 80	
Website	www.tmr.qld.gov.au/disabilityparking	
Forms	Australian Disability Parking Permit Application	F4814 ES.pdf



Put a tick the box and record the date when this section was completed

Adult Proof of Age Card (18+ Card)

The Queensland Government is replacing the Card 18+ (also known as an 18+ Card or a proof of age card) with the Adult Proof of Age Card.



Both the Card 18+ and Adult Proof of Age Card provide proof of age for Queenslanders aged 18 years or older, and are ideal for people who don't hold a driver licence or passport. They are also commonly used by people with a licence who, for security reasons, do not want other private information displayed as the Card 18+ and Adult Proof of Age Card do not include my address.

Phone	13 23 80	13 23 90
Website	http://www.tmr.qld.gov.au/Licensing/Card-18-plus.aspx	



Put a tick the box and record the date when this section was completed

Non-Government Organisations (NGO's)

Specialist disability services aim to support me to live as independently as possible. Access to services provided and funded by the Department of Communities Disability Services is determined through a comprehensive process to cover my pathway through contact, assessment, prioritisation and linking to services.

The Human Services Quality Framework (HSQF) contains 8 Service Standards. The purpose of these standards is to ensure that I receive quality services, and that my rights are acknowledged by service providers. As a service user I can make suggestions on how I would like to give input to the services I receive, and expect such opportunities to be provided by the service provider.

Phone	1800 177 120	
Website	http://www.communities.qld.gov.au/disability/contact-us	



Put a tick the box and record the date when this section was completed

LifeTec Queensland



LifeTec Queensland is a leading provider of information, consultation, and education on assistive technology that can help me improve my quality of life and remain independent.

In partnership with a range of complementary organisations, LifeTec Queensland provides advice on the range of available solutions regardless of a person's age or level of ability.

Their health professionals can assist me to maximise my independence and my ability to manage everyday tasks whether in the home, workplace, or out in the community.

Phone	1300 885 886	
Website	www.lifetec.org.au	

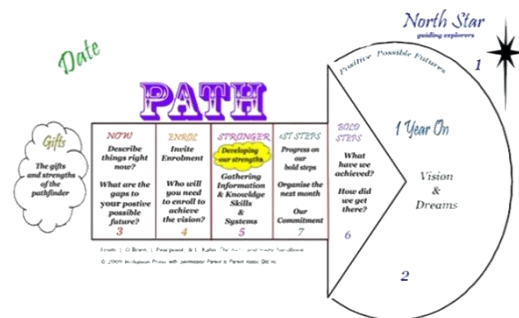
Parent to Parent Association Queensland

Parent to Parent is funded by the Department of Communities to provide planning that focuses on my gifts, capacities and strengths



PATH

P.A.T.H. is a person centred planning tool that provides a graphic plan for my future. It records where I am now and my journey towards a desirable future. A P.A.T.H. is usually completed in one 2 – 3 hour session with a facilitator and a graphic recorder



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Put a tick the box and record the date when this section was completed

Essential Lifestyle Plan

A Lifestyle plan provides information on how I can best be supported. It focuses on balancing what it important to and important for me, whilst keeping my skills and gifts as a focal point.

The plans are developed with input from me, my family, my friends and other people who know me well

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Put a tick the box and record the date when this section was completed

Peer Support

Parent to Parent provides parents with the opportunity to link with other parents for peer support. They are also a source of information and referral to other services within the disability sector.

Self-Directed Funding

Parent to Parent offers 2 models of self-directed funding for people with a disability and their families.

1. Parent to Parent receives the funds from Disability Services and transfers them quarterly, less administration fee, into the person/families nominated separate bank account. The person/family employs their own workers and undertakes all Human Resource requirements. At the end of each quarter the person/family provides Parent to Parent with evidence of expenditure which generates the payment of the next quarters funding.
2. Parent to Parent receives the funds from Disability Services and pays all expenses connected to the individual's funding, for example support staff and personal expenditure including equipment. This is paid on provision of invoice and claims for expenses.

Parent to Parent is responsible for all of the Departments requirements including financial and statistical acquittal. It does not, however, participate in nor have any responsibility for recruitment, employment, training or supervision of staff.

Phone	07 5472 7072	1800 777 723
Website	www.parent2parentqld.org.au	



Put a tick the box and record the date when this section was completed

Workforce Participation

You may be engaged in employment or may be seeking employment. NDIS, employers and employment assistance services will all play an important role in supporting your employment.

