



# PREP4WORK

## Preparing for Work Program - In More Detail

**Utilising NDIS School Leavers Employment Supports (SLES) funding, the Prep4Work program provides opportunities for school leavers to prepare for employment and roles where they can actively contribute to their community.**

What were you doing at 18? For most it was a time for exploring options and opportunities. Let's not assume that what people enjoy at 17 is what they will enjoy in years to come. The job that worked for us at 17-18 years old was not necessarily what we ended up choosing to do once we had gained skills and confidence. Prep4Work provides a range of experiences that will help people make informed decisions around what they enjoy, what they can do right now, what they need to work on next and what they would like to do in the future.

### Prep4Work Program

Interchange Outer East (IOE) encourages people and families to see work as a life goal for all. We encourage them to be assertive in requesting that school leavers employment supports (SLES) funding is included as a component of their overall NDIS supports. This will ensure that they are given the opportunity to explore a range of employment options. Over many years, IOE has supported people to build capacity that can open pathways to seeking and finding employment, as well as meaningful volunteer work. IOE now offers these supports using NDIS SLES funding. Other NDIS line items can be used in conjunction with SLES funding, e.g. core funds used for group based day service, as well as 1:1 supports.

Utilising SLES funding allows IOE to provide opportunities for people that are ready to leave school and work towards actively contributing to their community. IOE will focus on open employment opportunities and experiences, providing the support required to succeed.

### Aims

Prep4Work is generally a two year program which aims to:

- Support each person and their family to discover their gifts, skills and passions and explore where those things are needed in the world of employment;
- Provide the environment and opportunities where participants can learn and grow into their chosen pathway towards future work;
- Provide supports that deliver practical experience and further learning in groups to achieve work readiness or employment; and
- Provide regular individualised tailored supports that focus on employment.

### Focus Areas

- Self care - looking good, feeling good and how to stay safe
- Workplace expectations - what does work mean for you?
- Understanding different sorts of work and learn what will best suit you
- Time management
- Getting to and from work
- Completing tasks from start to finish
- General OHS within a workplace
- Communication within a workplace and what works best for you
- How to be a positive part of a team



## Examples of Activities

This list is a non-exhaustive list of examples only. IOE have not offered a week-by-week structure/curriculum as actual activities are individualised, depending on needs and interests.

- Keys to success course
- Cert I in Transitional Education
- Cert I in Work Education
- Toast Masters sessions - building positive communication skills
- Staying safe sessions
- Basic OHS
- Basic first aid
- Using public transport/taxis
- Inspiring our young adults/families, e.g. Belonging Matters, Youth Disability Advocacy Service (YDAS)
- Writing a resume and putting it to use
- Practical work experience in a broad range of environments and workplaces. These may include St Kilda mums, Coles, Enterprises Gardening Crew, Second Bite, Kmart, Bunnings
- Reflect on learnings from work experience
- Planning a yearly holiday/activities
- Developing a person centred employment plan for individuals
- More individualised goals/training, e.g. forklift licence, food handling course, specific travel training

## How to find out more or be involved:

Please contact the Interchange Outer East Adult Services Team for more information.

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## Creating Opportunities and Choice

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