



**Victorian  
Public Sector  
Commission**



# Disability employment

People with disability need to be at the centre of the public service, leaders in government, leaders in community and on public boards. Workplace accessibility makes this possible.

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# Getting to work: Victorian public sector disability employment action plan 2018 – 2025

Getting to work is Victoria's long-term employment plan for people with disability in the public sector.

## What Getting to work is

Getting to work is Victoria's long-term employment plan for people with disability in the public sector.

The plan is for people with disability at all levels of the public sector to:

- be employed more
- have satisfying careers
- have a fairer employment experience

## Watch the explainer video

## What Getting to work aims to do

The Victorian Government has committed to increasing the number of people with disability in the public sector.



Getting to work sets a target of 6% representation by 2020 and 12% by 2025. These targets apply to the Victorian Public Service and will expand to the broader public sector over time.

To achieve these targets, the plan has 21 actions over 3 focus areas:

1. build awareness through access to information
2. attract and recruit people with disability
3. support employees with disability

With this plan, we aim to have the public sector reflect Victoria's diversity and benefit from the lived experience of people with disability.

## Policy framework

Enhancing the economic participation of people with disability is a priority of [Absolutely everyone: state disability plan 2017–2020 \(PDF, 3.3MB\)](#).

The development of [Every Opportunity: Victorian economic participation plan for people with disability 2018–2020 \(PDF, 1.24MB\)](#) is a key commitment in the state disability plan.

Every Opportunity seeks greater effort by government in the employment of people with disability, particularly through setting a target across the Victorian Public Service of 6% by 2020, and 12% by 2025.

Getting to work is the road map to help support achievement of the targets.

## How to use these resources

These resources are in 2 parts:

1. the Getting to work plan in different formats
2. tools to promote Getting to work in your organisation

Get in touch if you need a resource in a format not listed on this page at [info@vpsc.vic.gov.au](mailto:info@vpsc.vic.gov.au) or on [9651 1321](tel:96511321).

You can also use the National Relay Service on [13 36 77](tel:133677).

## Access the plan

[Full plan – Getting to work](#)

The plan in full.

[Accessible full plan – Getting to work](#)

An accessible version of the plan.

[Audio full plan – Getting to work](#)

A voice recording of the plan in chapters as sound files.

## Read a summary

[Auslan plan – Getting to work](#)

A video summary of the plan in Australian sign language.

[Easy Read plan – Getting to work](#)

A simple summary of the plan.

[Getting to work - Summary of actions](#)

[Getting to work - Summary of actions](#)

An HTML resource and downloadable A3 poster listing the 21 actions in the plan.

## Download additional resources

### [FAQs – Getting to work](#)

Answers to frequently asked questions about the plan.

### [Key messages – Getting to work](#)

Use these key messages to promote Getting to work

### [Video transcript – Getting to work](#)

A transcript and description of the Getting to work explainer video.

### [Front cover image – Getting to work](#)

The front cover image of the Getting to work plan

### [Poster pack – Getting to work](#)

A set of 6 A3 posters you can use to promote Getting to work.

### [Poster pack 2 - Getting to work](#)

A set of 5 A3 posters you can use to promote Getting to work.

### [Web and social graphics - Getting to work](#)

A set of 7 graphic tiles you can use to promote Getting to work

### [Email signature banners - Getting to work](#)

A set of two email signature banners you can use to promote Getting to work



# Workplace or 'reasonable' adjustments in the public sector

Advice for public sector organisations to write a workplace adjustment policy and process.

- **Workplace adjustments advice for public sector organisations**

Advice on what public sector organisations should consider with workplace adjustments.

- **Our workplace adjustments policy and process**

A copy of the Victorian Public Sector Commission's workplace adjustment policy and process that you can adapt for your organisation.

