

NTPS Disability Employment Program 2023

Guidelines for DES Providers



*Providing employment, training and development opportunities
for people with disability*

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1. Introduction

The Northern Territory Public Sector (NTPS) recognises the advantages of having a workforce that reflects and draws on the full diversity of the community it serves and is committed to increasing employment opportunities for people with disability within the Northern Territory.

The [NTPS *EmployAbility Strategy 2018-2022*](#) commits the NTPS to increase the representation of people with disability in the NTPS staffing profile as well as nurturing an inclusive workplace culture, promoting accessibility and supporting skills acquisition and career development for people with disability. The Disability Employment Program (DEP) has been operating since 1993 and is a core component of the [EmployAbility Strategy 2018-2022](#).

2. Definitions

Participant: For the purpose of this program, a participant is a person with a disability assessed by a Disability Employment Service (DES) Provider and deemed eligible for employment under the DEP.

Agency: The Northern Territory Government (NTG) department where the DEP participant will be working.

OCPE: The Office of the Commissioner for Public Employment is the Agency that oversees and monitors the delivery of the DEP.

Employment Contract: A legal document in which the employee is offered, and accepts, employment in the NTPS for a specified period. The contract details the designation (level), employment dates (start date / end date) and remuneration package. There may be other unique information relevant to the employment.

Training and Development plan: A training plan is completed by the supervisor and identifies tasks in the workplace which are aimed towards developing the participant for the duration of the program.

3. The Program

3.1. Purpose

The DEP aims to:

- Provide temporary employment and support increased skill acquisition and workplace exposure to eligible people who have faced barriers to employment due to their disability;
- Address the under representation of EEO groups in the NTPS; and
- Provide pathways into ongoing employment for DEP participants.

3.2. Eligibility Requirements

To be eligible for employment under the DEP, participants must:

- Be an Australian citizen, hold Australian permanent residency status or an appropriate visa;
- Have a disability;
- Be registered with a Disability Employment Service (DES); and

- Be new to the DEP - Have not previously held a contract on the DEP.

DES providers should consider suitability of potential participants taking into account the individual's skills, desires and support requirements. **It is important to note that participation is not limited to people with intellectual disability.** The program is open to all eligible people seeking employment through a DES provider.

3.3. Key dates

From June, information will be provided to DES Providers and NTG agencies regarding the upcoming intake. During this period, NTG agencies will identify appropriate positions, and contact local DES providers regarding potential opportunities to fill those positions.

Positions commence in or after July.



3.4. Duration of employment

Successful participants are offered a temporary employment contract for an initial 12 months with a view to extend for a further 12 months (maximum 2 years) where they will undertake duties or tasks considered suitable for an entry level position. Participants are employed under the Public Sector Determination 2 of 2015.

The number of positions available each year varies, depending on employment needs of NTG agencies involved in the program and available funding.

3.5. Hours

The number of hours the participant works per week, is negotiated between the NTG agency, the DES provider and the participant. The agreed hours must be approved by OCPE prior to offering employment as funding for the DEP is limited.

A participant needs to work enough hours to benefit from the opportunity and develop their workplace skills. Agency discretion is applied to the minimum hours the DEP participant works taking into account the participant's capacity and the agency's need. Working more than 30 hours per week may impact on any Centrelink funding the participant may receive.

3.6. Salary

Participants on the DEP receive the full award wage and employment conditions of an entry level position (e.g. Administrative Officer 1 or 2; Physical 1, 2 or 3 or Technical 1 or 2)

4. Program Management

4.1. How the program works

The Office of the Commissioner for Public Employment (OCPE) oversees the DEP and provides information to NTG agencies and DES Providers about the upcoming intake.

Once agencies have identified positions for the current intake, they will seek approval of funding from OCPE. On confirmation of available funds, agencies will liaise with local DES providers to seek potential candidates for the positions. DES Providers then support the potential applicant/s to complete application requirements and return these to the relevant agency contact by the closing date. Application processes are determined by each agency and may vary.

4.2. Roles and responsibilities

Once participants are placed, the following roles and responsibilities apply:

NTG Agency	DES Provider	OCPE
<ul style="list-style-type: none"> • Manage employment of participant • Liaise with DES provider regarding supports for the employee in the workplace for the duration of the placement • Develop a training and development plan with the participant • Advise at the conclusion of the placement period regarding potential for ongoing employment • Participate in program evaluation • Find solutions to ongoing employment of employee or assist in transitioning to other work 	<ul style="list-style-type: none"> • Liaise with NTG agency regarding support needs of participant/s • Support job design for employees with disability • Provide training information and awareness activities for employers and colleagues • Provide assistance with contract discussions and finalisation for DEP participants • Provide support with induction process to ensure new employee with disability settles into their workplace and role • Provide any relevant ongoing support that an employee with disability might require • Participate in program evaluation and/or focus groups 	<ul style="list-style-type: none"> • Provision of program information to NTG agencies • Provision of program information to DES providers • Assessment and approval of placements based on available funding • Administration of funding for DEP placements • Lead program evaluation and reporting

4.3. Induction of DEP participants

Induction into the workplace should be undertaken in conjunction with the participant's DES Provider. This is an opportunity to ensure that the new employee settles into employment with support and understands the expectations of their role. It is also a good opportunity for the supervisor to understand the individual needs of the participant and to consider reasonable adjustments to support the participant to perform their role. The DES Provider can also deliver disability awareness sessions to supervisors, managers and work teams and provide ongoing support to the participant, should they request it.

4.4. Training and development

It is a condition of the program that each Agency develops a Training and Development Plan in partnership with the participant. The participant and/or the supervisor may require support by the DES Provider through this process. Funding is available to support training and development of the participant during employment on the DEP.

4.5. Matching and application process

Once NTG Agencies have identified suitable positions and have received approval of funding, they will contact local DES Providers to explore potential candidates. Agencies will supply information regarding the position and application process and DES providers will identify the most suitable candidate. The process for matching people to positions may vary between agencies. Please liaise directly with the relevant NTG agency for application requirements.

4.6. Conclusion of program

At the conclusion of the program employment period, host agencies are strongly encouraged to offer ongoing employment to the participant if a suitable position is available and the participant has demonstrated the ability to undertake the core duties of the role. If a position is available, the agency will negotiate with the participant and DES provider in relation to ongoing conditions of employment, such as work hours.

5. Further Information

For further information, please visit the [OCPE Website](#) or contact the Strategic Workforce Planning and Development team in OCPE via phone 08 8999 3708 or email ocpe.inclusionanddiversity@nt.gov.au.