



SLES



Registered
NDIS
Provider

School Leaver Employment Services

SLES or School leaver Employment Support, is designed to support you to become prepared for work, otherwise known as job ready. This means you are ready to enter the world of work. Being prepared gives you the best chance of success in finding a job, learning a job, and keeping a job.

At Inclusion Management we will work with you to create an Individual SLES plan that maps out your employment goal and how to get there, what you might need support with and activities you may need to complete, so you are ready and equipped to enter the workforce.

Inclusion Management will work with you every step of the way; from career counselling and realistic job identification, creating and building a resume, interview skills and techniques, supported work experiences, workplace assessments, job searching and job applications, and on the job support.

When your SLES program is complete, Inclusion Management will work with you to link in with a Disability Employment Service who will continue to support you to maintain employment or continue to job search with you.

Inclusion Management staff have extensive disability employment experience within the DES sector and School to Work Transition Services. You will receive support from an organisation with over 40 years of combined experience. You can have confidence that Inclusion Management has the qualifications, working knowledge and experience to help guide you towards achieving your SLES goals.





Individual SLES Plans

The Employment Goal

Having a plan, and an employment goal is vital to success. Understanding the steps you need to take to achieve your goal, helps you know what you need to do and how to get there.

Inclusion Management will work with you one on one using career counselling to explore your interests, your skills, and your abilities to identify industries that could best suit you.

Pre-employment Preparation

You have set your goal and now it's time to go about the steps you may need to take to achieve your goal.

At inclusion Management we will work with you to get to know and understand you and tailor your SLES plan specific to you. You may not need to do all of the steps as listed below, just the ones specific to you and your individual SLES plan.

Qualifications:

- Education and training
- Tickets
- Short courses
- Placements

Life Skills:

- Personal hygiene and personal presentation
- Transport Training
- Communication and social interaction
- Healthy lifestyle diet/ exercise
- Literacy and Numeracy
- Computer literacy
- Money management

Resume:

- Create a resume
- Review resume building activities
- Plan and implement resume building activities.
- Updating your resume so it is always up to date.

Personal Administration:

- Tax File Number
- Bank Account
- Identification
- Centrelink - Youth Allowance/DSP/ Health care card applications
- Driver's License
- Social Media review to ensure your online identity does not work against you when trying to get a job.

Work Experience and Workplace Assessment:

- Research and identify a suitable work experience placement.
- Participate in a 2-day Work Experience fully supported by Inclusion Management.
- A Workplace Assessment Report will be conducted by Inclusion Management to identify your strengths, barriers, the types of supports you may require in the workplace when you are learning the job and what supports you may need to ensure you can be successful in employment.





The World of Work

- Volunteering
- Job Search Activities

The world of work is quite different to School, Tafe or University. Inclusion Management will work with you to understand and navigate the world of work. We will explore what you need to know so you are equipped with the knowledge you need to navigate this space and work towards employment success.

Volunteering:

Volunteering Placements are one of the ways we can learn about the world of work. It is a great way to gain work experience, learn new skills, understand workplace norms, listen to and follow instructions, how to work as a team, Increase confidence and create new social networks.

Volunteering is unpaid and normally requires an ongoing commitment of one day a week. A successful volunteering placement can also help you get a reference for your resume. A reference gives current feedback about you in the workplace to a prospective employer.

Inclusion Management can support you to get involved in volunteering and provide you with some initial on the job support to help get you started and feel confident in the volunteer placement site.

Some other things Inclusion Management can assist you in volunteering are:

- Research volunteering opportunities.
- Support to apply for volunteering roles.
- Support at your volunteer placement, as required.
- Transport training
- Developing daily routines between home and work life
- Planning, organizing, time management and prioritising
- Understanding rights and responsibilities in the workplace.
- Workplace norms, behaviours and expectations
- Working independently, if suitable
- Decision making, problem solving and conflict resolution
- Listening to and following instructions
- Accountability

Job Search Activities:

Job searching and applying for jobs can be done in a few different ways. Inclusion Management will assist you with this, Including understanding job ads, writing cover letters, submitting online applications and face to face applications.

Inclusion Management will also assist you with practicing your interview skills and techniques so you can be prepared for upcoming interviews .

Some other things Inclusion Management can assist you with job searching activities are:

- How a participant can sell themselves and what they can offer to a role and a workplace.
- Job search strategies
- Applying for and submitting a job application
- Interview preparation





The World of Work

• On the Job Work Placement

On the Job Work Placement

On the job work placement is when you have gone through the steps and managed to secure employment. Inclusion Management will continue to support you throughout this process and ensure you have a smooth start to the workforce. We can work with you and your employer to help understand your support needs and provide the workplace with Disability Awareness Training.

Once you're working there are many things to navigate, like staff inductions, getting to know your tasks, who you're working with, any adjustments needed at work due to your disability, understanding your pay slip and reporting to Centrelink. You are not alone; Inclusion Management will continue to support you both on and off the job until you are linked with your chosen Disability Employment Service (DES).

Some things Inclusion Management can assist you with on the job work placement are:

- Understanding social and business communication
- Workplace norms, behaviours and expectations
- Understanding rights and responsibilities in the workplace
- Reading and understanding pay slips
- Reporting to Centrelink- if required.
- Teamwork
- Transport Training
- Decision making and problem solving
- Planning and organising
- Working independently
- Time management and prioritising
- Conflict resolution and negotiation
- Recruitment paperwork preparation
- Preparing for the first day at work and induction training
- Disability awareness training for the employer including creating an Individual Profile outlining your disability and specific individual support needs.
- Job design, on-the-job training and other such supports once a job is secured.
- Provision of assistive technology- only as required. An example of this is computer screen readers and enlarging software for a person who is vision impaired.
- Arrangement of necessary workplace modifications. An example of this is a Partitioned area or private space to reduce noise, adjusting lighting levels and reducing noise and distraction can be helpful to some people who are also Autistic.
- Arrangement of wage subsidies to employers and/or other financial support once a job is secured. Wage subsidies can be sourced through a DES provider. If you are on the DSP you may also explore and access the Supported Wage System as part of your employment.
- Ongoing support in a workplace to keep a job with a support worker.
- Review and referral to a DES provider with support from Inclusion Management



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