



OELLEN

**Get Linked
Directory
for Young
People with
Disabilities**

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Introduction

The Get Linked Directory for Young People with Disabilities lists information to help young people with disabilities transition to post-school education and employment.

The Get Linked Directory is useful for both school-aged students and for those who have recently finished school. It is designed to provide information on a local level to help support planning activities with school careers advisors and/or other career services.

The Get Linked Directory is an initiative of the Outer Eastern Local Learning and Employment Network (OELLEN). OELLEN is one of 31 LLENs across Victoria. The Outer Eastern LLEN is funded by the Victorian Government to help improve education and employment outcomes for young people in Knox, Maroondah and the Yarra Ranges. LLENs broker partnerships between education providers, business and industry, community and parents to build capacity and raise aspirations for young people in the region.

OELLEN works with schools, TAFES, councils, local government and community services in the Outer East. This edition of Get Linked Directory for Young People with Disabilities provides information on a wide range of disability service providers, education programs and resources for young people with a disability, providing a link to services that can help smooth transition from school to further training and employment.

The contents of the Get Linked Directory for Young People with Disabilities are intended for informational purposes only. OELLEN shall in no event accept any liability for loss or damage suffered by any person or body due to information provided within this directory.

The information in the Get Linked Directory for Young People with Disabilities is provided on the basis that persons accessing it undertake responsibility for assessing the relevance and accuracy of its content.

Links to other web sites are inserted for convenience and do not constitute endorsement of any material that may be at those sites; nor does it constitute an endorsement of any associated organisation, product or service.

For any inquiries contact OELLEN on:

Ph: (03) 8578 6844

E: info@oellen.org.au.

NDIS funding

What is the NDIS?

The NDIS (National Disability Insurance Scheme) provides funding for people with disabilities to access the supports and services they need to live an ordinary and fulfilling life, including participating in education and employment. If you are a person with a permanent and significant disability, you should check if you are eligible for the NDIS.

The National Disability Insurance Agency (NDIA) makes decisions about whether someone is eligible to become an NDIS participant and, if so, how much funding for supports they are eligible to receive.

Contact the NDIA to find out if you qualify for NDIS funding. There are a number of steps to take before receiving NDIS funding. These include submitting an access application that may need to have accompanying evidence of disability and how it affects you. Once you are approved for access to NDIS you will be invited to attend a “planning meeting” to work with your goals and determine what support is appropriate for you to achieve your goals. To see if you are eligible for the NDIS visit <https://www.ndis.gov.au/ndis-access-checklist> or call the NDIA on 1800 800 110.

The NDIS has free resources to help parents and young people access the program. These include useful NDIS Participant Booklets, including Easy English versions, to download, plus information for families and carers, see <https://www.ndis.gov.au/understanding>

It is important to include pathways options in your NDIS plan, especially if you are wanting to move into employment and further training. Talk to your NDIS planner about including NDIS ‘Finding, Keeping and Changing Jobs’, see <https://www.ndis.gov.au/participants/finding-keeping-and-changing-jobs> It is recommended to include NDIS post-school employment or transition supports in your NDIS plan at least one year prior to leaving school to ensure access to these programs once ready to leave school.

Need more help?

For information on what the NDIS can fund, or for assistance with your NDIS planning, contact the Local Area Coordinator (LAC) for the NDIS in your area. The LAC for Outer East is Latrobe Community Health Services. Latrobe Community Health Service offices are in several locations the Outer East, Ringwood, Chirnside Park, Bayswater and Healesville.

Visit Latrobe Community Health Service <https://lchs.com.au/aged-disability-carers/national-disability-insurance-scheme-ndis> or call 1800 242 696 for information on the NDIS and advice from your LAC.

Pathways Planning at School

It is important to start planning your pathway to further training and employment while still in school. Careers and Pathways staff at your school can help to access information and get you started on your pathway planning.

If you attend a Victorian Government school and have a disability, you might be eligible for Department of Education funding through the Program for Students with Disabilities (PSD). The PSD program is a supplementary funding program to help support your learning needs while at school. For more information, contact your school PSD Coordinator, or visit <https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/psd.aspx>

The Department of Education has a range of free tools for students with disabilities to support their career planning and to assist parents to have meaningful career conversations.

Resources include:

- Strengthened career planning guides for parents and carers
- Workplace learning materials, including work experience preparation modules 'A Job Well Done'
- Information on Structured Workplace Learning for students undertaking VET programs in VCAL or VCE

These parent and student resources can be found at www.education.vic.gov.au/parents/additional-needs/Pages/disability-leaving-school.aspx

For information on teaching resources for students with disabilities, go to <https://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/disabilitypathways.aspx>

To learn more about new DET careers programs from year 7-12, including the 'My Career and 'Career Insight' programs, go to <https://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/career-education.aspx>

SBATs and Traineeships

School-Based Apprenticeship and Traineeships (SBATs) are apprenticeships undertaken part-time while still at school. SBATs combine paid employment, on or off-the-job vocational training and senior secondary school studies for students 15 years or over.

A range of assistance is available to support Australian Apprentices with a disability, including Disabled Australian Apprentice Wage Support (DAAWS)

For more information on support to start an SBAT, go to www.jobaccess.gov.au/people-with-disability/support-do-apprenticeship

AASNs in the Outer East include:

Apprenticeships Matter Knox

Ph: 1800 004 355

E: enquiries@appsmatter.com.au

appsmatter.com.au

MAS National Croydon

Ph: 1300 627 628

E: info@masnational.com.au

www.masnational.com.au

MEGT

Ringwood

Ph: 136 348 / 03 9871 55555

E: aasninfo@megt.com.au

www.megt.com.au

Sarina Russo Apprenticeships Ringwood, Lilydale, Healesville

Ph: 1300 178 776

E: apprenticeships@sarinarusso.com.au

www.sarinarusso.com/apprenticeship

Need more help?

