Inclusive Employment Australia

Finding careers for people with disability

Job Plans

Participant Fact Sheet

When you start in Inclusive Employment Australia, you will need to enter into a Job Plan with your provider. Your provider will work with you to create a Job Plan. Your provider will update your Job Plan when needed.

What is a Job Plan?

A Job Plan describes how you and your provider will work together to help you prepare for, find and keep a job. It records what you have agreed to do while participating in Inclusive Employment Australia, as either compulsory or voluntary requirements.

The Job Plan is also a chance for you to think about your employment goals and what help you want to reach your goal.

Inclusive Employment Australia has two types of Job Plans. These are called a:

- Meaningful Engagement Job Plan, or
- Detailed Job Plan.

What is included in your Job Plan?

Your Job Plan will include your current employment goal(s).

What is in your Job Plan will depend on the type of Job Plan you are on and whether you have participation requirements under social security law. Participation requirements mean you have mutual obligation requirements or compulsory participation requirements that must be met for you to receive your Centrelink payments.

Meaningful Engagement Job Plan

The Meaningful Engagement Job Plan contains a single requirement, which is a commitment to stay in contact with your provider and undertake tasks or activities that will help you achieve your employment goal.

Meaningful engagement will be:

- a compulsory requirement if you have participation requirements.
- a voluntary requirement if you have volunteered to receive support.

Note: Your provider may add a second, voluntary requirement if you are receiving the Mobility Allowance.

Detailed Job Plan

The Detailed Job Plan is only used when someone with participation requirements has a history of not engaging appropriately and doesn't have a good reason for not engaging as agreed.

A Detailed Job Plan should be tailored to your situation and reflect your current employment goal(s). Your provider will explain each requirement included in your Job Plan. Your provider must ensure that you understand what will happen if you do not meet a requirement in your Job Plan.

Compulsory requirements in this type of Job Plan must be met. This could include attending all appointments with your provider and Services Australia, actively looking for jobs, attending job interviews and acting on job referrals from your provider. There may be serious consequences for not meeting a compulsory requirement without a good reason.

Some tasks and activities may be included as voluntary requirements. There is no penalty for not undertaking a voluntary requirement.

How to review and agree to your Job Plan?

Once you and your provider have created your Job Plan, you will need to review and agree to the plan.

You can have 2 Business Days before you need to agree to your Plan. This is called 'think time'. During think time, you can talk to a trusted person about the Job Plan. This could include a disability advocate.

You can agree to your Job Plan by:

- logging into your account on the Workforce Australia website or app
- signing a hard copy with your provider
- letting your provider know you agree over the phone.

What if I don't agree with my Job Plan?

For you to receive support through Inclusive Employment Australia, you must have a Job Plan.

If you disagree with your Job Plan, or have a question, start by talking to your provider. Your provider must listen to your concerns and may need to make changes to your Job Plan. If you cannot come to a resolution, then you should contact the National Customer Service Line.

Do you need more information?

Information and resources for Inclusive Employment Australia participants can be found on the Department of Social Services website (www.dss.gov.au/iea).

If you need help with your Job Plan, talk to your provider or contact the **National Customer Service Line** on **1800 805 260** (free call).