

# Getting Started with NDIS: A STEP BY STEP GUIDE

1. Contact NDIS to confirm eligibility.  
**TIP:** go to [www.ndis.gov.au](http://www.ndis.gov.au) for the NDIS eligibility checklist and other NDIS information.
2. Book in for a NDIS planning meeting (if eligible).
3. Know your further education and career goals before your NDIS planning meeting.  
**TIP:** reflect on your skills, interests, values and goals and consider meeting with a career counsellor to help document your career plan.
4. Complete the NDIS Let's Talk About Work booklet before your planning meeting.  
**TIP:** this can be found at [www.ndis.gov.au/media/1230/download](http://www.ndis.gov.au/media/1230/download).
5. Read the National Disability Coordination Officer NDIS pre-planning toolkit if preparing to transition into TAFE or University.  
**TIP:** this can be found at [www.adcet.edu.au](http://www.adcet.edu.au).
6. Attend your NDIS planning meeting to develop your NDIS Plan (if eligible).  
**TIP:** ensure employment and / or further training are documented as goals and you have identified all other goals and a range of supports before your meeting. You should have written copies of your goals and supports to take to your meeting. You are also encouraged to speak to other NDIS recipients and disability service providers for advice before your planning meeting.
7. Make sure your NDIS Plan includes SLES (School Leaver Employment Supports) if you are an immediate school leaver and need support to become job ready. Once approved, register with a SLES provider.  
**TIP:** your Local Area Coordinator (LAC) can assist you in finding a SLES provider. Note that some Disability Employment Services (DES) are also SLES providers.
8. Register with a DES.  
**TIP:** you can do this even if not eligible for NDIS. Go to [www.jobaccess.gov.au](http://www.jobaccess.gov.au) to find a DES provider. Remember to research different DES providers to find the most suitable provider for you and ask what their star rating is (with 5 stars being the highest rated provider).
9. Identify other non-NDIS benefits that you may also be eligible for such as a Disability Support Pension (DSP).  
**TIP:** you do not need to receive a DSP to be eligible for NDIS however many people on a DSP will also be eligible for NDIS.
10. Remember to use your NDIS plan well and document any future needs in preparation for your subsequent NDIS plan review meeting.



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Let's talk about  
work”

This booklet covers:  
• Planning for employment  
• Exploring your employment goals  
• Planning for when you leave school  
• Finding employment providers

[ndis.gov.au](http://ndis.gov.au)

ndis

you

me

us