For assistance and information on SBATs for students with disabilities get in touch with a local Australian Apprenticeship Support Network (AASN). Australian Apprenticeship Support Network providers can help with setting up an SBAT and advise if State or Federal incentive funding is available.

Finding a job

Centrelink Services

Young people with disabilities aged over 16 can prepare for transitions to employment or further training by seeking assistance through Centrelink, including applying for the Disability Support Pension.

Centrelink services can help with funded supports while looking for work or undertaking further study, including eligibility for Youth Allowance, Mobility Allowance and Work-Based Personal Assistance

Contact Centrelink to find out which services and programs are available to assist with pathways planning, both before and after leaving school.

Call 13 27 17 for disability information for Centrelink Services or visit your local customer service centre:

Boronia Service Centre

3 William St, Boronia, VIC 3155
Monday to Friday 8.30am – 4.30pm

Lilydale Service Centre

Cr Anderson St & Chapel St, Lilydale, VIC 3140
Monday to Friday 8.30am – 4.30pm

Ringwood Service Centre

2-6 Bond St, Ringwood, VIC 3134
Monday to Friday 8.30am – 4.30pm

Belgrave Service Centre

1657-1661 Burwood Hwy, Belgrave, VIC 3160
Monday to Friday 8.30am – 4.30pm

Rowville Service Centre

Unit 5/5 Fulham Rd, Rowville, VIC 3178
Monday to Friday 8.30am – 4.30pm

Disability Employment Services (DES)

Many young people with disabilities transition from school to open employment or training with the support of a Disability Employment Service (DES). Centrelink can advise if people are eligible for Disability Employment Service (DES), the Australian Government's employment service that helps people with disabilities find work and keep a job. A DES can provide:

- Support for job searching and applying, such as résumé development, training in interview skills, and help with looking for suitable jobs
- Support in the workplace, including on the job training and co-worker and employer interaction
- Ongoing support in a job if you need it
- Support with access, help with workplace modifications, support services, and Auslan interpreting in the workplace

There are many DES providers in the Outer East, so it is worth investing some time to find a provider that best suits your individual needs and interests. Importantly, if a participant is unhappy with the services they are receiving, they can change their provider at any time by calling the National Customer Service Line on 1800 805 260. Participants can change their provider five times, no questions asked, during their time in the program.

Disability Employment Services (DES) in Outer East

About2Work

41-43 Ringwood St, Ringwood, VIC 3134
Ph: 1300 786 860 | www.about2work.com.au

Annecto Inc.

31-34 Ringwood St, Ringwood, VIC 3134
(For all Outer East enquiries)
Ph: 9876 0122 | www.annecto.org.au

APM Employment

Lilydale: Shop 5, Castella St, Lilydale, VIC 3140
Ph: (03) 9738 7081 | E: lilydale.es@apm.net.au

Monbulk: C/ Living & Learning Centre,
Corner Main & Moores Rd, Monbulk, VIC 3793
Ph: 1300 366 047

Healesville: C/- Living & Learning Centre,
1 Badger Creek Rd, Healesville, VIC 3777
Ph: (03) 9879 1721

Boronia: Suite 1a, 168 Boronia Rd,
Boronia, VIC 3155
Ph: (03) 9762 9980 | E: boronia.es@apm.net.au

Ringwood: Suites 3 & 4, 41-43 Ringwood St,
Ringwood, VIC 3134
E: ringwood.es@apm.net.au

apm.net.au

Atwork Australia Pty Ltd

Mooroolbark: Mooroolbark Community Centre,
125 Brice Ave, Mooroolbark, VIC 3138

Croydon: Shop A, 211 Mt Dandenong Rd,
Croydon, VIC 3136

Ringwood: Heathmont/Ringwood Guides,
Bedford Park, Rosewarne Lane, Ringwood, VIC 3134

Ph: 1300 080 856 | www.atworkaustralia.com.au

Box Hill Institute Employment Services

Box Hill Institute, Lilydale Campus,
34-40 John St, Lilydale, VIC 3140
Ph: (03) 8892 1240

E: DES.Enquiries@boxhill.edu.au

www.bhiemploymentservices.com.au

Campbell Page Limited

Lilydale: 8 William St, East Lilydale, VIC 3140

Bayswater: 30 Glen Park Rd, Bayswater, VIC 3153

Boronia: 158 Boronia Rd, Boronia, VIC 3155

Ringwood: 1/36 New St, Ringwood, VIC 3134

Ph: 1300 139 920 | campbellpage.com.au

CVGT Australia Limited

Lilydale: Suite 2, 434 Maroondah Hwy,
Lilydale, VIC 3140

Yarra Junction: Upper Yarra Family Centre,
2442-2444 Warburton High, Yarra Junction, VIC 3797

Wantirna: Level 2, Suite J, 420 Burwood Hwy,
Wantirna South, VIC 3152

Ph: (03) 9024 8425

E: wantirna@jobprospects.com.au

Healesville: Healesville Living/Learning Ctr,
1 Badger Creek Rd, Healesville, VIC 3777

