

Getting Started with NDIS: A STEP BY STEP GUIDE

1. Contact NDIS to confirm eligibility.
TIP: go to 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/participants/finding-keeping-and-changing-jobs/lets-talk-about-work
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
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 Transition-to-Work Supports if you are an immediate school leaver and need help to become job ready. These supports are part of the new employment pathway. Once approved, connect with a provider offering transition-to-work supports.
TIP: your Local Area Coordinator (LAC) can help you find a suitable provider.
Note that some providers who previously delivered SLES or Disability Employment Services (DES) may now offer these new supports under the updated employment system.
8. Register with an employment support provider under the new Inclusive Employment Australia (IEA) model.
TIP: you can access this support even if not eligible for NDIS. Go to www.jobaccess.gov.au to find a provider. Research different providers to find the one that suits you best and ask about their performance and experience supporting young people with disability.
9. Identify other non-NDIS supports you may be eligible for, such as the Disability Support Pension (DSP).
TIP: you do not need to receive a DSP to access the NDIS. However, many people who receive DSP are also eligible for NDIS.
10. Remember to use your NDIS plan well and keep track of any changes in your goals or support needs in preparation for your subsequent NDIS plan review meeting.