## Other resources on workplace adjustments

For more advice on adjustments, read:

- [Differences between workplace adjustments and flexible work](#)
- [Ways to make work more accessible for your team](#)
- [How to run inclusive meetings](#)
- [5 ways to support people with disability work remotely](#)
- [Supporting employees with autism adjust to working remotely](#)





## Free confidential advice

For free confidential advice about the employment of people with disability, [contact JobAccess](#).



# Neurodiverse confident services

Counselling for neurodivergent employees and training for managers and teams.

## How to access

The Neurodiverse confident services state purchasing contract has concluded.

You can still procure services with former contract suppliers through your organisation.

The suppliers were:

- Amaze
- AspergersVic
- Specialisterne
- Untapped
- Vermont.

The VPSC gives no warranty on the quality of the services provided by these suppliers.

For support recruiting and supporting neurodivergent employees in the Victorian public sector, please visit the [Neurodiversity employment toolkit](#).

## Cost

Your diversity and inclusion or HR teams will arrange payment for these services.

## Services offered

Neurodivergent employees can access counselling or coaching. People managers can



access training for themselves and their teams.

You can be on a fixed-term contract, secondment or a casual. All services can be online, on-site, ongoing or on-demand.

The services focus on Autism Spectrum Disorder (or ASD) and ADHD. In the future, we'll add services for other neurodivergent identities.

## Neurodivergent employees

When you use this service, your personal information is confidential.

You can get counselling on:

- career development
- hard workplace situations
- how to talk about your workplace adjustment needs
- your day-to-day work
- recruitment process.

To use this, meet with your manager or diversity and inclusion or HR teams.

They may need to speak with someone else to approve it. But they won't reveal who you are.

You can share this page with your manager if they don't know about these services. Your manager can learn how they and your team can support you.

## People managers

You can use these services to:

- increase your team's awareness about neurodiversity
- support your neurodivergent employees
- run training on things like what neurodiversity is, inclusive recruitment and more.



It's good to use these services within 12 weeks of when an employee starts.

Speak with your diversity and inclusion team for a full list of services and prices.

## Manager obligations

The law says you must take steps to support employees with disability.

These services will help you support your neurodivergent employee with:

- their wellbeing
- [workplace adjustments](#).

Your employee doesn't have to share health information to get these services.

Their use of these services must be confidential. This includes when you approve funds.

Read more in the [Federal Disability Discrimination Act 1992](#) and the [Victorian Equal Opportunity Act 2010](#).

## About neurodiversity and neurodivergence

The term 'neurodiversity' describes the idea that in society:

- humans have a range of different brains and there is no 'right' brain
- each human is unique and society is 'neurodiverse'.

Some people use the term 'neurotypes' to refer to the different types of brains that make up a neurodiverse society.

'Neurodivergent' refers to a person with a neurotype in the minority. This means their brain is different to that of most other people.

There is no official list of identities or conditions where a person can be referred to as neurodivergent.

For these services, we use the term neurodivergent to refer to the following:

- Autism
- ADHD
- Dyslexia
- Dyscalculia
- Dysgraphia
- Dyspraxia.

People have different opinions on what they think should be included under the umbrella term 'neurodivergent'.

People with one or more of these identities or conditions may call themselves a 'neurodivergent person'. Others may not use the term neurodivergent and may refer to themselves with a different word, such as 'dyslexic' or 'dyspraxic'.

Language in the neurodiversity space changes frequently. It's always best to ask a neurodivergent person what language they prefer.

## Neurodiversity confidence

We want inclusive and safe public sector workplaces.

Neurodiversity confidence means you:

- have the skills to hire and support neurodivergent employees as they grow their career
- know how to use policies to make neurodivergent employees feel included
- can reach more job applicants
- play a role in changing what the community thinks
- work to remove barriers to successful and meaningful employment.

These services support [Getting to work: Victorian public sector disability employment action plan 2018 to 2025](#).



# Disability employment information for public sector leaders

Public sector leaders have a responsibility to create inclusive and respectful workplaces free from discrimination, and support prospective and existing employees and their managers.