Ph: (03) 9024 8450

E: lilydale@jobprospects.com.au

www.cvgt.com.au/our-programs/disability-employment-services

Matchworks

Lilydale: 72/33 Hutchinson St, Lilydale, VIC 3140
Ph: (03) 9879 6600

E: joannej@matchworks.com.au

Healesville: Suite A, 6-8 Floriston Rd,
Boronia, VIC 3155

Ph: (03) 9518 6162

Ringwood: 3/45-51 Ringwood St,
Ringwood, VIC 3134

Ph: (03) 9879 6600

E: Joannej@matchworks.com.au

Belgrave: 1616-1624 Burwood Hwy,
Inspiro Comm Health Service, Belgrave, VIC 3160

Ph: (03) 9879 6600

E: Joannej@matchworks.com.au

www.matchworks.com.au

Mission Australia

Lilydale: 2 Clarke St, Lilydale, VIC 3140

E: DMSLilydale@missionaustralia.com.au

Ringwood: Suite 103, 41-43 Ringwood St,
Ringwood, VIC 3134

Ph: 1300 883 067

E: DMSRingwood@missionaustralia.com.au

sd.missionaustralia.com.au

OCTEC Limited

Mooroolbark: 125 Brice Ave,
Mooroolbark, VIC 3138

Ringwood: St Paul's Anglican Church,
40 Warrandyte Rd, Ringwood, VIC 3134

Boronia: 1B, 241 Dorset Rd, Boronia, VIC 3155

Wantirna South: Headspace,
Westfield Knox Ozone, 2 Capital City Bvd,
Wantirna South, VIC 3152

Ph: (03) 9762 5721 / 1800 258 182 | octec.org.au

Outlook Employment

Emerald Community House, 654 Main St,
Emerald, VIC 3782

Ph: (03) 9705 6445 | outlookvic.org.au

Sarina Russo Job Access

Lilydale: Shop 1, 5-7 Clarke St, Lilydale, VIC 3140

Ph: 13 15 59 | E: SRJAlilydale@sarinarusso.com.au

Boronia: Suite A, 6-8 Floriston Rd, Boronia, VIC
3155

Ph: 0439 684 192 | E: carterm@sarinarusso.com.au

Ringwood: Level 1, 41-43 Ringwood St,
Ringwood, VIC 3134

E: SRJAringwood@sarinarusso.com.au

Healesville: Inter-church Community Care Inc,
231 Maroondah Hwy, Healesville, VIC 3777

E: SRJAhealesville@sarinarusso.com.au

Wantirna South: Ground Floor, 444 Burwood
Hwy, Wantirna South, VIC 3152

Ph: 13 15 59 | www.sarinarusso.com

The Salvation Army Employment Plus

Lilydale: 1 Clarke St, Lilydale, VIC 3140

Boronia: The Salvation Army, 2 Liverpool Rd, Boronia, VIC 3155

Ringwood: 1 New St & Charter St, Ringwood, VIC 3134 | 8847 5000

Healesville: The Salvation Army, 114-116 Maroondah Hwy, Healesville, VIC 3777

Ph: 13 61 23 | E: des@aep.salvationarmy.org

www.employmentplus.com.au/job-seekers/disability-employment-services-2

St John of God Accord

Lilydale: Lilydale Senior Citizens Centre, 7 Hardy St, Lilydale, VIC 3140

Croydon: Wyreena Community Arts Centre, 13-23 Hull Rd, Croydon, VIC 3136

Yarra Glen: 45 Bell St, Yarra Glen, VIC 3775

Ferntree Gully: Knoxbrooke Basecamp, 88 Station St, Ferntree Gully, VIC 3156

Wantirna: 1 Ipswich Ct, Wantirna, VIC 3152

Ph: (03) 9784 5888 | www.accorddisability.org.au

Uniting (Victoria and Tasmania) Limited

Lilydale: Shop 1, 5-7 Clarke St, Lilydale, VIC 3140

Ringwood: 291A Maroondah Hwy, Ringwood, VIC 3134

Ph: (03) 9692 9501

E: employmentservices@vt.uniting.org
employmentservices.vt.uniting.org

WCN E-Focus

Lilydale: 2 Clarke St, Lilydale, VIC 3140

Ringwood: Suite 103, 41-43 Ringwood St, Ringwood, VIC 3134

Healesville: Healesville Living and Learning Centre, 1 Badger Creek Rd, Healesville, VIC 3777

Wantirna South: Knox City Ozone, Shop 3029, 425 Burwood Hwy, Wantirna South, VIC 3152

Ph: (03) 9450 5700 | E: roberth@e-focus.org.au

www.wcnjobs.com.au

Wise Employment

Lilydale: Shop 1, 5-7 Clarke St, Lilydale, VIC 3140

Ringwood: Shop 5 Civic Pl, Ringwood, VIC 3134

Wantirna South: Ground Floor, 444 Burwood Hwy, Wantirna South, VIC 3152

Belgrave: Belgrave Community Hub, 1616-1624 Burwood Hwy, Belgrave, VIC 3160

Ph: 1800 685 105

www.wiseemployment.com.au

Getting job ready

School Leaver Employment Supports (SLES)

SLES or School Leavers Employment Supports is funding for students leaving school (Year 12) to support transitions to employment. SLES providers work with young people to develop the employability skills they might need to find and keep a job in the future. SLES is funded through the NDIS and eligible NDIS participants must include SLES in their NDIS plan to receive funding for SLES. There are several SLES providers in the Outer East, offering a range of structured and flexible programs.

For more information about SLES and examples of questions to ask when choosing the right SLES provider for individuals, go to www.ndis.gov.au/participants/finding-keeping-and-changing-jobs/leaving-school

SLES Provider	Program/Services	Contact Details
Knoxbrooke Inc. knoxbrooke.com.au/ knoxbrooke-achieve	Knoxbrooke Achieve Structured 2 Year program (option of 1 year) Individual and group support Clear pathways planning Resume writing Work experience Easy location, operating from Knoxbrooke Basecamp, Ferntree Gully. Outcomes designed to support: <ul style="list-style-type: none">• General employment• Social enterprise employment• Volunteering• Community Connections (Civic Participation)• Further Education (TAFE)	Knoxbrooke Achieve Address: Knoxbrooke Basecamp 88 Station Street Ferntree Gully, VIC Ph: 1300 KNOXBROOKE or (03) 9758-3666 F: (03) 9752-3589 Contact person: Belinda Allwood

Interchange Outer East

www.ioe.org.au

Prep4Work Program

- 2 year program
- Individualized activities depending on needs and interests
- Focus areas: self-care, workplace expectations, time management, getting to and from work, workplace OHS, communication, positive teamwork.