NDIS will fund supports to assist you with employment where these are beyond the requirements of employment services and employers. NDIS will also fund supports you would require regardless of the activity you are undertaking.



Supports funded by NDIS

- assisting you if you are not eligible for Disability Employment Services (DES) or Job Services Australia (JSA) to build your skills and capacity to participate in employment, as well as assistance to find and maintain employment
- personal care or assistance with transport where you require these supports regardless of the activity you are undertaking
- assistive technology devices such as wheelchairs, personal communication devices or a hearing aid
- supported employment, such as services offered by Australian Disability Enterprises

If an employer, DES or JSA provider is responsible for a support, NDIS cannot fund that support, even if an employer, DES or JSA provider does not provide it.

NDIS may still be able to provide assistance to you for example, a Local Area Coordinator can assist the participant to make contact and discuss their needs with an employer, DES or JSA provider.

Australian Government

Australian Taxation Office

Tax File Number (TFN)



Before you start work, or soon after, you will need to get a TFN. The main tax you'll pay is income tax, which is charged on income you receive, such as salary and wages.

If you're wondering why you pay tax and super, you can explore the nuts and bolts through interactive activities, videos and quizzes online at Tax, Super and You to find out just how much your daily life is affected by tax.

Phone		13 2865
Website	Australian Taxation Office	www.ato.gov.au
	Tax, Super and You	www.taxesuperandyou.gov.au
Forms	Online application	Selected Newsagents



Put a tick the box and record the date when this section was completed

Bank Accounts



From ASIC,
the financial
regulator



Money Smart

Most banks offer special bank accounts specifically for young people. A few of them even have special websites to help the education process.

Phone	1300 300 630	Money Smart
Website	www.moneysmart.gov.au	



Put a tick the box and record the date when this section was completed

Centrelink

Employment Services Assessment (ESAt)

Helps work out the type of employment service or other assistance that can best help you to prepare for, find and maintain work.

Job Capacity Assessment (JCA)

Determines the impact of your medical conditions and disabilities on your ability to work and whether you would benefit from employment assistance. A JCA is used to help determine your medical eligibility for DSP.

Phone	Disability	13 2717
	Employment Services	13 2850
Website		www.centrelink.gov.au
New		www.humanservices.gov.au



Put a tick the box and record the date when this section was completed

Job Services Australia (JSA)

Employment services are responsible for assisting you to build skills to participate in work and to assist you to maintain employment, including on-going support where required.



Job Services Australia is the Australian Government employment services system that supports job seekers and employers

Phone	Job Seekers	13 6268
	Australian JobSearch	http://jobsearch.gov.au/
	Department of Employment	www.employment.gov.au



Put a tick the box and record the date when this section was completed

Disability Employment Services (DES)



Disability Employment Services providers offer a range of services to support your individual needs, including:

- help to prepare for work, including training in specific job skills
- job-search support, such as résumé development, training in interview skills, and help in looking for suitable jobs
- support when initially placed into a job, including on-the-job training and co-worker and employer support
- ongoing support in a job if required
- the purchase of vocational training and other employment-related assistance
- access to help with workplace modifications; support services; and Auslan interpreting in the workplace

There are 2 types of Disability Employment Services.

Disability Management Service

This service is for people with disability, illness, or injury who need the help of an employment service but do not expect to need long-term support in the workplace.

Employment Support Service

This service is for people with a permanent disability and with an assessed need for longer term, regular, ongoing support in the workplace.

Phone	13 2850	General Enquiries
Website	http://www.humanservices.gov.au/customer/services/centrelink/disability-employment-services	

Australian Disability Enterprises

Employment if a disability, illness or injury makes you unable to work in the open labour market, such as, you cannot benefit from Disability Employment Services assistance, but you're able to work for at least 8 hours per week in a supported environment

Phone	General Enquiries	1800 805 260
	Job Access	13 6268
Australian Disability Enterprises		www.australiandisabilityenterprises.com.au



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Employers

Employers are responsible for:

- making reasonable adjustments to enable you to access their workplace
- employment specific aids and equipment such as computers and modified desks
- reasonable adjustments to buildings, such as installing ramps
- transportation for work activities, such as attending a meeting

Employers will continue to be responsible for making their workplaces accessible and providing you with all the employment-specific tools and equipment you, the employee requires.

If an employer is responsible for a support, the NDIS cannot fund that support, even if the employer does not provide it.

National Disability Coordination Officer Program (NDCO)



The Australian Government's National Disability Coordination Officer (NDCO) Program works strategically to assist people with disability access and participate in tertiary education and subsequent employment, through a national network of regionally based NDCOs.

