



PLANNING TO PARTICIPATE



NOW YOU'RE **18**

DISABILITY SUPPORTS GUIDE



This guide is a wonderful resource for those turning 18 years old as it provides helpful information about what is accessible in the community. It has been designed as a checklist that can be completed at your leisure. We understand this time of life can be challenging and we hope this guide can make things a little easier in the transition. Should you need further help with goal planning we offer one on one and group workshops. Please contact us for further information.

Jodi Wolthers - General Manager

I hope that every parent or carer of a school age student with a disability, their teachers and support networks find 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 the student's dreams and goals.

Steven Paull



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SUPPORTING YOUNG PEOPLE WITH A 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 to 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

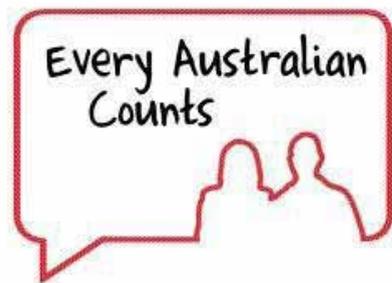
Website: www.ndis.gov.au

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



Australian Electoral Commission (AEC)

Enrol to vote

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

To enrol, you need to show evidence of your identity by:

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

Although you can enrol if you are 16 or 17, you cannot vote until you turn 18.



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

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

Website:

www.aec.gov.au/enrol/



Tick the box and record the date when you have completed this section.



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:

Department of Human Services: 132 011

Website:

<https://my.gov.au/LoginServices/main/login>



Tick the box and record the date when you have completed this section.



Australia's career information and exploration service

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



Website: www.myfuture.edu.au

Job Guide: www.jobguide.deewr.gov.au

At P2P we know additional guidance in future planning might be beneficial for people with disabilities. Please contact us if you would like help with this.



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Tick the box and record the date when you have completed this section.



Department of Human Resources

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



Disability Support Pension (DSP)

You may get Disability Support Pension if you are unable to work for 2 years because of illness, injury or disability, or if you are permanently blind.

- You 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

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Tick the box and record the date when you have completed this section.

Youth Disability Supplement

If you receive a Disability Support Pension and you are under 21, you will automatically receive the Youth Disability Supplement in your Disability Support Pension payment.

If you are receiving Youth Allowance or ABSTUDY, you:

- must have an illness, injury, or disability that prevents you 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 you, when you're 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.

You may be eligible for Mobility Allowance if you:

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

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

Centrelink recently announced that transport funding for NDIS participants will be covered under their NDIS plan, instead of Mobility Allowance.

Forms:

Claim for Mobility Allowance

Medical Report Mobility Allowance

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Tick the box and record the date when you have completed this section.

Pensioner Education supplement (PES)

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

You may be eligible for Pensioner Education Supplement or ABSTUDY Pensioner Education Supplement if you are receiving a DSP from Centrelink



Youth Allowance

Youth Allowance can assist you if you are studying, undertaking training or an Australian Apprenticeship, looking for work, or sick.

You may be eligible for Youth Allowance if you are:

- 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 you do not have a Year 12 certificate or an equivalent qualification (Certificate level II or above) you 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 you need to live away from home to study, or
- are considered independent for Youth Allowance



Tick the box and record the date when you have completed this section.



Contenance Aids Payment Scheme (CAPS)

If you have permanent and severe incontinence, the Contenance Aids Payment Scheme (CAPS) may help you meet some of the costs of your incontinence products. Eligibility conditions apply.

You can use your CAPS money to buy the products you need from your supplier

of choice.

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

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Tick the box and record the date when you have completed this section

Pensioner Concession Card

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

Website:

www.humanservices.gov.au



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Tick the box and record the date when you have completed this section



Health Care Card

To get a Health Care Card you must be receiving a qualifying payment or be a Mobility Allowance customer who cannot get a Pensioner Concession Card

Website:

www.humanservices.gov.au



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Tick the box and record the date when you have completed this section

Centrelink Express Plus Apps

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

Website:

www.humanservices.gov.au



Other Services

Online Payment Finder

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

Website:

https://www.centrelink.gov.au/custsite_pfe/pymtfinderest/paymentFinderEstimatorPage.jsf?wec-appid=pymtfinderest&wec-locale=en_US

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



Financial Information Service (FIS)

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

- understand your 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 your retirement and understand the options available

- understand the financial implications when you, or someone close to you, is considering moving into residential care
- use credit in a sensible way

Website:

<https://www.humanservices.gov.au/customer/services/financial-information-service>



Crisis and Special Payments

Advance Lump-Sum Payment

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

Carer Adjustment Payment

This is a payment that helps your 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 your family with the costs of caring for a child with a disability.