Many approaches can be adopted at an organisational level which create a flow-on effect to departments and divisions. Public sector leaders, including Directors and senior staff, need to lead and drive change and demonstrate their commitment to increased employment outcomes for people with disability.

Employees at all levels can be champions and allies. We can all support people with disability by raising awareness, promoting a positive workplace culture, and providing an authorising environment to ensure barriers are removed to improve employment outcomes for people with disability.

## Key outcomes for public sector leaders

- Increased visibility of the disability employment action plan across the sector
- Disability Champions demonstrate understanding, confidence, and capability to enable implementation of the disability employment action plan
- The public sector brand is enhanced as an employer of choice



## Disability Confidence

Disability confidence is about creating safe, inclusive, and respectful workplaces free from discrimination. It is the way we increase our knowledge of workplace barriers and understand how we can go about removing them to increase access and inclusion.

As public sector leaders it is important to understand disability confidence and the role you play to deliver key messages in your organisation. The [Australian Network on Disability](#) (AND) have multiple resources below to assist you in building disability confidence.

- [Inclusive Language](#)
- [Sharing Disability information](#)

The accepted way in which we think and talk about disability includes the social model which focuses on access and inclusion.

## Sharing disability information

In line with the social model of disability, the Victorian public sector is committed to providing inclusive and respectful workplaces free from discrimination. To ensure we create that environment we have reframed how we talk about 'disability disclosure'. We encourage people with disability to share their disability information and feel safe to provide us with meaningful information on experiences and barriers for our continuous improvement.

The Victorian public sector currently monitors disability information using the People Matter Survey (PMS). This is confidential and de-identified and focuses on the overall workplace experiences of people with disability. The PMS captures rich data about engagement, job satisfaction, and other characteristics of the work environment as well as workplace adjustments. As part of our commitment to increasing access and inclusion we will use this tool to measure our progress towards achieving positive workplace experiences for people with disability.



## Mental Health in the workplace

Creating a mentally healthy workplace must be as important for organisations as creating a physically healthy workplace.

Ultimately, workplace health is a leadership issue, and change must start at the top. Organisational leaders play a critical role in driving policies and practices that promote mental health. Leaders can positively influence workplace culture, management practices and the experience of employees.

For more information on how to increase mental health awareness and create supportive workplaces, please refer to the [Heads Up healthy workplaces](#) website.

## Checklist – How disability friendly is your organisation?

To measure your organisation's journey toward access and inclusion you can refer to this handy checklist.

Key considerations include your policies and programs, job descriptions, advertising, interview selection and retention strategies. View the [federal government's checklist](#) on the Australian Public Sector Commission website.

## Forums and Networks

Connecting with others is an important part of creating an accessible and inclusive workplace. Our forums, networks and champions are great way to increase your understanding of disability and help us embed access and inclusion in everything we do.

We have established forums and networks listed below:

## Disability Champion Round Table

The Disability Champion Round Table consists of Deputy Secretaries nominated by the





Victorian Secretaries Board who are accountable for the delivery of fit for purpose actions that lead to meaningful employment and increased representation of people with disability across every level of their organisations. The group meet a minimum of twice a year.

## Disability Employment Community of Practice

The Disability Employment Community of Practice (CoP) provides a dedicated network for human resource managers and diversity and inclusion teams to learn about and share practical examples, experience and resources related to disability employment. The CoP also actively supports **Getting to work** and acts as an advocate for its outcomes. The CoP meets a minimum of every second month.

## Enablers Network

The Enablers Network is an employee-led association for people with lived experience of disability and their allies in the Victorian public sector, first established in 2016. The Enablers Network is an inclusive, supportive, and welcoming forum for people with disability and their allies to express a strong and united voice for change. It is the first sector-wide association for employees with disability in any State and Territory public sector. The purpose of the Enablers Network, in supporting Victorian Government departments and agencies to become leading disability confident employers, is to advance equity, equality, accessibility, and inclusion for people with disability in the Victorian public sector.