The NDCOs work with stakeholders at the local level to reduce systemic barriers, facilitate smooth transitions, build links and coordinate services between the education, training and employment sectors.

The NDCO Program objectives are to:

- improve linkages between schools, tertiary education providers, employment service providers and providers of disability programs and assistance at all government levels
- improve transitions for people with disability between school / community and tertiary education, and then to subsequent employment; and
- improve participation by people with disability in tertiary education and subsequent employment

Phone	31 Areas across Australia	
Website	Department of Education	
	https://education.gov.au/national-disability-coordination-officer-program	

Australian Apprenticeship Centres



Contracted by the Australian Government to provide one-stop shops for those seeking to hire me as an Australian Apprentice or for me to take up an Australian Apprenticeship as a career path.

Australian Apprenticeships Centres:

- Provide assistance to employers, Australian Apprentices and training providers throughout the duration of the Australian Apprenticeship
- Market and promote Australian Apprenticeships in the local area
- Administer incentive payments to employers and personal benefits to Australian Apprentices
- Work with the State and Territory Training Authorities to provide an integrated service
- Establish effective relationships with Job Services Australia providers, Group Training Organisations, Registered Training Organisations (RTOs), schools and community organisations

Australian Apprenticeships Centres provide information, administration services and support to my employer and me. They assist with the signing of training contracts and also, assess, approve and process the payment of Australian Government incentives to eligible employers, and personal benefits to me if I'm eligible Australian Apprentices specifically to assist me in the early years of my Australian Apprenticeship when my wages are generally at their lowest.

Phone	13 38 73	300 sites across Australia
Website	www.australianapprenticeships.gov.au	



Put a tick the box and record the date when this section was completed

Group Training Organisations (GTO)



Group Training is an alternative employment arrangement for Australian Apprentices and employers whereby a GTO recruits me as a potential and/or existing Australian Apprentice under an Apprenticeship/Traineeship Training Contract and places me with 'host' employers while I undertake my training.

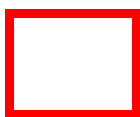
The GTO is my employer and this simple arrangement is particularly attractive to small and medium enterprises considering employing an Australian Apprentice when this might otherwise not be possible. It also creates quality employment and training opportunities for me and provides a breadth of experience gained in a number of different enterprises.

The GTO's responsibilities include:

- Selection and recruitment of Australian Apprentices
- Undertaking the employer responsibilities including wages, allowances, superannuation, workers compensation, sick/holiday pay and other employment benefits
- Management of the quality and continuity of training, both on and off the job
- Providing the additional care and ongoing support necessary to achieve the successful completion of the Training Contract by the Australian Apprentice

Some specialise in servicing a particular industry, while others may cater for an entire region, covering many industries.

Phone	1800 819 747	Group Training Australia
Website	www.grouptraining.com.au	



Put a tick the box and record the date when this section was completed



Training.gov.au encompasses the national register which contains the authoritative information about Registered Training Organisations (RTOs), recognised training products and the approved scope of each RTO to deliver nationally recognised training as required in national and jurisdictional legislation within Australia.

Phone	On line email contact	
Website	www.training.gov.au	On line registration

My Skills



My Skills website is the national directory of vocational education and training (VET) organisations and courses. It is a federal government initiative to enable consumers to search for, and compare, VET courses and training providers.

To ensure it has the most up-to-date information on organisations and course availability, My Skills receives daily data updates directly from the training organisations registration site (training.gov.au).

Every time a training organisation is officially registered, it is automatically added to My Skills. If a training organisation is already on My Skills and it becomes registered to provide additional, or different, training, this will also be added on the My Skills website.

Postal	Department of Industry GPO Box 9839 Canberra ACT	
Website	www.myskills.gov.au	Department of Industry



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BigDog Support Services

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PO Box 234 Harlaxton QLD 4350

Phone +61 7 4632 9559

Website www.bigdogsupport.com

Email steven@bigdogsupport.com



Rosella Park Special School

20 Park Street Gladstone QLD 4680

Phone +61 7 4976 8333



National Disability Coordination Officer

Debbie Rooskov

Region 20 – Moreton, Darling Downs, South-West Queensland

Phone +61 7 5458 3063



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Phone +61 7 5472 7072

Free call 1800 777 723 (excluding mobiles)

Fax +61 7 5472 7073

Email info@parent2parentqld.org.au

Web www.parent2parentqld.org.au

NB: Links and information contained in this booklet were updated and active at the time of production 29th January 2016