Interchange Outer East

5-7 Yose Street
Ferntree Gully, Vic 3156
Ph: 9758 5522
E: ioe@ioe.org.au
Contact person:
Linda Hull

Burke and Beyond

www.burkeandbeyond.org.au

Burke and Beyond SLES

2 Year structured program,
Mon-Wed
48 weeks per year

- Developing social skills
- Using public transport
- Work preparation
- Offered through Blackburn Next Step service (Burke and Beyond)
- 2020 expanding to Dandenong Service

Burke and Beyond

Suite 1, 14-16 Blackburn Road,
Blackburn, VIC 3150
Ph. (03) 9886 1111
Contact person:
Louise Baker
lousieb@burkeandbeyond.org.au

**Uniting (Wesley) Vic Tas
Employment Services**

employmentservices.vt.uniting.org/

School Leaver Employment Support offers individualized support for up to 2 years after finishing year 12

- Tailored to meet your individual employment goals
- Work experience in open employment
- Job skills training
- Travel training

Uniting

Level 7, 280 Thomas Street,
Dandenong VIC 3175
Ph. (03) 9794 3008
Contact person:
Karen L Burton
Karen.L.Burton@vt.uniting.org

Foundation and Transition Programs in the Outer East

There are several training organisations in the Outer East offering transition and foundation courses to help young people prepare for adult life and work after they have left school. These courses range from short term individualised programs to longer accredited courses, such as Certificate I or II in Transition Education.

The following is a list of some of the accredited and pre-accredited transition programs in the Outer East and surrounding areas. For associated costs to enrol in courses, contact each individual provider.

Name of TAFE/RTO	Program description	Contact Details
Certificate I in Transition Education 22301VIC Box Hill Institute Lilydale Lakeside Campus https://www.boxhill.edu.au	2-year duration or negotiable, run on behalf of a variety of Disability Service Providers. Tailored delivery on campus or Disability Service Provider's location. Learners must have evidence of a permanent cognitive impairment/ intellectual disability. Employment skills covered by the course include: <ul style="list-style-type: none">• Communication• Teamwork• Problem solving• Planning and organising• Self-management• Technology	Box Hill Institute Lilydale Lakeside Campus 1 Jarlo Drive, Lilydale, VIC 3140 Ph: 1300 506 917

Certificate I in Transition Education 22301VIC

Swinburne University of Technology
Croydon campus
www.swinburne.edu.au/

1-year course to develop reading, writing, numeracy and communication skills of learners with intellectual disabilities.

This course will enable students to access appropriate options after leaving school.

Skills developed include:

- Independent living skills
- Information about travel, health and recreational activities
- Basic literacy and numeracy
- Communication, teamwork and problem solving
- Planning and organising
- Self-management
- Technology

Swinburne University of Technology

Croydon Campus
12-50 Norton Road, Croydon
VIC 3136

Contact Person:

Vicki Singleton

Ph: (03) 9214 8000

vsingleton@swin.edu.au

Certificate I in Transition Education 22301VIC

Mountain District Learning Centre (MDLC)
www.mdlc.com.au

Nationally accredited with students studying selected modules from 22301VIC Certificate I in Transition Education. Intended for students who live with an intellectual disability or special learning need which may impact on their learning.

Modules:

- Out and About in Your Community (Part II)
- My Community and Me
- Healthy Choices-Live Well in Your Community
- My Community News
- Fun with Money and Numbers (Part II)
- Cooking Made Easy

Mountain District Learning Centre

13-15 The Avenue
Ferntree Gully, VIC 3156
Ph. 9758 7859

Contact Person:

Jayne Perry

Foundation Programs
Coordinator

jaynep@mdlc.com.au

**Certificate I in Transition
Education 22301VIC**

Chisholm TAFE
Dandenong Campus
chisholm.edu.au

Transition into an adult learning environment and develop valuable skills in a supportive mainstream setting.

This course is designed for people with special learning needs. As part of the Pathways and Employment Preparation programs, the Certificate I will help you develop skills to plan your learning, access community services, and gain a wide range of communication skills.

Full Time 1 year / Part Time 2 years

Chisholm TAFE

Dandenong Campus
121 Stud Road, Dandenong,
3175
Ph: 1300 244 746

**Certificate I in Transition
Education 22301VIC**

Holmesglen TAFE
Chadstone Campus
holmesglen.edu.au

34 weeks. This course is designed for people aged 16-19 who have a mild intellectual disability or learning difficulty.

Provides opportunity to participate in a range of subjects that focus on the skills for work and in everyday life:

- Social skills and confidence
- Work as part of a team
- Improve your literacy and numeracy skills
- Use technology safely
- Improve your health and fitness
- More independent.

The course includes four weeks of work placement and a two-night camp.

Holmesglen TAFE

Chadstone Campus
Corner Batesford & Warrigal
Roads, Chadstone, VIC, 3148
Ph. 03 9564 2067

**Certificate I in Work
Education 22302VIC**

Box Hill Institute
Lilydale Lakeside Campus
www.boxhill.edu.au

2-year duration or negotiable, run on behalf of a variety of Disability Service Providers. Tailored delivery on campus or Disability Service Provider's location.

Learners must have evidence of a permanent cognitive impairment/ intellectual disability.

