



Down Syndrome
Victoria

Employment Success Support Pack: for employees



Supporting your success at work

At Down Syndrome Victoria, your ongoing success in the workplace is our priority.

We know that starting a job is just the beginning, and we're here to support you every step of the way. Whether you need adjustments to your role or additional staff training, we provide tailored solutions to help you thrive in your job.

This Employment Success Support Pack outlines the flexible, person-centred services available to you through your NDIS plan. These supports are designed to maintain your momentum, strengthen your independence, and help you achieve lasting employment success.



Available supports

We offer the following ongoing support to ensure your employment is successful, sustainable, and meaningful:

Check-ins

We offer check-ins to support **individual** role adjustments, staff training and troubleshooting.

- **Staff training:** Employee-specific, tailored training for co-workers, supervisors, or support staff to better understand how to support your individual needs to ensure you succeed on the job.
- **Role adjustments:** Support to adapt job tasks, schedules, or environments, in consultation with you and your employer.
- **Troubleshooting and review:** Periodic review sessions to identify and address any emerging challenges impacting your work.

How to use NDIS funding*

Capacity Building: Finding and Keeping a Job: Employment assistance
10_016_0102_5_3 \$80.06 per hour

OR

Core: Assistance with Social, Economic and Community participation:
Supports in employment
04_801_0133_5_1 \$70.23 per hour

***Please note:** Only plan-managed or self-managed participants will be able to use NDIS funds to pay for this service

What you need:

- A goal in your plan related to employment (for example, 'I want to explore job options' or 'I want to find work').
- Funding may be available in either Core or Capacity Building.

How to access these supports

We'll review your goals and workplace context to co-design a support plan that suits your current needs. If you are seeking a new position through Employment Connections, it is suggested that you request funding from the NDIS to the amount of \$4143.57 plus travel for each year of support required.

Feel free to submit the Employment Connection Quote (see below) for your NDIS planning meeting or review.



Claiming from the NDIS

Employment service	Core or Capacity	NDIS support line (weekday day time)	Rate (per hour weekday)	Description
Check-ins (workplace support)	Core – Assistance with Soc/Econ/Community Participation (p. 67 price guide)	04_801_0133_5_1 Supports in employment	\$70.23	Support to implement or maintain job tasks and changes
	Capacity Building – Finding & Keeping a Job (p. 80)	10_016_0102_5_3 Employment assistance	\$80.06*	Check-ins and problem-solving to sustain employment success
Travel time and costs	Core – Assistance with Soc/Econ/Community Participation: Support in Employment (p. 67 price guide)	04_799_0133_5_1 Provider Travel – Non-Labour Costs	\$1/km	Travel to site and travel time
	Capacity Building – Finding & Keeping a Job (p. 80)	10_799_0102_5_3 Provider Travel – Non-Labour Costs	\$1/km	

* These support items are subject to price limits

* Please note that when invoicing participants under the Capacity Building line item, DSV will be charging a lower hourly rate than what is stated in the NDIS Price Guide to align with the Core hourly rate.

Participant fee information

Employment Connections fees: Quote

<p>Check ins Check-ins can ensure the job is going smoothly, explore if some additional tasks/hours can be provided to the employee, and to problem-solve if there are any issues.</p> <p>For each check in: Approximately 3 hours face to face:</p> <ul style="list-style-type: none">• Onsite visit and or• Review with employee and family• Review with employer <p>Approx 2 hours non-face-to-face:</p> <ul style="list-style-type: none">• Reports/notes <p>Hourly rate applies for any changes or additional service required that results from a check-in</p>	<p>Approximately 5 hours</p> <p>Total \$351.15 + travel per check-in</p> <p>Note: 3 check- ins per year suggested</p> <p>Total 3x check- ins = \$1,053.45 plus travel</p>
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*Fees for 2025-2026. Fees are subject to change/indexation.

Contact us

Book your session today and take the first step toward a confident, meaningful future.

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Employment Connections Manager

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