## Disability Employee Networks

Throughout the public sector there are several Disability Employee Networks, including;

- Autism Success Network
- Victoria Police Employment Accessibility Advocacy Network
- DELWP Enablers Network
- DHHS Enablers Network

For more information and contact, please visit the [VPS Enablers Network](#).



## Access and Inclusion Index

The Access and Inclusion Index was developed by Australian Network on Disability to test your organisation's level of accessibility and inclusiveness. A self-assessment questionnaire can help you identify potential improvements and to further develop and progress your plans.

The Access and Inclusion index is available on the Australian Network on Disability website.



# Disability employment information for human resources and hiring managers

Human resource departments and hiring managers are well-positioned to make the public sector an employer of choice for people with disability.

To enhance and enable employment outcomes for people with disability, we have provided tools and resources to assist human resources and hiring managers with the attraction, recruitment, and retention of candidates with disability. These tools and resources will help identify and reduce barriers to employing people with disability.

There is an opportunity to make a difference and create real change in the way we employ people with disability. It's by your decisions and actions that we can promote the Victorian public sector as an employer of choice for people with disability.

## Key outcomes for human resources and hiring managers

- Processes and practices are more accessible to candidates with disability
- Increased awareness and understanding about diverse and flexible recruitment and selection options enable more people with disability to be employed
- Hiring managers and human resources practitioners are confident and empowered to hire candidates with disability
- Increase in the number of people with disability at interview and selection
- The sector has access to a wide pool of candidates with disability across all levels
- Employees with disability receive support from disability employment agencies to



ensure success in the workplace

- There are sufficient candidates to meet the targets
- Employees with disability are in roles that suit their knowledge, skills and expertise
- Candidates with disability are supported into the right roles at the right time
- Increased employment of people with disability across all levels of the public sector

## Recruitment agencies

If you're using recruitment agencies to employ staff, make sure they are disability confident. Evidence of their disability action plan or inclusive recruitment processes will demonstrate they are committed to removing barriers and enabling equitable participation and outcomes for candidates with disability.

## Disability confident recruiter

The [Disability Confident Recruiter](#) program was developed by the [Australian Network on Disability](#) to remove any unintended barriers in your current recruitment processes, enable the necessary adjustments for applicants who share their disability information during recruitment, and increase your ability to successfully recruit people with disability.

## Sharing and monitoring disability information

In line with the social model of disability, the Victorian public sector is committed to providing inclusive and respectful workplaces free from discrimination. To ensure we create that environment we have reframed how we talk about 'disability disclosure'. We encourage people with disability to share their disability information and feel safe to provide us with meaningful information on experiences and barriers for our continuous improvement.

The Victorian public sector currently monitors disability information using the People Matter Survey (PMS). This is confidential and de-identified and focuses on the overall workplace experiences of people with disability. The PMS captures rich data about



engagement, job satisfaction, and other characteristics of the work environment as well as workplace adjustments. As part of our commitment to increasing access and inclusion we will use this tool to measure our progress towards achieving positive workplace experiences for people with disability.

The Australian Network on Disability has developed a guide to provide advice on how to ask people about their disability information. You can use this guide to help employees while also complying with the Disability Discrimination Act.

Downloadable guides and videos are available on the [Australian Network on Disability website](#).

## Disability awareness training

There are many organisations that offer disability awareness training to help you learn how to welcome people with disability into your workplace, and increase your disability confidence. The following resources are being utilised by different departments and can assist in creating a more inclusive workplace:

- [Australian Network on Disability \(AND\)](#)
- [Get Skilled Access \(GSA\)](#)
- [Scope](#)
- [Optimize](#)
- [disABILITY AWAREness](#)
- [Disability Awareness Training \(DAT\)](#)
- [JobAccess](#)
- [EpicAssist](#)
- [Mental Health First Aid](#)

## Mental health in the workplace

Mental health can present unique challenges to employment. Unlike physical disabilities that can be seen and recognised, hiring managers and recruiters may not realise that a

person with a mental health concern is experiencing an issue and needs a workplace adjustment to remain employed and productive.

Not every person experiencing mental health issues will face barriers in the workplace, but some will. Invisible disabilities such as depression, post-traumatic stress disorder (PTSD) and schizophrenia may require adjustments at little or no cost. They just require some flexibility and creativity, and can often be put in place quickly, if the need arises.

For more information on how to increase mental health awareness and create supportive workplaces, please refer to the Heads Up website.

## Candidate sourcing guide

Creating meaningful employment outcomes for people with disability builds off existing best practice in ensuring a good 'fit' between employers and job seekers. To create those outcomes brand development strategies must showcase an accessible and inclusive workplace and involve disability organisations to ensure you tap into the right talent. Innovative sourcing strategies will provide a fresh perspective on obtaining the right candidates.

The VPSC is currently developing a candidate sourcing guide tailored to the VPS. It will include the new disability employment framework and how to connect with disability employment service providers.

## Accessible communication guidelines

As government communicators we have a moral and legal obligation to ensure our communication is accessible to people of all abilities. These guidelines provide advice for accessible documents, websites, events and venues, and face-to-face communication.

View the [accessibility guidelines for government communications](#) on the Victorian Government website.



## Employment Assistance Fund (EAF)

The Employment Assistance Fund (EAF) is a federal government assistance program that provides financial assistance to purchase work related adjustments for people with disability. These can include workplace adjustments, adaptive equipment, Auslan interpreting and training.

To apply, visit the [JobAccess website](#).

## JobAccess

For confidential expert advice on matters relating to the employment of people with disability, contact the JobAccess advisers free of charge.

Free call: 1800 464 800

Fax: 08 9382 9277

Online: [Online Enquiry Form](#)

Post: PO Box 1764, Osborne Park DC, WA 6916



# Disability employment information for managers

Managers have the opportunity to create change and support people with disability to reach their full potential.

Managers play an important role in leading an effective team to achieve department, team or organisational goals. It is about bringing out the best in individuals and the group collectively with motivation and support. It is also essential that managers are disability confident and understand access and inclusion in order to create positive career experiences for people with disability.

With a collective commitment and consistent approach, managers can increase the engagement and job satisfaction of people with disability, support career development opportunities and cultivate our future leaders.

## Key outcomes for managers

- Increased employee satisfaction and engagement for people with disability
- Employees demonstrate understanding, confidence, and capability to employ and support people with disability
- Workplace expectations of employees with disability are met (for example, increased workplace engagement and satisfaction)
- All employees are empowered to identify and challenge negative stereotypes and promote positive attitudes towards disability

## Sharing and Monitoring Disability Information

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create that environment, we have reframed how we talk about 'disability disclosure'. We encourage people with disability to share their disability information and feel safe to provide us with meaningful information for our continuous improvement.

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The [Australian Network on Disability](#) (AND) has developed a guide to provide advice on how to ask people about their disability information. You can use the guide to help employees while also complying with the Disability Discrimination Act.

Downloadable guides and videos are available on the [Australian Network in Disability website](#).

## Mental Health in the workplace

As a manager some of your work will include minimising stress experienced by employees, performance management, or supporting people with mental health conditions.

If one of your staff members is at risk of or is experiencing stress or a mental health condition it is critical that you are supportive and proactive.

For more information on how to increase mental health awareness and create supportive workplaces, please refer to the [Heads Up healthy workplaces](#) website.

## Checklist – How disability friendly is your workplace?

Refer to this handy checklist to track your progress toward access and inclusion. Key

considerations include your policies and procedures, job descriptions, advertising, interview, selection, and retention strategies. View the federal government's checklist on the [Australian Public Sector Commission website](#).

## Forums and Networks

Connecting with others is an important part of creating an accessible and inclusive workplace. Our forums, networks, and champions are great way to increase your understanding of disability and help us embed access and inclusion in everything we do.

We have established forums and networks listed below:

### Disability Champion Round Table

The Disability Champion Round Table consists of Deputy Secretaries nominated by the Victorian Secretaries Board who are accountable for the delivery of fit for purpose actions that lead to meaningful employment and increased representation of people with disability across every level of their organisations. The group meet at a minimum of twice a year.

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The Disability Employment Community of Practice (CoP) provides a dedicated network for human resource managers and diversity and inclusion teams to learn about and share practical examples, experience, and resources related to disability employment. The CoP also actively supports **Getting to work** and acts as an advocate for its outcomes. The CoP meets at a minimum of every second month.

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# Disability employment information for employees

Employees with disability are valued members of our workforce.

Here we provide you with information and supports to assist you and your colleagues to work together to create inclusive workplaces.

## Employee supports for people with disability

Employees are offered a range of supports and benefits working in the public sector, with additional programs constantly being developed.

## Key outcomes for employees with disability

- Employees with disability feel welcome and have the support they need to ensure equal participation in the workplace
- Staff across the sector demonstrate increased disability confidence and awareness by using tools and resources

Here are some of the many supports employees with disability can access:

## Health and Wellbeing

- Complimentary Flu Vaccinations
- Physical office spaces that promote wellness and movement such as sit/stand desks
- Promoting and celebrating events such as RUOK Day and International Day of People with Disability to support education and improve the mental health and



wellbeing of our workforce

## Work Environment

- [All roles flex](#)

## Workplace Adjustments and Flexibility

See our [workplace adjustments and flexibility](#) page.

## Mental Health in the workplace

Work can make us feel good about ourselves and give us a sense of purpose; it's an important way to help us to protect and improve our mental health and wellbeing. However, sometimes work and life stress can negatively affect our mental health and our ability to do our jobs.

For more information on how to increase mental health awareness and create supportive workplaces, please refer to the [Heads Up healthy workplaces](#) website.

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## Calendar of Events

There are many disability awareness events that are acknowledged and celebrated throughout the year. In addition, people with disability are recognised for their achievements in several award events. You can participate in recognising days of significance or nominate a team member for their contribution in creating change in access and inclusion.

- [International Day of People with Disability](#)
- Calendar of Events
- [Victorian Disability Awards](#)
- [National Disability Leadership Awards](#)

## Sharing and Monitoring Disability Information

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Fax: 08 9382 9277

Post: PO Box 558, Belmont, VIC 3216





# Disability employment information for job seekers

The Victorian public sector offers diverse and inclusive workplaces for people with disability.

There are a range of pathways to working in the Victorian public sector for people with disability. This includes traineeships, the Victorian Government graduate program, and any advertised role.

Adjustments and support will be provided throughout the whole process from the application stage to starting in the workplace, and there is ongoing support throughout your career.

The public sector is a diverse and inclusive workforce that is reflective of the Victorian community. We are committed to being an employer of choice for people with disability.

## Key outcomes for job seekers

- Staff across the sector demonstrate increased disability confidence and awareness by using tools and resources
- Information for job seekers, including position descriptions, is available in accessible formats
- The Victorian community can access reports and view progress regarding commitments made under the plan

## Careers.Vic

[Careers.Vic](#) is the official Victorian Government search portal for public sector jobs and career opportunities.



You can search for jobs in Public Service departments and agencies, hospitals and health services, schools, and many public entity employers such as Victoria Police and Ambulance Victoria.

We also publish information about employment programs, traineeships such as the the [Youth Employment Scheme](#), key opportunities and feature jobs.

## Victorian Government Graduate Program disability pathway

The [Victorian Government graduate program](#) is a 12-month career development program. Learn and grow with mentors and peer networks and be guaranteed a job at the end.

Applicants with disability can apply through our disability pathway. If you opt into this pathway, we'll work with you to give you flexible and tailored support in the application process.

Once you're in our program, we'll offer ongoing support such as workplace adjustments and a support network to connect with other peers with disability. You don't need to share any information about your disability to apply through this pathway or throughout the program.

If you're unsure whether to opt in, get in touch with us for a confidential chat at [GraduateDisabilityLiaison@vpssc.vic.gov.au](mailto:GraduateDisabilityLiaison@vpssc.vic.gov.au) or on [03 9922 8600](tel:0399228600).

## Disability Action Plans

The State plans that underpin our efforts to increase meaningful employment outcomes for people with disability are:

- [Absolutely everyone – State disability plan 2017–2020](#)
- [Every opportunity – Victorian economic participation plan for people with disability 2018-2020](#)



- [Getting to work – Disability employment action plan](#)

## Employment Assistance Fund (EAF)

This federal government assistance program provides financial assistance to purchase work related modifications for people with disability. These can include workplace adjustments, adaptive equipment, Auslan interpreting, and training.

To apply, visit the [Job Access website](#).

## JobAccess

For confidential expert advice on matters relating to the employment of people with disability, contact the [JobAccess](#) Advisers free of charge.

Free call: 1800 464 800

Fax: 08 9382 9277

Post: PO Box 558, Belmont, VIC 3216



# 10 things employers can do now

This plan sets out short-term and long-term actions to improve inclusion and participation for people with disability across the Victorian economy.



## Ten things employers can do now

This plan sets out short-term and long-term actions to improve inclusion and participation for people with disability across the Victorian economy. There are also actions employers can take today to build more inclusive workplaces.

- 1** Making an adjustment can make all the difference. Ask people what support they need, and work with them to make it happen.
- 2** Consider whether your job application processes give people with disability a fair opportunity to demonstrate they are the best person for the job. Use inclusive, non-discriminatory language in all communications (Victorian Public Sector Commission 2016).
- 3** Be clear, specific and public about your commitment, such as through a statement on your website about your organisation's commitment to employing people with disability (see the Resources section for details).
- 4** Offer flexibility in the assessment process and consider transferable skills the candidate may have acquired from non-traditional work or personal experience.
- 5** Offer work experience opportunities to assess people's suitability for ongoing employment in a real work environment.
- 6** Don't forget about career progression. Look at how staff are selected for training opportunities and ensure staff with disability are eligible, notified and nominated.
- 7** Ensure recruitment companies know you are willing to consider candidates with disability. This will give you access to the full talent pool and make sure strong candidates are not being screened out.
- 8** Ask for assistance when required. A range of services and funding is available to support the sustainable employment of people with disability (see the Resources section for details).
- 9** Develop a good working relationship with your employee's Disability Employment Service or Jobs Victoria partner if one has been involved in the placement. They can help you with any disability-related issues and potential barriers that could hinder satisfactory work performance and job retention in the longer term.
- 10** Consider your procurement needs and how you might help generate employment opportunities for people with disability through your purchasing decisions.

This information is based on an analysis of existing good practice and material drawn from JobAccess (2012). See the Resources section for details.

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= [http://www.statedisabilityplan.vic.gov.au/application/files/7815/3740/3384/Every\\_opp\\_ortunity\\_-\\_Web.pdf](http://www.statedisabilityplan.vic.gov.au/application/files/7815/3740/3384/Every_opp_ortunity_-_Web.pdf)



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## Resources

### JobAccess

JobAccess is a free one-stop shop for advice and support on workplace adjustments and employment for people with disability. It also offers expert advice on managing mental health in the workplace and can connect employers and people with disability to their local Disability Employment Service.

[www.jobaccess.gov.au](http://www.jobaccess.gov.au)

### Employment Assistance Fund

The Commonwealth Government's Employment Assistance Fund helps employers and people with disability achieve accessible workplaces through financial help for suitable equipment and workplace adjustments.