Crisis Payment

This is a one-off payment if you're experiencing difficult or extreme circumstances.

Pension Loans Scheme

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

Special Benefit

This helps if you're in severe financial hardship because of reasons outside your control and you 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.



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 you have a disability and meet the eligibility criteria you 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 You are:

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 You 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 Your 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

Website: <http://www.communities.qld.gov.au/disability>

Tick the box and record the date when you have completed this section



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Your Life Your Choice

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

Planning for self-directed support should be related to your 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). P2P QLD is 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>



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Tick the box and record the date when you have completed this section



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 you leave school. These supports can assist you to access your local community and enhance your relationships, skills and networks.

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

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

You can make contact with service providers and determine which offers a program or approach to supports that best meet your 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>

P2P can support school leavers to develop a Junior P.A.T.H to identify future goals and how to achieve them.



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Tick the box and record the date when you have completed this section



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 your health needs if you 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:

<https://www.communities.qld.gov.au/disability/support-services/service-providers/service-initiatives/comprehensive-health-assessment-program-chap>

Mobile and Attendant Care Initiative

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

The initiative takes a preventative and early intervention approach designed to avoid having you leave your 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.



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Tick the box and record the date when you have completed this section



Companion Card

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

You present your card when purchasing tickets at participating businesses and you are issued with a second ticket for your companion at no charge.

Phone: 13 QGOV (13 74 68)



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Website:

[http://www.communities.qld.gov.au/
communityservices/community-support/
queensland-companion-card](http://www.communities.qld.gov.au/communityservices/community-support/queensland-companion-card)

Tick the box and record the date when you have completed this section

Carer Business Discount Card

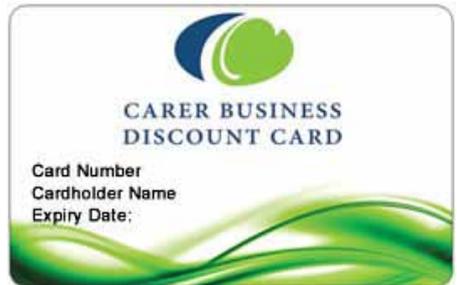
This Card recognises and supports carers by providing discounts on goods and services at participating businesses throughout Queensland.

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

Applications may be made online or by using a download application



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Website:

[www.qld.gov.au/community/support-for-
carers/carers-card](http://www.qld.gov.au/community/support-for-carers/carers-card)

Tick the box and record the date when you have completed this section



Note that these items may be included in your NDIS Plan

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.

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>

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Tick the box and record the date when you have completed this section

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>

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Tick the box and record the date when you have completed this section

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: mass184@health.qld.gov.au

Website:

<http://www.health.qld.gov.au/mass/subsidy-schemes/mass.asp>



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Tick the box and record the date when you have completed this section

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.



Driver's Licence

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



Tick the box and record the date when you have completed this section

Taxi Subsidy Scheme

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

The Queensland Department of Transport and Main Roads recently announced that transport funding for NDIS participants will be covered

under their NDIS plan, instead of under the Taxi Subsidy Scheme.

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

Tick the box and record the date when you have completed this section



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



Tick the box and record the date when you have completed this section

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:

<https://www.qld.gov.au/transport/licensing/proof-of-age/>



Tick the box and record the date when you have completed this section



NON-GOVERNMENT ORGANISATIONS (NGO's)

Specialist disability services aim to support you 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 your 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

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ensure that you receive quality services, and that your rights are acknowledged by service providers. As a service user you can make suggestions on how you would like to give input to the services you 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>

Tick the box and record the date when you have completed this section

LIFE TEC QUEENSLAND

LifeTec Queensland is a leading provider of information, consultation, and education on assistive technology that can help you improve your 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 you to maximise your independence and your

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ability to manage everyday tasks whether in the home, workplace, or out in the community.