- Workplace health and safety
- Exposure to different industries
- The job seeking process
- Setting work-related goals
- Developing a personal vocational plan
- Self-development for workplace participation
- Use of technology to gather information about work-related goals

Box Hill Institute

Lilydale Lakeside Campus
1 Jarlo Drive, Lilydale, VIC 3140
Ph: 1300 506 917

**Certificate I in Work
Education 22302VIC**

K.Y.M (Victoria) Inc.
www.kym.com.au

The Certificate I in Work Education provides learners with an intellectual disability the opportunity to develop skills and knowledge to improve their employability and work readiness in a supported environment as a pathway to open employment

Entry to the Certificate I in Work Education is intended for post compulsory school age learners with evidence of a permanent cognitive impairment / intellectual disability.

2-year program, face to face delivery

K.Y.M. (Inc)

673 Mountain Highway,
Bayswater Victoria, 3153
Ph: (03) 9722 5777
kym@kym.com.au

Certificate I in Work Education 22302VIC

Holmesglen TAFE
Chadstone Campus
holmesglen.edu.au

34 weeks. This course is designed for people aged 16-19 who have a mild intellectual disability or learning difficulty.

Skills developed include:

- Job-seeking
- Work-readiness
- Time-management skills
- Personal presentation
- Team-work
- Communication skills.

You may also be able to study one of these courses as part of your program: SIT10216 Certificate I in Hospitality; AHC10316 Certificate I in Horticulture; or SIR10116 Certificate I in Retail Services.

You will study in groups of 10. The course includes 30 days of work placement and a two-night camp.

Holmesglen TAFE

Chadstone Campus
Corner Batesford & Warrigal Roads, Chadstone, VIC, 3148
Ph. 03 9564 2067

Certificate II Work Education 22481VIC

Box Hill Institute
Lilydale Lakeside Campus
<https://www.boxhill.edu.au>

2-year course run on behalf of a variety of Disability Service Providers. Entry is through those organisations. Learners must have evidence of a permanent cognitive impairment/intellectual disability.

Designed to explore the job roles within a chosen industry

- Business administration
- Horticulture or plant propagation
- Hospitality
- Process manufacturing
- Retail assistance
- Retail floristry
- Warehousing

Box Hill Institute

Lilydale Lakeside Campus
1 Jarlo Drive, Lilydale, VIC 3140
Ph: 1300 506 917

**Certificate II
Work Education 22481VIC**

Chisholm TAFE
Dandenong Campus

chisholm.edu.au

1 Year full time. Students attend campus three days a week and participate in one day of placement a fortnight.

- extend and consolidate learning of the workforce and job opportunities in the retail sector

Students can register with a disability employment agency to secure further work on completion of this course.

Chisholm TAFE

Dandenong Campus
121 Stud Road, Dandenong,
3175
Ph: 1300 244 746

Community Programs and Pre-Accredited ACFE Study

Community Centre

Program Name

Contact

Arrabri Community House
www.arrabri.org/

Job Ready (19EMPJOBREAD)

Employability and development skills incl. resume writing, job opportunities, cover letters and interview skills and much more to build your job portfolio and prospects
4-week course

Arrabri Community House
42 Allambanan Drive
Bayswater North
Victoria 3153

Ph: (03) 9720 0877
E: arrabri@arrabri.org

**Central Ringwood
Community Centre**
www.crccinc.org.au/

**Developing Skills for the
Workplace (19EMPDSW1234)**

For adults with an intellectual disability:

- Literacy and numeracy
- problem solving & teamwork,
- planning, organisation
self- management

**Central Ringwood
Community Centre**
Bedford Park, Rosewarne Lane
(Via Bedford Road)
Ringwood 3134

Ph: 03 9870 2602
E: info@crccinc.org.au

**CIRE Community Hub
- Chirnside Park/Yarra
Junction**

www.cire.org.au/course-category/work-ready-skills/

**Try a Trade - Pre-Accredited
(19VOCTRYRAD)**

Taster program (one day each)

- carpentry
- Bricklaying
- Plumbing
- electro-technology

Yarra Junction

2463 Warburton Hwy,
Yarra Junction VIC 3797

Chirnside Park

33 Kimberley Drive, Chirnside
Park 3116

Ph: 1300 835 235

E: info@cire.org.au

Coonara Community House

www.coonarahouse.org.au

The Job Club

Job searching skills for learners with
a disability

Coonara Community House

22 Willow Rd, Upper Ferntree Gully,
VIC 3156

Ph: (03) 9758 7081

E: enquiries@coonarahouse.org.au

**Glen Park
Community Centre**

www.glenparkcc.com.au

Hungry 4 Success

- 10-12 weeks training program
with Social Enterprise Café
- This program provides
pre-accredited training in
communications, job readiness
and Hospitality
- Ages 16-25

**Glen Park
Community Centre**

30 Glen Park Road,
Bayswater North, Vic 3153

Ph: (03) 9720 5097

E: Office@glenparkcc.com.au

Mountain District Learning Centre

www.mdlc.com.au/

Beyond School:

- Designed for young people from 17 to 25 years
- Explore your interests and build your self confidence
- Learn about study, career and volunteer options
- Develop your employability and life skills and strengthen your social skills
- 3 days per week for 10 weeks

Mountain District Learning Centre

13-15 The Avenue
Ferntree Gully, VIC 3156

Ph. 9758 7859

Selby Community House

www.selbyhouse.com.au/

Job Ready (19EMPJOBREAD)

Employability and development skills incl. resume writing, job opportunities, cover letters and interview skills to build your job portfolio and prospects

Selby Community House

1 Minak Rd Selby
Victoria 3159

Ph. 9754 2039

E: selby@selbyhouse.com.au

Community and Volunteer Work

For local volunteering opportunities in the Outer East, go to www.govolunteer.com.au or contact Eastern Volunteers to discuss volunteering and pathways to employment.

