

## Access Industries for the Disabled Limited

### Eligibility Criteria for Supported Employees

#### 1. Eligibility generally

Any person with a Disability seeking employment with the Company must be assessed for eligibility in accordance with the following:

- a) The applicant's ability to meet the requirements specified by the Commonwealth Government's relevant funding body for entry into an ADE.
- b) The applicant's ability to meet the Company's criteria for supported employment referred to below.
- c) The applicant's need for the type of services offered by the Company and whether the Company could reasonably be expected to meet this need.

#### 2. Assessment process

An applicant's suitability will be assessed through:

- a) An initial interview with a Welfare Officer.
- b) If appropriate, a functional assessment by a Training Officer.
- c) Assuming the applicant is deemed suitable, an offer of a trial period of employment in accordance with the Company's ordinary entry policies.
- d) Regular review of the applicant's performance throughout the trial period by a Supervisor, Training Officer and Welfare Officer, as appropriate.

If, at any stage during the assessment process, an applicant is deemed to be not eligible or not suitable for employment by the Company, the applicant will be immediately informed of the decision and assistance may be offered to the applicant to locate a service more appropriate for their needs.

#### 3. Eligibility criteria

To be eligible for employment with the Company as a Supported Employee, an applicant must:

- a) meet the criteria for eligibility to receive the Disability Support Pension;
- b) be eligible for NDIS supported employment funding as determined by the NDIA;
- c) be able to work a minimum of 8 hours per week;
- d) be at least 16 years of age;
- e) be responsible for their own health and hygiene and be able to administer and manage their own medication needs where required;
- f) be able to complete available work on offer; and
- g) be able to understand and comply with the Company's policies and procedures, including the Code of Conduct for Employees, with available support and training.