



## **DEP Program information 2017 for DES Providers**

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

## 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 [EmployAbility Strategy 2013-2017](#) 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) is a core component of the *EmployAbility Strategy 2013-2017*.

## Definitions

**Participant:** For the purpose of this program, a participant is a person with a disability who has been assessed by an Employment Support Service (ESS) and deemed eligible for employment under the DEP.

**Agency:** The NT government 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.

## Program Overview

The Northern Territory Government offers temporary employment to people with disability as a pathway to build workplace skills through temporary employment under the Disability Employment Program (DEP). The DEP is an initiative under [EmployAbility - a Strategy for People with Disability 2013-2017](#) and has been operating since 1994. Participants are employed under [Determination 2 of 2015](#).

## Aims of the DEP

The DEP aims to:

- Provide temporary employment for eligible people with disability to support increased skill acquisition and workplace exposure
- Provide potential pathways into ongoing employment for DEP participants

## 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, and
- Be registered with an Disability Employment Services Service (DES)

Suitability of potential participants should be considered by DES providers 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 people seeking employment through a DES provider.

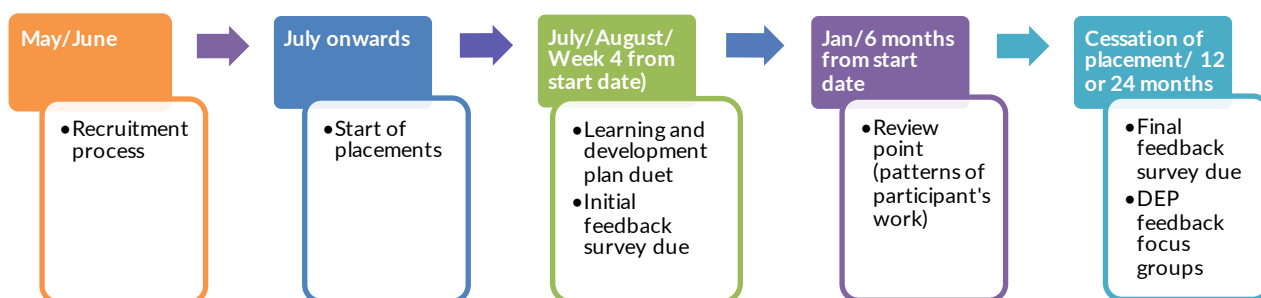
## Available Positions

The number of positions available each year varies, depending upon employment needs of NT government agencies involved in the program.

## Key dates 2017

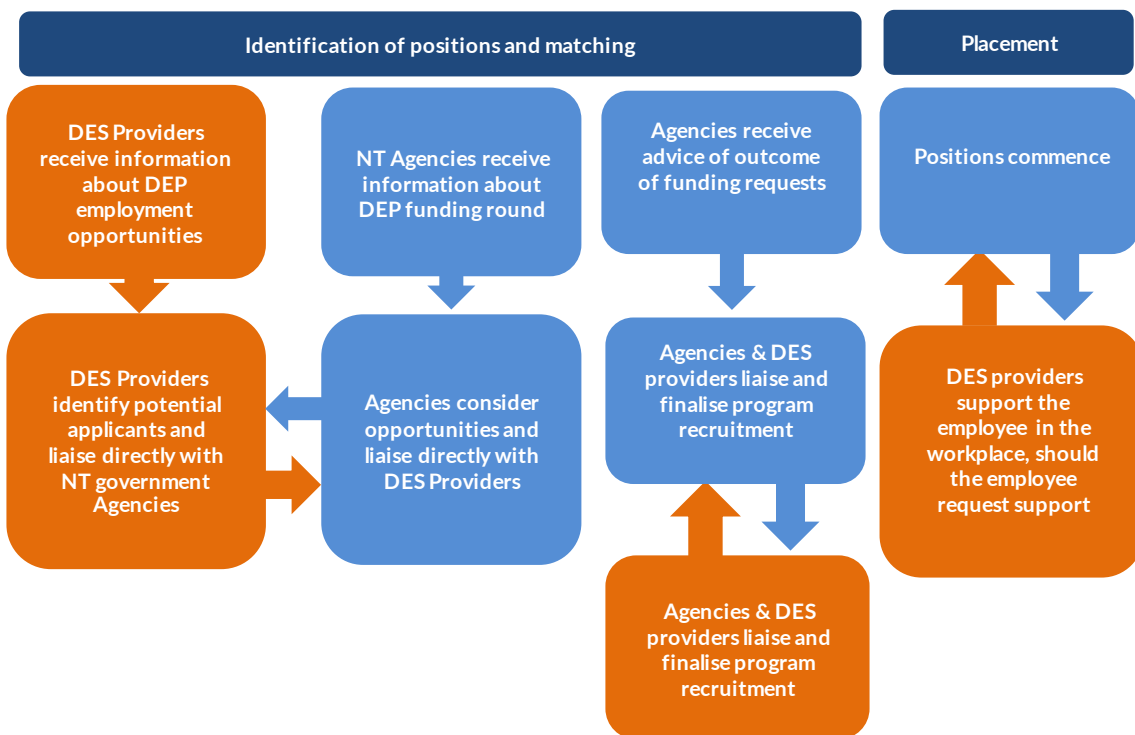
Late in May 2017 information will be provided to DES Providers and NT Government Agencies regarding the 2017 intake. Prior to 14<sup>th</sup> June 2017, NTG agencies will identify appropriate positions, and contact local DES providers about possibilities for filling those positions. It is important to note that suitable positions may be limited, or not be available in all NT government agencies.