Eastern Volunteers

1a/36New Street, Ringwood VIC 3134

Lilydale Lakeside Campus Jarlo Drive Lilydale:

Level 2 Building LA Sassafras Room

info@easternvolunteers.org.au

easternvolunteers.org.au/

Ph. 03 9870 7822

E. info@easternvolunteers.org.au

Transition Support to Further Study

Australian NDCO Program

The Australian Government's National Disability Coordination Officer (NDCO) Program assists people with disabilities undertake tertiary education and move towards employment.

The NDCO Program objectives are to:

- improve linkages between schools, tertiary education providers, employment service providers and providers of disability programs and assistance at all government levels;
- improve transitions for people with disability between school / community and tertiary education, and then to subsequent employment; and
- improve participation by people with disability in tertiary education and subsequent employment.

The NDCO for the Region 13 Eastern Metropolitan area is Rayce Coyte, Inner Melbourne VET Cluster
Address: Level 1/ 71 Palmerston Crescent,
South Melbourne VIC 3205

M: 0422 274121

Ph: (03) 9686 2354

E: rcoyte@imvc.com.au

Outer East SEEN

The Outer East SEEN (Skills, Education and Employment Network) is a network developed through the Outer Eastern Local Learning and Employment Network (OELLEN), and brings together service providers, schools, post-school educators, employment services, advocacy groups and professionals to improve post school transitions for young people with disabilities.

The Outer Eastern LLEN can connect you with services and programs in the Outer East to support post-school pathways. For more information on Outer Eastern SEEN contact:

Outer Eastern LLEN, PO Box 1069,
Croydon, VIC 3136.

Ph: 8578 6844

E: info@oellen.org.au

www.oellen.org.au

Skills and Jobs

Centres offer careers services for anyone who needs advice on career planning, strengthened pathways, resume writing and interview skills. Skills and Jobs Centres are located on TAFE campuses and are available to all members of the community. To make an appointment for career advice and planning, contact your local Skills and Jobs Centre. This is a free service.

Box Hill Institute Skills and Jobs Centre

(Lilydale Lakeside Campus)

Level 3, LA Building, 1 Jarlo Drive, Lilydale,
Australia 3128

Ph: 8892 1370

E: SAJC.Lilydale@boxhill.edu.au

www.boxhill.edu.au

Swinburne Hub—Skills and Jobs Centre

(Croydon and Wantirna campus)

Linda Kearley, Manager

WA building, 369 Stud Road, Wantirna / CA
building, 12–50 Norton Road, Croydon

Ph: 9726 1450

E: lkearley@swin.edu.au

www.swin.edu.au/swinburnehub

Studying at TAFE and University

For students planning to move into further education after finishing school, there are services in place at TAFE and University to support students with disabilities to participate in educational courses.

Disability Liaison Officers (DLOs)

TAFE and Universities have dedicated services for students with disabilities and it is important to make contact with the Disability Liaison Officer or Unit (DLO) prior to commencing study. The Disability Liaison Officer can support where students need reasonable adjustments to participate fully in their course.

Contact with a Disability Liaison Officer will be confidential, and any disclosure or planning to support study should be agreed to by the student. DLO services can be found under training provider's student services tab. An appointment can be made to discuss available services. This should preferably be done before studies commence.

For further information on the role of DLOs and planning for post-secondary education for different types of disability, go to <https://www.adcet.edu.au/students-with-disability/planning-for-post-secondary-education/ndis-and-further-education-resource/>

For a list of questions to ask your DLO service at TAFE or University, visit www.adcet.edu.au/resource/8906/questions-to-ask-the-disability-practitioner/

Disability Liaison Officers / TAFE Services in Outer East

William Angliss Institute (Lilydale Campus)

www.angliss.edu.au/current-students/learning-and-student-support/disability-services/

Disability Liaison Officer - Carol Maurici

Ph: 9606 2232
E. disability@angliss.edu.au

Box Hill Institute (Lakeside Lilydale Campus)

www.boxhill.edu.au/for-students/student-support/disability-liaison-service/

Ph: 9286 9891
E: dls@boxhill.edu.au
8.30am to 4.45pm Monday to Friday
(Elgar campus)

Swinburne University (TAFE Division- Wantirna and Croydon)

www.swinburne.edu.au/current-students/student-services-support/accessability-services/

Croydon AccessAbility Services

Ph: 9726 1507
9am to 5pm Monday, Wednesday and
Thursday

Wantirna AccessAbility Services

Ph: 9210 1181
8.30am to 4.30pm Tuesday and Friday

Supported Employment

Australian Disability Enterprises

Australian Disability Enterprises are commercial businesses that provide employment for people with a disability. ADEs operate across a wide range of industries, such as packaging, assembly, production, recycling, screen printing, horticulture, cleaning and food services. ADEs offer similar working conditions as other employers and an opportunity for people with a disability to contribute and connect to their local community. A directory of ADES is available at <https://buyability.org.au>

Australian Disability Enterprises in the Outer East

Knoxbrooke Incorporated

(150 Supported Employees)

Knoxbrooke Enterprises operates several social enterprises being:

Yarra View Nursery - a commercial wholesale nursery supplying a broad range of plants to the retail and landscape markets in the ACT, NSW, SA & VIC.

Yarra View Horticulture - a commercial garden maintenance team

Knoxbrooke Enterprises

Knoxbrooke Enterprises is a major local employer. Our workforce is predominantly made up of people living with a disability. Knoxbrooke Enterprises pays all of our workforce Award based wages which in turn allows many individuals to lead a full and enjoyable life.

Yarra View Nursery

136 York Road,
Mount Evelyn, VIC, 3796
Ph: 03 9737 0400

Knoxbrooke Outsource - a commercial packaging, collation facility which also offers clean rooms.

