



Workpower

Services Guide



About this Guide

This guide provides information about Workpower's NDIS-funded services, programs and supports for people with disability throughout Western Australia.

Workpower proudly offers these services and programs to support people with disability to achieve their employment and community participation goals.

Workpower reviews its services, programs and supports regularly, and these may change from time to time. Not all services are available at all Workpower sites.

If you have further questions or would like assistance understanding anything in this document, please call our **Customer Engagement team** on **1800 610 665**.

We're Workpower

We offer disability employment and community participation services to people living with disability in the Perth metro region, Midwest, Goldfields and Southwest regions.

Workpower is Western Australia's largest employer of people with disability, creating meaningful employment opportunities within our leading social enterprises.

We provide the support you need to achieve your goals – whether it be getting your dream job, building your skills, joining a new club, starting a new hobby or making new friends.

We work with you, your family and caregiver, and other support providers to tailor our services to meet your individualised support requirements.

We support you in **finding your Workpower**.



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Employment Services and Supports

Workpower provides services and programs to support you in building a meaningful career, whether starting from school, choosing a new job, or developing your career further.

- School Leaver Employment Supports
- Customised Employment
- Supported Employment



Plan for Your Future Employment Program

The Plan for Your Future Employment Program is for school leavers in their final school years, transitioning to life after school.

We know that life after school is one of the most significant transitions we experience, and it's tricky to navigate and decide what choices to make. The National Disability Insurance Scheme (NDIS) recognises this and provides employment support funding in your NDIS plan from year 10.

We match you with a support coach who will support you to:

- **Discover your skills and talents**
- **Build your employment confidence at a pace that suits you**
- **Build your employment skills**

You may be ready to jump straight into work experience, an after-school job, or participate in activities that help build your confidence and independence.

What will I learn?

Through this program, you will learn:

Money handling and budgeting skills.

How to manage public transport independently.

Skills with qualifications.

How to find a career pathway that suits you.

Resume writing and how to interview.

Valuable work experience.

Time management skills.

The program's focus will depend on where you are in your school journey and your individual requirements. The program may involve a mix of one-to-one coaching, structured programs, and work experience.

Year 10 students will explore passions and interests outside school hours to identify personalised employment pathways and develop soft skills.

Year 11 and 12 students will build on their passions and interests for in-depth skill development and practical experience.

School graduates can transition to permanent employment support, such as receiving support at work or continuing to explore employment options.

What NDIS Funding Do I Need?

You can use Finding and Keeping a Job, School Leaver Employment Supports (SLES) or Core funding for this program.

We can help you to apply for this funding if you do not have it.



Customised Employment - Youth and Adults

Customised employment focuses on matching your skills, interests, strengths and support requirements to the needs of businesses.

We will work with you through a discovery process to find which industries and roles you might like based on your skills, passions and interests.

Workpower has partnerships within the hospitality, nursery and aged care industries where businesses offer work experience and volunteer positions that might provide future paid employment.

We will also work with other businesses and organisations that suit you to develop work experience and employment opportunities. Through the NDIS, Workpower's Support Coaches will guide you every step and provide on-site assistance to ensure you are comfortable and succeed.

Customised Employment may include a mix of one-to-one coaching, structured programs, and work experience suited to your individual requirements.

What NDIS Funding Do I Need?

You can use **Finding and Keeping a Job, School Leaver Employment Supports (SLES)** or **Core funding** for this program.

We can help you to apply for this funding if you do not have it.



Supported Employment

Workpower is Western Australia's largest dedicated employer of people living with disability through our leading social enterprises that provide value-adding services and products to many industries, businesses and organisations.

We bring our Support Coaches and Supported Employees together to create meaningful employment opportunities for people with disability.

Why Choose Supported Employment?

Supported Employment is a flexible option that provides you with support while developing workplace skills and exploring different career paths.

Supported Employment can help you to:

- **Develop your employment skills**
- **Start your career**
- **Gain confidence and make friends**
- **Earn money and build your independence**

Who is Eligible?

People with disability or a mental health condition who receive or meet the criteria for a Disability Support Pension.

What NDIS Funding Do I Need?

You can use Core Funding or Capacity Building Funding for this program. We can help you to apply for this funding if you do not have it.

Find Your Supported Employment Role

Through our social enterprises, we offer a variety of roles that can be modified for people with different skills and abilities.

If a role stands out to you, please contact us to see if there are vacancies.





Industrial Services Worker

Locations:

Malaga | Osborne Park | Belmont | Bentley | Bibra Lake
Rockingham | Mandurah | Kalgoorlie | Geraldton

As an Industrial Services Worker, you'll work as part of our Packaging and Warehousing team to provide a range of packaging & assembly services. You'll succeed in this role if you're focused, have good attention to detail and work well in a team.

Duties may include:

- Assembling, collating, labelling, picking and packaging goods
- Unloading, selecting and unwrapping products
- Inspecting, packing and loading finished items
- Working as part of a production line
- Keeping the site tidy and safe

Required skills:

- Reading simple sentences
- Counting numbers
- Understanding symbols



Grounds Maintenance Worker

Locations:

Midvale | Kalgoorlie | Geraldton

Our Grounds Maintenance Workers are based in central locations and travel to keep customers' gardens looking fantastic. This role is outdoors, working within a team who enjoys gardening. We train all employees in the safe operation of machinery and garden tools.

Duties may include:

- Lawn mowing and edging
- Garden maintenance
- Plant rejuvenation and care
- Bush cutting and weeding

Requirements:

- Able to handle powered gardening equipment safely
- Able to work outdoors



Fire & Electrical Services Worker

Locations:

Based in Bibra Lake, travelling across the Perth metropolitan area.

Our Fire Services Hands work within our Fire and Electrical team. You'll work with fire technicians to build and test fire hoses that career firefighters use. You will enjoy this role if you like physical work in a team environment.

Duties may include:

- Receiving, testing and repairing fire hoses
- Assembling and dispatching hoses
- Helping with portable appliance testing and branch servicing

Required skills:

- Able to lift 15 kilograms
- Good numerical skills
- Able to work both outside and on commercial premises



Trades Assistant

Locations:

Based in Malaga, with travel throughout the metro region.

Our Trades Assistants work alongside our qualified tradespeople on office fit-out and building maintenance projects.

Duties may include:

- Helping to demolish and install fittings and fixtures
- Carrying equipment around worksites
- Keeping worksites tidy and safe from hazards
- Assisting tradespeople where necessary

Required skills:

- Able to complete manual handling tasks safely
- Able to work outside and on commercial premises



Horticultural Worker

Locations:
Noranda

Our Horticultural Workers work within small teams to grow and prepare plants for delivery. You will enjoy this role if you love the outdoors and working in a team.

Duties may include:

- Growing a variety of native plants
- Watering, weeding and pruning stock
- Moving and managing plants across different production areas
- Preparing orders for delivery
- Operating machinery and gardening tools

Required skills:

- Able to complete manual handling tasks safely
- Ability to work in outside conditions
- Good attention to detail



Recycling Worker

Locations:

Balcatta | Mindarie | Kalamunda

Our Recycling Workers prepare recycled items for sale at our Reuse Shops and process waste products for recycling.

Duties may include:

- Customer service and direction
- Cash handling at the checkout
- Sorting, inspecting and testing donated items
- Processing of recyclable items
- Keeping the site tidy and safe

Skills:

- Able to complete manual handling tasks safely
- Good numerical skills



Timber Manufacturing

Locations:

Geraldton | Rockingham

Our timber workshops manufacture commercial-grade products like pallets, cray pots, and pelmets. We train all staff in the safe use of power tools and machinery.

Duties may include:

- Measuring and cutting timber ready for assembling
- Using nail guns, drills and other tools
- Applying stamps onto products
- Preparing products for delivery
- Keeping the site tidy and safe

Required skills:

- Some experience working with timber
- Able to complete manual handling tasks safely



Textile Services

Locations:
Rockingham

Our Textiles team manufactures various products for commercial customers of varying complexity.

Duties may include:

- Setting up and using sewing machines
- Laying and cutting fabric
- Sewing laundry bags, sweatbands, Tyvek pants and other products
- Packing products for delivery

Required skills:

- Sewing machine and overlocker experience
- Able to complete manual handling tasks safely
- Work as part of a team and follow instructions



Administration Assistant

Locations:

Garden Island

Our Defence Administrative Assistance Program (DAAP) team supports Defence personnel to digitise, file, collage and organise documents. Our administration teams provide administration support to Workpower.

Duties may include:

- Carry out administrative tasks such as filing, shredding, archiving and digitalising documents
- Typing, photocopying and binding
- Greet and assist visitors to the office
- Housekeeping duties

Required skills:

- Able to complete manual handling tasks safely
- Able to carry and move goods up to 5kg around our site
- Following safe work procedures
- Stand and sit to complete tasks



Canteen/Kiosk Assistant

Locations:

Bentley | Malaga

Canteen/Kiosk Assistants provide pre-prepared food and beverages service to our Bentley and Malaga workforce during mealtimes.