Phone: 1300 885 886

Website; www.lifetec.org.au

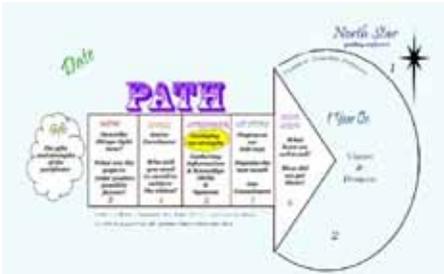
Tick the box and record the date when you have completed this section



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



P.A.T.H



PATH is a person centred planning tool that provides a graphic plan for the future. It records where the person is now and their journey towards a desirable future. A PATH is usually completed in one 2 – 3 hour session with a facilitator and a graphic recorder.

Tick the box and record the date when you have completed this section

My Life Passport

A My Life Passport provides information on how the person can best be supported. It focuses on balancing what it important to and important for them, whilst keeping their skills and gifts as a

focal point.

The plans are developed with input from the person, their family, their friends and other people who know them well.

Tick the box and record the date when you have completed this section



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: 1800 777 723

Website: www.p2pqld.org.au



Tick the box and record the date when you have completed this section



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.

Support 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.



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Tick the box and record the date when you have completed this section



Australian Taxation Office

Self-Directed Funding

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 Tax Office: www.ato.gov.au

Tax, Super and You: www.taxsuperandyou.gov.au

Forms: Online Application | Selected Newsagents

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Tick the box and record the date when you have completed this section

Bank Accounts



From ASIC, the financial regulator



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

Website: www.moneysmart.gov.au

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Tick the box and record the date when you have completed this section



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

Phone: Employment Services: 13 2850

Website: www.humanservices.gov.au

Tick the box and record the date when you have completed this section.

jobactive

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.



jobactive is the Australian Government employment services system powered by JobSearch that supports job seekers and employers

Phone: Job Seekers: 13 6268

JobSearch: <http://jobsearch.gov.au/>

Department of Employment: www.employment.gov.au

Tick the box and record the date when you have completed this section.



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

Website:

www.australiandisabilityenterprises.com.au



Tick the box and record the date when you have completed this section.

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.



Tick the box and record the date when you have completed this section.



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>



Tick the box and record the date when you have completed this section.



Australian Apprenticeship Centres

Contracted by the Australian Government to provide one-stop shops for those seeking to hire you as an Australian Apprentice or for you 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 your 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 you are eligible Australian Apprentices specifically to assist you in the early years of my Australian Apprenticeship when your wages are generally at their lowest.

Phone: 13 38 73 | 300 sites across Australia

Website: www.australianapprenticeships.gov.au



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Tick the box and record the date when you have completed this section.



Group Training Organisations (GTO)

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

The GTO is your 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 you 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



Group Training Australia

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

Website: www.grouptraining.com.au



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Tick the box and record the date when you have completed this section.



[Training.gov.au](http://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: Online email contact

Website: www.training.gov.au

Online 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: Department of Industry:

www.myskills.gov.au



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Tick the box and record the date when you have completed this section.



IDCARE

IDCARE is Australia and New Zealand's national identity & cyber support service. They are staffed with specialist Identity & Cyber Security Counsellors and Analysts. These staff provide professional, free and anonymous support to members of the community who believe their personal information has been put at risk in any way (online or physical).

They've helped thousands of Australians and New Zealanders reduce the harm they experience from the compromise and misuse of their identity information by providing effective response and mitigation pathways tailored to each person's circumstance.



Phone: 1300 432 273

Website: www.idcare.org

Email: contact@idcare.org



Notes







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Parent to Parent Association Queensland would like to acknowledge BigDog Support Services Pty Ltd Toowoomba, Gladstone Rosella Park Special School and NDCO area 20 for their significant contribution to this publication.

BigDog Support Services



232 Ruthven Street Toowoomba QLD
4350

PO Box 234 Harlaxton QLD 4350

Phone: 1800 A BIGDOG | 1800 22 44
36

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



State Centre Office

5 Blackall Street

Woombye QLD Australia 4559

Postal Address P.O. Box 434 Yandina
QLD Australia 4561

Phone: 1800 777 723

Email: info@p2pqld.org.au

Web: www.p2pqld.org.au



NB: Links and information contained in this booklet were updated and active at the time of production May 2017.

Parent to Parent does not necessarily agree with or endorse the contents of this guide

