



Building your inclusive workforce

Whether you're a large organisation or a small business, one thing is for certain: your customers and community include people living with disability.

Ensuring your staff are as diverse as the community you serve is good business.

Your questions answered:

1. If I create a tailored role for someone, how can I pay an accurate award?

Unpack the primary function of the role you are proposing for example, After hours event function reset assistant, 3 days p/w.

Consider the time the person would start and how long you anticipate the task to take, when reviewing the hourly rate look at activities involved in general awards and what entitlements they are allocated based on day and time.

Check - <https://www.fairwork.gov.au/pay-and-wages/minimum-wages>

2. Is it harder to hire and exit a person with a disability?

This is a really common sentiment, hiring and exiting someone with a disability is no different to employing someone without a disability, all the same laws apply.

It is important to consider your business motivation and goals throughout this process as candidates with disabilities may require some physical modification to the workplace or role changes so that they can succeed.

One of the key advantages to employing a person with a disability is that they often come with ongoing support from a motivated expert who is available to answer your questions in relation to your new hire and also assist if things aren't going as you intended.

For more information on work place law head to <https://www.safework.nsw.gov.au/legal-obligations>

Keep reading!



3. What is the Employment Assistance Fund?

The Employment Assistance Fund (EAF) helps people with disability and/or mental health condition by providing financial assistance to purchase a range of work-related modifications and services.

Anyone with a disability who is registered with a Disability Employment Services (DES) provider using this logo can assist your business to access EAF.



4. Where can I connect with a Disability Employment Services (DES) provider?

A simple google search. The Workforce Australia website can connect you to Disability Employment Services (DES) providers in your local area.

Providers are always keen to understand business needs and find suitable recruitment options to your business for free!

<https://www.workforceaustralia.gov.au/individuals/coaching/providers/>

5. What can I do if I think I already employ someone with a disability, but it's not confirmed?

Have good relationships with your team. Don't speculate or make assumptions. Remember, people have no requirement to inform you if they have been successful in securing a role within your business.

6. Is being inclusive as part of my employment strategy too much work for my business?

Once you make a decision to be an inclusive employer, you will see the impact it makes not just on that person/s you employ but also on your business within the community. Representation is everything.

Seek assistance from a DES provider and let them spend the time finding you the right fit.

7. What do I need to change to employ someone with a disability?

In most case, absolutely nothing! What you do need to get right is your letter of offer and contract. Does the person have a clear understanding of the role you are offering? Can they get to and from work with ease? And are they are working in a safe environment in line with NSW workplace laws?

Physical disabilities that require seating options or ergonomic desks and or accessibility for wheelchairs can be assessed and funded by Workforce Australia if you engage a DES provider.

Keep reading!



Don't hesitate to be creative in the way you conduct interviews and be open to ways of assessing a person's suitability for your business, as long as you are meeting industrial laws. This will open up opportunities for your organisation to secure talent from a broader pool of candidates, not only specifically for people with disability.

8. **Where can I get more information about employing people with disability in my organisation?**

Support with hiring people with a disability

www.jobaccess.gov.au/employers

Award wages and salary information

www.fairwork.gov.au/pay-and-wages/minimum-wages

More information on work place law

www.safework.nsw.gov.au/legal-obligations

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Our Scope Navigators are ready to help!



As Australia's leading disability service provider, we're here to work with you to empower your staff and enhance the accessibility of your business.



Contact our team  1300 472 673  Connectu@scopeaust.org.au  scopeaust.org.au