



# HOW CAN MY WORKPLACE GET READY FOR THE NDIS?

MAY 2018

## What is the NDIS?

The National Disability Insurance Scheme (NDIS) is the new system for the Australian Government to provide support for people with disability. It is being gradually introduced across Australia, and will completely replace the old disability system by mid-2019.

There are a few things that staff might find useful in preparation for the rollout of the NDIS in your area.

We acknowledge that each care setting is a unique environment, with strict limits on time that may impact learning new systems and processes. The suggestions below are based on our experiences of getting to know the NDIS and creating some strategies for making it work. You may like to choose from our suggestions, as well as come up with some ideas of your own.

## Got five minutes? Give your staff a quick introduction to the NDIS



Send an email to all staff with the factsheet 'What is the NDIS and is it for me?'  
🌐 [summerfoundation.org.au/what-is-the-ndis-and-is-it-for-me](http://summerfoundation.org.au/what-is-the-ndis-and-is-it-for-me)



Leave a few copies of the 'What is the NDIS?' fact sheet in the tearoom for staff to pick up while the kettle boils!



Present a digital story at your next team meeting that shows real NDIS participants talking about how the NDIS helped them gain support and community access.  
🌐 [summerfoundation.org.au/digital-stories](http://summerfoundation.org.au/digital-stories)



Set aside 10 minutes at your next team meeting to discuss supports and services that a young person can apply for under the new NDIS funding - you might like to pass around a list of supports and get staff to consider which supports/services would benefit the young people in your care.

## Looking for more? Give your staff a more detailed preparation for the NDIS

- **Nominate an NDIS leader:** Identify two or three people in your organisation to act as NDIS experts. They could be in the lifestyle team or the clinical team, and be willing to take on some responsibility for learning about the NDIS and sharing knowledge with staff at regular intervals.
- **Attend a training session:** There are various NDIS information sessions being delivered across Australia, including face-to-face sessions and webinars for staff and community members. Check out the options below to find something that suits your schedule and budget.

### NDIS:

🌐 [ndis.gov.au/news/events/all](https://www.ndis.gov.au/news/events/all)

### Disability Services Consulting:

🌐 [disabilityservicesconsulting.com.au/training/](https://www.disabilityservicesconsulting.com.au/training/)

### National Disability Services:

🌐 [nds.org.au/events-and-training/  
nds-training](https://www.nds.org.au/events-and-training/nds-training)

- **Hold a training session:** Summer Foundation has designed some training materials that are specifically for staff in health and aged care to use to share information and resources with colleagues. The training package can be found at:  
🌐 [summerfoundation.org.au/documents-  
category/pathways-home/](https://www.summerfoundation.org.au/documents-category/pathways-home/)
- **Brainstorm:** At your next team meeting, set aside some agenda time to discuss NDIS. In fact, you might like to set aside a small amount of time at each meeting until the staff feel comfortable about discussing the NDIS with individuals, and all NDIS systems and communications are in place.



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Some useful ideas for team meeting discussion:

- What's the process for supporting individuals who would like to apply for the NDIS?
- What types of support can you identify that might benefit the younger people in your care? Are you able to offer these ideas to individuals who are in the planning process?
- Will staff be available to attend NDIS planning meetings with the resident, if they request your support?
- **Spend time with people:** Ask broad questions so that you can really begin to understand what people know about the NDIS. Do they know what the NDIS is? Are they already signed up? Identify their supporters.
- **Talk about goals:** Start a conversation with the individual and their family about what they'd like to achieve over the next 3-6 months. Prompt them to think about whether they might like to see improvements in relationships with family and friends, their living situation, their hobbies, their independence and/or their involvement in the community. For more information about how to support individuals in setting goals, see our 'Supporting residents with NDIS planning' fact sheet

## Contact us

Contact the Summer Foundation if you would like advice on how to speak to people about the NDIS, or how to deliver your own NDIS training for staff.

We value your feedback about this resource – please contact the Summer Foundation at [info@summerfoundation.org.au](mailto:info@summerfoundation.org.au), or 1300 626 560.

### Connect with us: