Employment support plan

Many employees with disability don’t require adjustments or modifications to be made in the workplace – but some will. In situations where the employee may require ongoing support, an employment support plan is a useful way of outlining the support available through a Disability Employment Service (DES) provider.

The purpose of this plan is to ensure that both the employee and employer receive all the assistance necessary to address any disability-related issues and potential barriers that could get in the way of satisfactory work performance and hinder job retention in the longer term.

It is recommended that a copy of the completed plan is placed in the employee’s HR file and referred to as required by authorised personnel.

A good employment support plan will clearly document the nature of support the employee may require at various stages of their employment and be developed with both the employee and employer’s needs in mind.

Employment support plan template

| **Employee name** |  |
| --- | --- |
| **Job title** |  |
| **Employer name** |  |
| **Job location** |  |
| **Job commencement date** |  |
| **Disability Employment Service**  |  |
| **DES employment consultant** |  |
| **Back-up DES contact person** |  |
| **DES contact details****Address****Phone number****Email****Website** |  |

| **Phase of employment** | **Action (specify clearly)** | **Person (s) responsible** | **Frequency/duration** |
| --- | --- | --- | --- |
| **Induction / On-boarding** | **1.** |  |  |
|  | **2.** |  |  |
|  | **3.** |  |  |
| **Probationary Period** | **4.** |  |  |
|  | **5.** |  |  |
|  | **6.** |  |  |
| **Retention / Career Development** | **7.** |  |  |
|  | **8.** |  |  |
|  | **9.** |  |  |

#### *[Name of DES] agrees to provide the following support to [Name of Employee] upon commencement*

|  |  |
| --- | --- |
| **Agreement date** |  |
| **Agreement review date/s** |  |
| **DES representative** |  |
| **Employer representative** |  |
| **Employee** |  |