A how to guide

For jobseekers

www.jobaccess.gov.au/accessabilityday
AccessAbility Day
Connects you with employers to explore new possibilities in the workplace.

Experience new possibilities
Explore career paths and employment options for one day in the week from Monday 26 to Friday 30 November 2018.

Supported by
Your local Disability Employment Services (DES) provider.

You must be registered with a DES provider to participate in AccessAbility Day. To register for AccessAbility Day speak to your DES provider.

More information
Visit the AccessAbility Day website
www.jobaccess.gov.au/accessabilityday

Phone 1800 464 800

TTY users please phone 1800 555 677 and ask for 1800 464 800
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What is AccessAbility Day?
AccessAbility Day is an Australian Government initiative that connects jobseekers with disability (participants) with employers, for jobseekers who are registered with a Disability Employment Services (DES) provider.

AccessAbility Day is not a job interview, work trial or work experience. It is a job shadowing opportunity to try a day in a workplace and see what that job and workplace is like.

AccessAbility Day is an opportunity to:

- gain insight into a particular role or industry
- develop confidence in the workplace
- network and meet new people
- learn about work requirements and employer expectations
- identify and explore employment opportunities
- find out more about the businesses in your community.

AccessAbility Day will be available from Monday 26 to Friday 30 November 2018, in the week leading up to the annual United Nation’s International Day of People with Disability on 3 December.

Am I eligible?
To be eligible to participate in AccessAbility Day, you must be registered with a DES provider and be actively looking for work. You must also be available to participate in AccessAbility Day for one day during the week Monday 26 to Friday 30 November 2018.

You may participate in more than one workplace over the week if places are available.

To find out more about Disability Employment Services and to see if you are eligible to register with a DES provider:

- visit your nearest Centrelink office
- telephone 132 850. TTY users please phone 1800 810 586 and ask for 132 850
- check the JobAccess website
- visit the Department of Human Services website
- visit the Department of Social Services website for eligibility information
How do I register for AccessAbility Day?

It’s easy to register, just contact your DES provider and let them know that you would like to participate in AccessAbility Day.

Speak with your DES provider about your skills and let them know if you are interested in a specific industry, role or type of work.

Your DES provider will talk to employers in your community to:

- find a placement that best matches your interests
- arrange a placement on one day that suits you and the employer
- confirm details of your AccessAbility Day placement with you.

Registrations close on **Tuesday 20 November 2018**.

**To register or to confirm details of your placement:**

- contact your DES provider

**For general information on AccessAbility Day:**

- telephone the AccessAbility Day hotline on 1800 464 800. TTY users please phone 1800 555 677 and ask for 1800 464 800
- visit the [AccessAbility Day website](#)
How do I find out about my placement?
Your DES provider will contact you once they match you to a possible employer.

Your DES provider will let you know:

- the date, time and place of your AccessAbility Day placement
- how you are expected to dress for the role
- the name of the person who will meet you at the workplace.

You should also let your DES provider know if you have any needs or special requirements that they will need to pass on to the employer.

Auslan assistance
You may be able to access Auslan Level 2 interpreter services for your AccessAbility Day placement. Reimbursement for eligible jobseekers is available through the Employment Assistance Fund (EAF).

To check your eligibility, for more information, or help in submitting an application, speak to your DES provider. Information is also available on the JobAccess website.

How do I prepare for my placement?
Here are a few tips to help you get ready for your AccessAbility Day placement.

- write down any important details such as the address and the contact number of the employer who you have been placed with for AccessAbility Day
- plan how you will get to your placement so you can arrive on time
- think about what you would like to achieve from the day
- reflect on your own skills, education and work history and what you can bring to the workplace - the employer will be interested to learn more about you
- if you change your mind about participating or fall ill on the day and are unable to attend, let your DES provider know.

What can I expect on the day?
Everyone’s AccessAbility Day experience will be different, depending on the employer and type of workplace.
Some of the activities on the day might include:

- an introduction to staff members
- a tour of the workplace including bathroom and kitchen
- a run down of Work Health and Safety and security and evacuation procedures
- learning about the company’s involvement in AccessAbility Day
- understanding what industry specific skills employees in this workplace have
- learning about the mission and goals of the organisation
- observing an employee in the workplace
- asking questions about the workplace
- talking about your career interests and experiences.

AccessAbility Day is for you. The goal is for you to have a fun, learning experience, to find out about the business, the role or type of work that your AccessAbility Day host employer does, broaden your professional network and establish new contacts in the workplace.

