

South Australian Public Sector

# Disability Employment Plan

2020–2021

Easy Read version



Government of  
South Australia

## How to use this Plan



The South Australian (SA) Government wrote this Plan. When you see the word 'we', it means the SA Government.



We have written this Plan in an easy to read way.

We use pictures to explain some ideas.



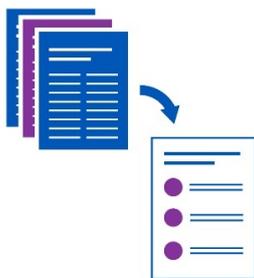
We have written some words in **bold**.

This means the letters are thicker and darker.



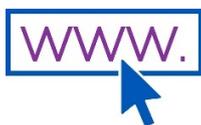
We explain what these words mean.

There is a list of these words on page 17.



This Easy Read Plan is a summary of another Plan.

This means it only includes the most important ideas.



You can find the other Plan on our website at [www.publicsector.sa.gov.au](http://www.publicsector.sa.gov.au)



You can ask for help to read this Plan.

A friend, family member or support person may be able to help you.

## What's in this plan?

What is this plan about?	4
Our first priority	7
Our second priority	11
Our third priority	14
What happens next?	15
Word list	17
Contact us	20



# What is this plan about?



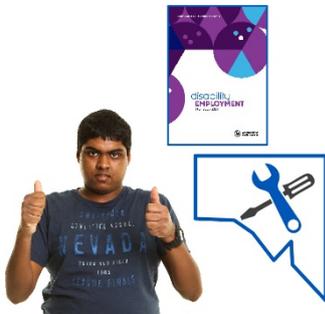
Employment means you:

- have a job
- do work
- get paid.



We have written a **Disability Employment Plan**.

In this document we call it the **Plan**.



Our Plan explains what our government will do to make employment better for people with disability in South Australia.



We want to make government **workplaces** more **inclusive**.



A workplace is any place you might work, such as:

- an office
- school
- a customer service centre
- a hospital
- a National Park.



When something is inclusive, everyone can take part.



We also want to support people with disability to:

- find work
- keep work
- develop their **career**.



Your career is the path you take in your work throughout your life.



We have written this Plan about what steps we need to do this.

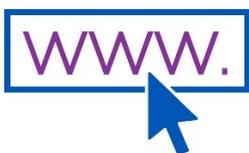


We have also written a Disability Employment Strategy.



It talks about:

- all the reasons why we need the Plan
- the important ideas that make up the Plan.



You can find an Easy Read version of the Strategy on our website.

[www.publicsector.sa.gov.au](http://www.publicsector.sa.gov.au)

## Our first priority



A **priority** is something we think is important.

We want to make government workplaces more:



- **inclusive** – so everyone can take part



- **accessible** – so everyone can use it



- **safe** – so everyone feels acknowledged



- **informed** – so everyone understands disability.



When something is accessible, everyone can use it.

This might be:

- a place or a building
- transport
- a service
- information
- a website.

## What we will do



We will talk to people with disability about their experiences in their workplace.



We will use this information to:

- find out what barriers there are for people with disability
- help workplaces work out how to support people with disability who work with them.



We will give our employees Disability Awareness Training including our:

- leaders
- managers
- staff who hire new **employees**.



An employee is a person who is paid to do a job.



This training will teach our employees how to support people with disability.



We will ask people to be **advocates** for people with disability in our workplace.



An advocate is someone who can:

- support you
- speak up for you if you can't speak up for yourself
- give you information and advice.



We have created a group with people from other areas of the SA government.

Public Sector  
Disability  
Employment  
Reference  
Group



We call it the Public Sector Disability Employment Reference Group.



This group look at how we can share:

- information
- the experiences of people with disability at work
- new ways of doing things.



## Our second priority



Our second priority is to support people with disability to:

- find work
- keep work
- develop their career.

## What we will do



We have made a Disability Employment Toolkit.



It includes information about:

- inclusion
- leadership
- training new employees.



We will make sure it is easy for people with disability to find out about new jobs in the government.

We will use clear language when we advertise government jobs.

We will:



- make it easy to find the information on our websites



- tell our employees about traineeships



- tell our employees about new opportunities for them, such as leadership training to develop their career



- help employees work in ways that suit them





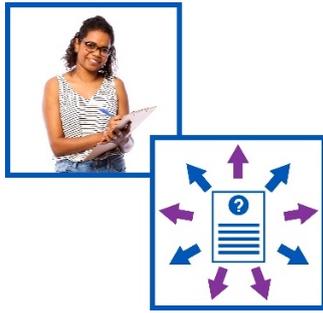
- give people with disability support while they are at work.



A new employee might work with someone who has already worked here for a while.



## Our third priority



Our third priority is to find good ways to:

- keep track of how well things work
- share what we find out.

### What we will do

We will:



- work out the best way to collect information about people with disability who work for the government



- find out how to make people with disability feel included at work



- use our employee surveys to find out about problems we need to fix



- share information with other government departments to see how we can employ more people with disability.

## What happens next?



Our Plan:

- starts in 2020
- finishes in 2021.



We will look closely at:

- all the things we have done
- what has worked well
- areas we need to try harder in.



We will look at what we have done to make employment better for people with disability in South Australia.

This will help us see:



- what worked



- what else we need to do.



## Word list



### Accessible

When something is accessible, everyone can use it.

This might be:

- a place or a building
- transport
- a service
- information
- a website.



### Advocate

An advocate is someone who can:

- support you
- speak up for you if you can't speak up for yourself
- give you information and advice.



### Career

Your career is the path you take in your work throughout your life.



## Disability Employment Plan

A Disability Employment Plan says what a government department or local council will do to make employment better for people with disability.



## Employee

An employee is a person who is paid to do a job.



## Employment

Employment means you:

- have a job
- do work
- get paid.



## Inclusive

When something is inclusive, everyone can take part.



## Priority

A priority is something we think is important.



A workplace is any place you might work, such as:

- an office
- school
- a customer service centre
- a hospital
- a National Park.

## Contact us

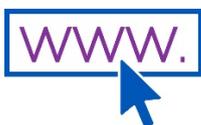
Office of the Commissioner  
for Public Sector Employment



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[www.publicsector.sa.gov.au](http://www.publicsector.sa.gov.au)



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