It is envisaged that positions will commence in or after July 2017, depending on positions available.



## How the program works

The DEP is overseen by The Office of the Commissioner for Public Employment (OCPE) and each year, OPCE provides information to NT Government Agencies and Disability Employment Service (DES) Providers about the upcoming intake. See the following flowchart for details of the process.



Once Agencies have identified positions for the current intake, they will liaise with local DES providers to see if there are potential candidates for the positions. DES Providers then support the potential applicant/s to complete the application requirements and return these to the relevant Agency contact person by the closing date. Application processes are determined by each Agency and may vary.

## Roles and responsibilities of NTG agencies and DES providers

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

NTG Agency	DES Provider	OCPE
<ul style="list-style-type: none"> <li>• Manage employment of participant</li> <li>• Communicate with the employee</li> <li>• Liaise with the DES provider regarding supports for the employee in the workplace for the duration of the placement</li> <li>• Develop a training and development plan with the employee</li> <li>• Advise at the conclusion of the placement period regarding ongoing employment possibility</li> <li>• Participate in program evaluation and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the NTG Agency regarding support needs of participants</li> <li>• Support job design for employees with disability</li> <li>• Provide training information and awareness activities for employers and colleagues</li> <li>• Assistance with contract discussions and finalisation for DEP employees</li> <li>• Induction support to ensure new employee with disability settle into his/her workplace and role</li> <li>• Provide any relevant ongoing support that an employee might require</li> <li>• Participate in program evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of program information to NTG Agencies</li> <li>• Provision of program information to DES Providers</li> <li>• Administration of funding for employment placements</li> <li>• Assessment of placements based on available funding</li> <li>• Program evaluation and reporting</li> </ul>

## Duration of employment

The DEP provides temporary employment *for a maximum of 2 years* where people with disability are employed with a particular Agency and undertake duties or tasks considered suitable for an entry level position for a person who is unable to compete for a job on merit due to their disability. The duration of the placement is determined by the Agency.

## Hours

Ideally, a participant needs to work enough hours to benefit from the opportunity and develop their workplace skills in line with the aims of the DEP. Agency discretion is applied to the minimum number of hours worked for DEP participants taking into account the participant's capacity and tasks available. **The maximum hours a participant may work is 30 hours per week to ensure protection of any Centrelink funding the participant may receive.**

Before deciding on the number of hours per week the participant works, there should be negotiation between the NT Government Agency, the DES Provider and the participant, taking into account the specific capacity of the participant and the Agency's needs.

## Salary of DEP participants

Participants in the DEP receive the full award wage and employment conditions of an Administrative Officer 1 or 2, Physical 1 or 2 or Technical 1 or 2, depending on the position offered.

## Induction of DEP participants

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

## Learning and development

It is a condition of the program that each Agency develops a Learning and Development Plan in partnership with the participant. The participant may require support by the DES Provider through this process. Funding is available to support learning and development of the participant during employment.

## **Matching and application information**

DES providers should make contact with their networks within NT government agencies to explore possibilities of positions and potential candidates. Agency contacts will supply DES Providers with information regarding the application process. The process for matching people to positions may vary between agencies. Please liaise directly with the relevant NTG Agency for application requirements.

## **Conclusion of program**

At the conclusion of the program employment period, host agencies may offer ongoing employment to employees if a suitable position is available and the employee has demonstrated the ability to undertake the core duties of the position. If a position is available, the Agency will negotiate with the employee in relation to ongoing conditions of employment, including work hours and position.