We encourage you to talk to your employer if you need a break, or if you have a question. Ask as many questions as you like.

Speak up if you feel uncomfortable at any time or are asked to do work that you would not like to do. Your employer should not take a photo or video of you without your permission. But most of all - enjoy the experience!

**What happens after AccessAbility Day?**

Your DES provider may like to speak with you about the placement and your experience.

Speak to them about you enjoyed or did not enjoy and what you learnt from the day.

This will help your DES provider to better understand your career interests for future job placement opportunities.

If the placement went well, your employer may also provide you with a reference for your Curriculum Vitae (CV).

You may be contacted by the Department of Social Services after AccessAbility Day and asked to provide feedback on your experience.
Quick guide for participants

Register to take part in AccessAbility Day by talking to your Disability Employment Services provider (DES)

Your DES provider will discuss your interests with you and find a suitable AccessAbility Day employer to host you for a day

Your DES provider will confirm the AccessAbility Day placement details with you before your agreed AccessAbility Day placement date

Talk to your DES provider before your AccessAbility Day placement date to make sure you are prepared for the day and know what to expect

Enjoy AccessAbility Day!
## Participant checklist

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>To learn more about AccessAbility Day contact the AccessAbility Day hotline on <strong>1800 464 800</strong> (TTY users please phone <strong>1800 555 677</strong> and ask for <strong>1800 464 800</strong>) or visit the <strong>AccessAbility Day website</strong> at <a href="http://www.jobaccess.gov.au/accessabilityday">www.jobaccess.gov.au/accessabilityday</a></td>
<td></td>
</tr>
<tr>
<td>Speak to your Disability Employment Services (DES) provider about participating in AccessAbility Day</td>
<td></td>
</tr>
<tr>
<td>Confirm date, time and place of your AccessAbility Day placement with your DES provider</td>
<td></td>
</tr>
<tr>
<td>Confirm name of the person who will meet you at the workplace</td>
<td></td>
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<tr>
<td>Find out if you need to wear special clothes or protective uniform</td>
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<tr>
<td>Think of some questions you may like to ask the employer and what you want to achieve from the day</td>
<td></td>
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<td>Think about your own skills, education and work history and what you can bring to the workplace - the employer will be interested to learn more about you</td>
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</tr>
<tr>
<td>Participate in the day and have fun!</td>
<td></td>
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<tr>
<td>Reflect on your experience by talking to your DES provider</td>
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More about DES providers

Disability Employment Services (DES) is the Australian Government’s main program to assist people with disability, injury or health condition to prepare for, find and keep a job.

DES providers are a mix of large, medium and small, for-profit and not-for-profit organisations that are experienced in supporting people with disability as well as providing assistance to employers to put in place practices that support the employee in the workplace.

The program provides specialist employment assistance to around 195,000 jobseekers with disability, injury or health conditions.

To find a DES provider near you, go to Find a Service Provider on the JobAccess website, visit your nearest Centrelink office or contact Centrelink on 13 28 50. TTY users please phone 1800 810 586 and ask for 132 850.

The Australian Government has made some changes to the Disability Employment Services (DES) program to help more people with disability, or an injury or health condition to find and keep long-term jobs.

Changes to the DES program started on 1 July 2018. The changes will provide you with more choice and control. You will be able to choose and change your DES provider, as well as have more say in the services you receive and how you receive them.

From 1 July 2018, you will be able to:

- choose a DES provider that you would like to work with, in a location that is convenient to you;
- choose how you receive services (e.g. face-to-face, over the phone or video chat) after an initial face-to-face meeting;
- work with your provider to develop a job plan, which sets out the support you will get from your provider to give you the best chance of getting a job; and
- change providers if you are not happy with the level of service you are receiving.
More about JobAccess

JobAccess is the national hub for disability employment for people with disability, employers and service providers.

This free service exists to help remove barriers to disability employment by providing:

- an advice and information service delivering expert and confidential assistance with all matters of disability employment
- a dedicated website – www.jobaccess.gov.au – with a wide range of disability employment resources and tools and links to available support services
- access to the Employment Assistance Fund by co-ordinating funding for reasonable workplace adjustments, modifications and training that enable people with disability to do their job.

Contact us

www.jobaccess.gov.au/accessabilityday

1800 464 800 (free call from land lines)

TTY users please phone

1800 555 677 and ask for 1800 464 800

accessabilityday@workfocus.com