Yarra View Garden Centre (formerly Garden Lovers) - a full service plant nursery and garden centre located in the foothills of the Yarra Ranges in Melbourne

Yarra View Horticulture

136 York Road, Mount Evelyn, VIC, 3156
Ph: 0397370400

Knoxbrooke Outsource

Address: 21 Clancy Road, Mount Evelyn, VIC, 3796
Ph: 9736 4984

Yarra View Garden Centre

136 York Road, Mount Evelyn, VIC, 3796
Ph: 9737 0400

Knoxbrooke Inc. Head Office

977 Burwood Highway Ferntree Gully
Ph: 1300 KNOXBROOKE or (03) 9758-3666
www.knoxbrooke.com.au

United Wesley

(30 Supported Employees)

Fire & Clay provides employment for more than 30 adults with disability in a supported environment.

Based in Lilydale, the team produces distinctive, functional and decorative pottery pieces, which are distributed and sold locally.

Fire and Clay

Fire and Clay

101-103 Beresford Road, Lilydale, VIC 3140
Ph: (03) 9739 5165

Contact Person: Sue Gannon,
Manager Disability

Community Option
fireandclay@wesley.org.au
www.unitingwesley.org.au/wesley_service/social-enterprises/

Advocacy and Support Groups

Young people and families with questions about their rights in education and employment can contact a disability advocacy group or organisation for further advice. There are general and disability specific advocacy services in the Outer East, networks and support groups to provide information on the available options.

Advocacy services and support groups include:

AED Legal Centre

www.aed.org.au/

Suite 4 Level 9

276 Flinders St, Melbourne 3000

Ph: 9639 4333

E: noni.lord@aed.org.au

The AED Legal Centre (Association of Employees with Disability) provides information, education, advice, and legal representation to people with disability who experience discrimination in the areas of education or employment as well as representation to people seeking review of decisions about their NDIS plans.

**Association for Children
with Disabilities**

<https://www.acd.org.au>
Suite 1, 587 Canterbury Road,
Surrey Hills VIC, 3127
E: mail@acd.org.au
P: 03 9880 7000 or 1800 654 013 (rural callers)

Support Service

E: acdsupport@acd.org.au
Monday to Friday 9.00am to 5.00pm

ACD is the leading advocacy and information service for families of children with any type of disability living in Victoria.

We are an organisation run by and for families of children with a disability. We are committed to improving public policy and service system delivery through our education, influence and support programs.

Belonging Matters Inc

www.belongingmatters.org/
Suite 3/178 Boronia Road
Boronia, VIC 3155
E: info@belongingmatters.org
P: 9739 8333

Contact Person:

deb.rouget@belongingmatters.org

Belonging Matters provides a unique capacity building, mentoring and consultation service focused on enhancing the belonging, and social/ economic participation of people with a disability.

**Different Journeys
Autism Social Group**

E: differentjourneys@gmail.com
P: 0490 774 068

Contact Person: Melinda Spencer

Different Journeys is an ASD Social Group for young people with Autism. It aims to provide a social platform to create positive connections, inclusion and linking families with services and support.

**YDAS
Youth Disability Advocacy Service**

www.yacvic.org.au
Level 2, 235 Queen St,
Melbourne, VI3000
P: 0467 763 155
E: ydas@yacvic.org.au
(Advocacy line 0429 964 859 Mon-Thu)

The Youth Disability Advocacy Service (YDAS) is a state-wide advocacy service for young people aged 12-25 with disabilities in Victoria. We are the only advocacy service in Australia which exists specifically to work directly with young people with disabilities to achieve their human rights.

Useful Links

Below are links to other programs and resources that may help to navigate transitions from school to employment or training.

ADCET Australian Disability Clearinghouse on Education and Training (ADCET)

ADCET provides information, advice and resources to disability practitioners, academics, teachers and students on inclusive practices within the post-secondary education sector.

www.adcet.edu.au/

ASPECT Launchpad

Transition planning resources for young people with autism or Asperger's, and their families.

www.autismlaunchpad.org.au

DARU Disability Advocacy Resource Unit

DARU is a dedicated resource unit funded to work with disability advocacy organisations to promote and protect the rights of people with disability. Resources include a directory of advocacy agencies and support groups.

www.daru.org.au/organisations

**Department of Health Human Services (DHHS)
Victorian Government**

Information on services to improve the quality of life for people with a disability through the provision of a broad range of supports and community services.

services.dhhs.vic.gov.au/disability

Job Access

JobAccess is the national hub for workplace and employment information for people with disability, employers and service providers. Created by the Australian Government, it brings together the information and resources that can drive disability employment

www.jobaccess.gov.au/people-with-disability

Myfuture

Myfuture website provides information on occupations, employment trends and skills needed for different industries

myfuture.edu.au/

**National Disability Coordination Officer
Program (NDCO)**

The Australian Government's National Disability Coordination Officer (NDCO) Program works strategically to assist people with disability access and participate in tertiary education and subsequent employment, through a national network of regionally based NDCOs.

www.ndcovictoria.net.au/Careersresources

Structured Workplace Learning (SWL)

The Structured Workplace Learning (SWL) Statewide Portal helps school students to find work placements with employers across Victoria.

www.workplacements.education.vic.gov.au/

Think Organize Do

e-learning platform for Autism Spectrum Disorder (ASD), Intellectual Disability (ID) and Attention Deficit Hyperactivity Disorder (ADHD).

