

My work goals

This workbook will help you think about your interest in work and talk with your local area coordinator or NDIA planner about how the NDIS can help.

This workbook has questions for you to consider and space to add your answers. These questions can help you to think and talk about:

- the skills you have
- the type of work you might like to do or the work you do now
- your work goals
- the support you need.

You can share this booklet with family and friends and bring it to meetings. Filling it out will help us understand:

- how to help you achieve your work goals
- the support you need in your NDIS plan.

Your **my NDIS contact** is your main contact in the NDIS. They can be:

- a local area coordinator
- an NDIA Planner.

They will give you information about the NDIS and can help you understand the questions in this workbook.

Find out more about how the NDIS can support you to find, keep or change jobs on the [Finding, keeping and changing jobs](#) page of the NDIS website.

To read NDIS participant employment stories, visit [ndis.gov.au/employmentstories](https://www.ndis.gov.au/employmentstories).

1. If you are already working or volunteering

- Tell us about what you do. How many days a week do you work or volunteer?
- How many hours do you work each day?
- Where are you working?
- Would you like to keep working there? Or would you like help to try something different?
- Is it paid or unpaid work?
- Would you like more hours?
- What sort of supports help you at work?
- Do you have a support worker or co-worker helping you some of the time, all the time, or not at all?
- Do you need help to change jobs?

For example:

- I am volunteering at a clothes shop for 3 hours each Monday. I don't get paid at the moment but would like to do some more hours and get paid.
- I work in a supported employment service 3 days a week and would like to try working somewhere else one day a week.
- I want to increase the number of days I work and take up a promotional opportunity at my workplace.

Use the space below to make notes. You can use words or pictures.

2. If you are ready to start looking for work or start volunteering

- Tell us about what you would like to do. What sort of work or volunteering would you like to do?
- Is there a volunteer job you would like to try before applying for a paid job?
- Is someone already helping you such as, your family, a friend, Disability Employment Service provider or NDIS provider?

For example:

- I would like to volunteer at my local library. I love books so it is ok if I don't get paid at the start, but one day I would like to become a librarian.
- I have always loved to bake cakes and cookies. One of my goals is to one day work in a bakery.

Use the space below to make notes. You can use words or pictures.

3. If you are not quite ready to look for work

Planning to work can feel like a big step. Your my NDIS contact or support coordinator can help you think about steps towards working.

You may still be at school but want to get ready for work when you leave or look for a part-time job while you are still at school. You may need more help than school can provide.

If you haven't thought about getting a job, can you tell us why?

For example:

- I have not thought about work because I am not sure if I can work without a lot of help.
- I have thought about work, but I don't know if there is anything I would be good at, and it just seems too hard because of my disability.

Use the space below to make notes. You can use words or pictures.

4. Let's explore what work might be right for you

Do you have any work skills, qualifications, or work experience?

- What is your level of education?
- Have you done any courses?
- Are there any courses you would like to do?
- If you volunteered in the past, what did you do?

For example:

- I did 2 weeks of work experience at a panel beating business when I was at school.
- I don't have any qualifications, but I am good at working on cars.

Use the space below to make notes. You can use words or pictures.

Do you look after your own money?

- Do you have any goals to save money?
- Can you manage your own money?
- Do you have a bank account and bank card?

Use the space below to make notes. You can use words or pictures.

What tasks do you do well? What do you love doing?

Tell us what you are already good at and if you need some help doing these things.

- Do you have any jobs you do at home?
- Are you involved in any sports, social activities or programs?

For example:

- I like cooking and always prepare Sunday dinner with Mum's help.
- I clean my room and put my laundry in the washing machine.
- I love mowing the lawn and some people in my street pay me because they say I do a great job

Use the space below to make notes. You can use words or pictures.

What transport do you use to get around?

Can you drive a car?

☐ Yes

☐ No

Do you use public transport?

☐ Yes

☐ No

Do you have the right equipment to help you use transport safely?

☐ Yes

☐ No

For example:

- I can catch the bus into town and to my friend's house. I did have a card that I carried in my wallet that told me the right stop to get off, but I don't need the card anymore.

Use the space below to make notes or list questions. You can use words or pictures.

5. Exploring your work goals

An NDIS plan can help you with your work goals. Your goal might be about getting a job, getting ready for work, or changing jobs

Here are some examples of work goals:

- 'This year, I'd like to explore what type of jobs might best suit me and find work.'
- 'During this plan period, I want to expand my skills so I can start looking for a new job.'
- 'During the next 12 months, I want to do some volunteer work with animals.'
- 'I want to get a part-time job to build my skills and confidence at work.'

If you have a work goal, write it down here. Or write down a goal that will help you decide if work is something you want to try

If you need some help with this, ask your my NDIS contact or support coordinator.

For example:

- I would like to start my own dog-walking business by the end of the year.
- I am not sure about working but, during the next 12 months, I would like to see what it is like to work and what skills I need

Use the space below to make notes or list questions. You can use words or pictures.

Do you have some ideas about how the NDIS could help you get a job?

For example:

- I don't think I need much help at work. But I would like some help to get a better routine in my life to be at work on time.
- I would like help to learn about dog grooming.
- I have no idea. I want to find out what I am good at.

Use the space below to make notes or list questions. You can use words or pictures.

6. Congratulations

You have taken steps to consider employment

Your plan meeting is a chance to talk about work with your NDIA planner and think about the next steps.

Your NDIA planner will work with you to make an NDIS plan with the supports you need to pursue your work goals.

You can bring any reports or assessments you have along to your plan meeting, this might include:

- ☐ School reports
- ☐ Work experience reports
- ☐ Career or transition plans created at school
- ☐ Work assessments
- ☐ Functional capacity or vocational assessments
- ☐ Discovery or vocational profile (outlining the best work environment for you)
- ☐ Current job plan

If you are leaving school, remember to collect all your information before you finish school.

Next steps

- Once you have your NDIS plan you can decide how to use your funding to pursue your work goals.
- Contact your local area coordinator, support coordinator to help you get started

You can start asking providers about the services they offer and choose one that helps you pursue your goals.

7. Contact us

NDIS

- Website: [ndis.gov.au](https://www.ndis.gov.au)
- Telephone: 1800 800 110
- Webchat: [ndis.gov.au](https://www.ndis.gov.au)

Follow us on our social channels

- [Facebook](#)
- [Instagram](#)
- [YouTube](#)
- [LinkedIn](#)

For people who need help with English

- TIS: 131 450

For people who are deaf or hard of hearing

- TTY: 1800 555 677
- Voice relay: 1800 555 727
- National Relay Service: [accesshub.gov.au](https://www.accesshub.gov.au)

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