Duties may include:

- Heating and pre-prepared food, meeting food safety standards
- Preparing hot and cold beverages
- Managing stock and ingredients.
- Customer service and cash handling
- Housekeeping, cleaning and sanitation

Required skills:

- Able to interact with paying customers to provide good customer service
- Basic numeracy
- Able to distinguish different products



How Supported Employment Works Financially

NDIS funding does not cover a customer's paid wage. Workpower pays employees instead.

We employ Supported Employees under the Supported Employment Award.

The Award has the following wage levels:

Level A: Simple jobs, less than two steps

Level B: Simple jobs with more than three steps

Level 1: Training

Level 2 - 7: Jobs that increase with complexity or move into supervising or managing teams or tasks

An independent assessor will complete a Supported Wage Assessment. The assessment looks at your work and measures your productivity against benchmarks. The assessment will determine what percentage of the rate you will be paid for that job grade, ranging from 10% to 100%.

How to Get Started in Supported Employment

Our **Customer Engagement Manager** will work with you to match your NDIS funding to current supported vacancies based on your goals, availability and support requirements.

You can **tour our businesses** to learn more about the roles available and how our commercial services operate.

If you're unsure whether a role suits you, you can complete a **half-day trial**.

Once you commence a Supported Employment position, you will complete a **six-month probation** before becoming a fully-fledged Workpower employee.

If you're interested in one or more of our supported employment opportunities, contact our Customer Engagement Manager at:

✉ info@workpower.asn.au

☎ 0419 904 202



Community Participation

Workpower's disability community support services are designed to support people to participate within their communities, achieve their goals and live fulfilling lives.

We offer community support services out in the community or at our hubs in:

**Tamala Park | Malaga | Middle Swan | Bayswater
Bentley | Mandurah | Kalgoorlie**



Individualised Supports

What are Individualised Supports?

Workpower offers one-to-one support for people with disability who have an NDIS-funded plan.

We match you with an experienced support coach who supports you in completing daily tasks, accessing the community to connect with friends, exploring hobbies and learning new skills, or enjoying yourself with entertainment and activities.

We tailor Individualised Supports to ensure you can achieve your goals and live your life your way.

We will work with you, your family and carers to understand your unique support requirements and how you would like us to support you, including how, where and when you would like to receive your supports.

Common Individualised Supports

You are unique, and so are your goals. Here are some examples of how we might support you to achieve your goals.



Increased Independence

We support you in gaining confidence to live the life you want. To explore new hobbies and interests, participate in your community, and undertake daily tasks by yourself.

Building Daily Life Skills

We support you to develop your daily life skills to become more independent around the home. These skills might include cooking, cleaning, building daily routines, and self-care.

Transport Training

We support you in navigating and mastering public transport and accessing driver training so you can find independence and discover opportunities within your community.

Community Access

We support you to participate in the community, make new friends and participate in activities. You might like to join a local Men's Shed, craft group, video game tournament and more.



Community Programs

Workpower offers community programs that bring people together to build social and team-building skills while having fun.

Performing Arts

Workpower's Performing Arts program is based in Middle Swan and Hamilton Hill, bringing together people with disability who have a passion for singing, acting and dancing.

Participants in the program work with a qualified theatre and dance teacher to develop, choreograph, and practice their performance pieces before performing for their friends and family.

The 2023 Performing Arts Show featured items such as *Grease Lightning*, *Cotton Eye Joe*, *Cover Me in Sunshine*, and *Money Money Money*.

Clubs and Events

Workpower operates informal clubs and events throughout the year based on the interests and goals of customers.

For example, several customers came together to form a sewing club, where they share their work, ideas and skills.

Our planned events include:

- **Disco and dance nights**
- **Movie evenings**
- **Festive celebrations**
- **Barbeques and catch-ups**

Who is Eligible?

People with a disability or mental health condition who are between the ages of seven and 65.

What NDIS Funding Do I Need?

You can use **Core Funding** and **Capacity Building Funding** for this program.

We can help you to apply for this funding if you do not have it.



How we work with you

Throughout our three-step process, we:



1.

Design Your Service

Get to know you, understand your support requirements and work together to identify your goals.

2.

Plan Your Supports

Based on your goals, we will work with you, your family and your support network to develop a program that breaks your goals into small, achievable steps. We then put together a plan to work together to achieve these, one step at a time.

3.

Achieve Your Goals


We build on each step of the plan to achieve your goals and ensure you always have a choice and control of your supports.

Once you have achieved your goal, we look to the next one while maintaining the skills and confidence you have developed.



Get in Touch

If you're ready to take the next step in achieving your employment and community participation goals, please get in touch with one of our Customer Engagement Managers:

 **1800 610 665**

 **info@workpower.asn.au**



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workpower.com.au