With over 350 online resources plus an inspiring community of like-minded members, Think Organise Do makes life easier for adults and children with learning difficulties.

thinkorganisedo.com.au/

Ticket to Work

National initiative that leverages the power of cross-sectoral collaborative partnerships to improve employment outcomes for young people with disability. The initiative is delivered through Local Ticket to Work networks including schools, employment services, post school providers and employers.

www.tickettowork.org.au

Victorian Skills Gateway

Leaving school soon? If your next move is into training, the Victorian Skills Gateway can help you find the course and career path that's right for you.

www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/default.aspx

The Centre for Excellence in Child and Family Welfare

The Centre for Excellence in Child and Family Welfare has examined hundreds of guides and documents about the NDIS and put together the most clearly written, practical and useful information and resources. These can be accessed through the below link to their website:

www.cfecfw.asn.au/ndisresources/

Glossary of Key Terms and Acronyms

ACFE:

The Adult, Community and Further Education (ACFE) Board is a statutory authority under the Education and Training Reform Act 2006, for delivery of education and training programs with a special focus on people who have had limited prior access to education. See <https://www.education.vic.gov.au/training/providers/learnlocal/Pages/acfe.aspx>

AED:

Association for Employees with Disability Inc.

AND:

Australian Network on Disability

ADCET:

Australian Disability Clearing House on Education and Training.

AASN:

Australian Apprenticeship Support Network

CALD:

Culturally and linguistically diverse

COAG:

Council of Australian Governments

DHHS:

Department of Health and Human Services (Victorian State Government)

DHS:

Department of Human Services (Australian Government)

DLO:

Disability Liaison Officer. DLO support students with disabilities studying at TAFE or University, provide advice and support for staff in meeting the needs of students with disabilities.

DMS:

Disability Management Services. DMS is for job seekers with disability, injury or health condition who need assistance to find a job and occasional support to keep a job through a DES.

DRC:

Disability Reform Council, COAG

DSS:

Department of Social Services (Australian Government)

ECEI:

Stands for Early Childhood Early Intervention. The ECEI approach is aimed at ensuring parents or primary care givers are able to support young children (0-6 years) who have developmental delays or disabilities.

ESAT:

Employment Services Assessment. The assessment helps Centrelink to understand a person's ability to work and the best employment services program for individual circumstances.

ESS:

Employment Support Services. ESS provides assistance for people with permanent disability and who need regular, ongoing support to keep a job, through a DES provider.

ILC:

Refers to Information, Linkages and Capacity Building. Delivered by Australian Government grants (NDIA) to organisations creating connections between people with disability and the communities they live in.

Informal Supports:

These are supports available in the community, not funded by the NDIS and can include family, friends and social networks.

Job Access:

Job Access is the national hub for disability employment and funded through the Australian Government Department of Social Services. See <https://jobaccess.gov.au/>

LAC:

Stands for Local Area Coordinator for the NDIS. The LAC is a partner of NDIA and has three main functions
1. Planning, including conducting plan reviews. 2. Plan implementation. 3. Community linkages.

Learn Local:

Registered Learn Local providers deliver quality vocational courses for adults who have experienced barriers to education in the past and need some help to take the first step back to education, training and or employment

Mainstream:

Refers to non-disability specific services and organisations, for example: health, education, justice, housing, child protection, mental health and employment services

MyPlace (NDIS):

Refers to the online portal used by providers and participants to perform administrative functions including creating service bookings, reviewing available funds in a participant plan and finding registered providers.

NDCO:

Stands for National Disability Coordination Officer Program. The NDCO Program is funded through the Australian Government and aims to improve the transition of people with a disability aged 15 to 64 into tertiary education and employment. See <http://www.ndcovictoria.net.au>

NDIA:

The National Disability Insurance Agency, which implements and oversees implementation of the NDIS. See <https://www.ndis.gov.au/>

NDIS:

National Disability Insurance Scheme is the funding and legislative framework established by the National Disability Insurance Scheme Act 2013

NDS:

National Disability Services. National Disability Services (NDS) is Australia's peak body for non-government disability service organisations, representing around 1000 non-government service providers.

PSD:

Program for Students with a Disability, Department of Education and Training, Victorian Government Schools

Registered Provider (NDIS):

Is an organisation registered with NDIA to provide NDIS supports. Registered providers are bound by NDIA Terms of Business and other key policy frameworks such as NDIS Price Guide.

SDA:

Specialist Disability Accommodation

Service Agreement (NDIS):

Is a written agreement between a provider and a participant. All providers delivering NDIS supports should have a written agreement in place

SIL:

Supported Independent Living refers to funded services provided to participants to support them to live independently.

SLES:

Refers to School Leaver Employment Supports- a support package funded to assist Year 12 school leavers to transition from school into employment. SLES is funded over two years for supports for achieving employment outcomes,

STA:

Refers to Short-Term Accommodation, previously known as 'respite'. It describes support provided for a limited period of time, typically delivered in a group-based facility.

Support Coordinator (NDIS):

Coordination to implement NDIS participant plan, manage supports and build participant capacity to manage their own supports. There are 3 different levels of Support Coordination (Support Connection, Coordination of Supports and Specialist Support Coordination).

SWL:

Structured Workplace Learning. SWL is available to Victorian school students undertaking a VET program as part of their VCE or VCAL studies, including School-based Apprenticeships and Traineeships (SBATs).

TAFE:

Technical and Further Education

VALID:

Victorian Advocacy League for Adults with Intellectual Disabilities

VCAL:

Victorian Certificate of Applied Learning

VCE:

Victorian Certificate of Education

YDAS:

Youth Disability Advocacy Service. The Youth Disability Advocacy Service (YDAS) is a state-wide advocacy service for young people with disabilities in Victoria. YDAS exists specifically to work directly with young people with disabilities to achieve their human rights. <https://www.yacvic.org.au/ydas>

This directory has been developed with the support of the Outer East SEEN—Skills, Education and Employment Network for Young People with Disabilities. The Outer East Seen is a network of educators and support staff (mainstream and specials schools), local NDIS providers, Disability Employment Services, Local Councils, Department of Education, Department of Health Human Services, Advocacy Groups and Youth Organisations.

Contact OELLEN
info@oellen.org.au