

Product Disclosure Statement:

Supports in Employment

This Product Disclosure Statement: Terms and Conditions is for Disability Services Australia's (DSA's) Supports in Employment services and should be read with your DSA Service Agreement and Consent Terms and Conditions Agreement and Contract of Employment

1. What is included in your service:

- 1.1. Support in your employment with on-the-job skill acquisition and maintenance training
- 1.2. Group-based mandatory training such as WHS and Respect and Equity and other capacity building skills training
- 1.3. General support to help you maintain your employment and achieve your nominated goals.
- 1.4. Quarterly meetings with you and a nominated person reviewing progress towards your employment goals outlined in your Program of Supports.

2. What is not included in your service:

- 2.1. The cost of our worker to travel on public transport with you if they are not covered by your companion card.
- 2.2. Parking tickets, tolls and other vehicle expenses.
- 2.3. If you require Personal Care or Mealtime assistance this will be quoted and charged as a separate cost.

3. We agree to:

- 3.1. Provide supports based on your needs, offering you choice and control in how service is provided to you.
- 3.2. Apply a strengths-based approach when developing your employment goals and strategies.
- 3.3. Track and monitor your goals through your Program of Support.

4. You agree to:

- 4.1. Engage and participate in developing your Program of Support and identifying your personal goals that you would like to work on. Your parent/ carer may also participate in this process if they wish to do so.
- 4.2. DSA reviewing you support plans to understand your individual support needs. This may include support for complex medical needs such as epilepsy, positive behaviour support management, and/or clinical support such as speech or occupational therapy.

5. What if you need to change or reschedule, or do not attend a scheduled service?

- 5.1. Participants can exit from the Program of Supports without cost, subject to a notice period of no more than two (2) weeks.
- 5.2. Planned absences will not form part of the Program of Supports, however DSA can claim for unscheduled absences, if DSA had the capacity to deliver the support.
- 5.3. Unscheduled absences include sick leave or failure to arrive at work, but not annual leave, public holidays or long service leave or extended periods of sick leave.

6. Reasonable and Necessary

- 6.1. The NDIA considers reasonable and necessary supports, as:
 - 6.1.1. Related to the participant's disability.
 - 6.1.2. Not include day-to-day living costs that are not related to a participant's disability support needs.
 - 6.1.3. Represent value for money.
 - 6.1.4. Be likely to be effective and beneficial to the participant and take into account informal supports given to participants by families, cares, networks, and the community.