[www.jobaccess.gov.au](http://www.jobaccess.gov.au)

### Mentally Healthy Workplace Alliance

The alliance is a national approach by business, community and government to encourage Australian workplaces to become mentally healthy. It has partnered with beyondblue on the rollout of the national Heads Up campaign to create mentally healthy workplaces.

[www.headsup.org.au](http://www.headsup.org.au)

### Australian Network on Disability

The network is an employer-driven organisation with the specific purpose of advancing the equitable inclusion of people with disability in all aspects of business. It is not-for-profit and has scores of Australian businesses, government departments and community-based organisations as members.



[www.and.org.au](http://www.and.org.au)

## **Media Access Australia**

Media Access Australia is an independent not-for-profit organisation dedicated to increasing web and digital accessibility for people with disability by providing information and specialist expertise.

<https://mediaaccess.org.au>

## **Jobs Victoria**

The State Government allocated \$53 million to establish Jobs Victoria in May 2016. It delivers programs for people looking for work and for employers looking for workers.

<http://jobs.vic.gov.au/>

## **Disability Leadership Institute**

This institute offers coaching, mentoring, training and connection to opportunities, including communities of practice, leadership development, and a range of resources





# National and state policies

Our vision for the future is a world leading disability inclusive and confident public sector that values, respects, and supports employees with disability.

Access and inclusion is the current approach to the way we think and talk about disability. This new way promotes and enables greater inclusion by focusing on the environmental and attitudinal barriers that are in place and looking at ways to remove them – creating access and inclusion.

Previously, disability was described in a medical model and under this model; disability was considered an individual responsibility. Therefore disability was a result of impairment to body functions or health and medical deficiencies, and this resulted in a focus on what a person could not do, or could not be because of their disability.

The social model of disability promotes the concept that disability is caused by the way society is organised, and not by a person's impairment or difference.

Society's barriers can be physical, social, or attitudinal in nature, or they can be embedded in policies, programs, transport, or communications.

## Our definition

The Victorian public sector recognises the definition of disability as:

Persons with disabilities include those who have long-term (lasting 6 months or more) physical, mental health, intellectual, neurological or sensory impairments which in interaction with various attitudinal and environmental barriers may hinder their full and effective participation in society on an equal basis with others.

This definition is based on descriptions recognised by the United Nations and Australian government.

The Victorian Government also acknowledges and values the social model of disability.

## Social model adoption

**Getting to work** is underpinned by this shared understanding of the social model of disability – and the necessity to remove barriers to employment. This is consistent with the values we hold as a sector. We respect the human rights of people with disability.

## Sharing disability information

In line with the social model of disability, the Victorian public sector is committed to providing inclusive and respectful workplaces free from discrimination. To ensure we create that environment, we have reframed how we talk about 'disability disclosure'. We encourage people with disability to share their disability information, and feel safe to provide us with meaningful information on experiences and barriers for our continuous improvement.

Currently, the Victorian public sector monitors disability information using the People Matter Survey (PMS). This is confidential and de-identified, and focuses on the overall workplace experiences of people with disability. The PMS captures rich data about engagement, job satisfaction and other characteristics of the work environment as well as workplace adjustments. As part of our commitment to increasing access and inclusion, we will use this tool to measure our progress towards achieving positive workplace experiences for people with disability.

## Disability Confidence

Disability confidence is about creating safe, inclusive and respectful workplaces free from discrimination. It is the way we increase our knowledge of workplace barriers and how we can go about removing them to increase access and inclusion.

It is important to understand disability confidence and the role you play to deliver key messages in your organisation. The Australian Network on Disability (AND) have multiple resources to assist you in building disability confidence.



- [Inclusive Language](#)
- Disability Etiquette
- Sharing Disability information

The accepted way in which we think and talk about disability includes the social model of disability which focuses on access and inclusion.

