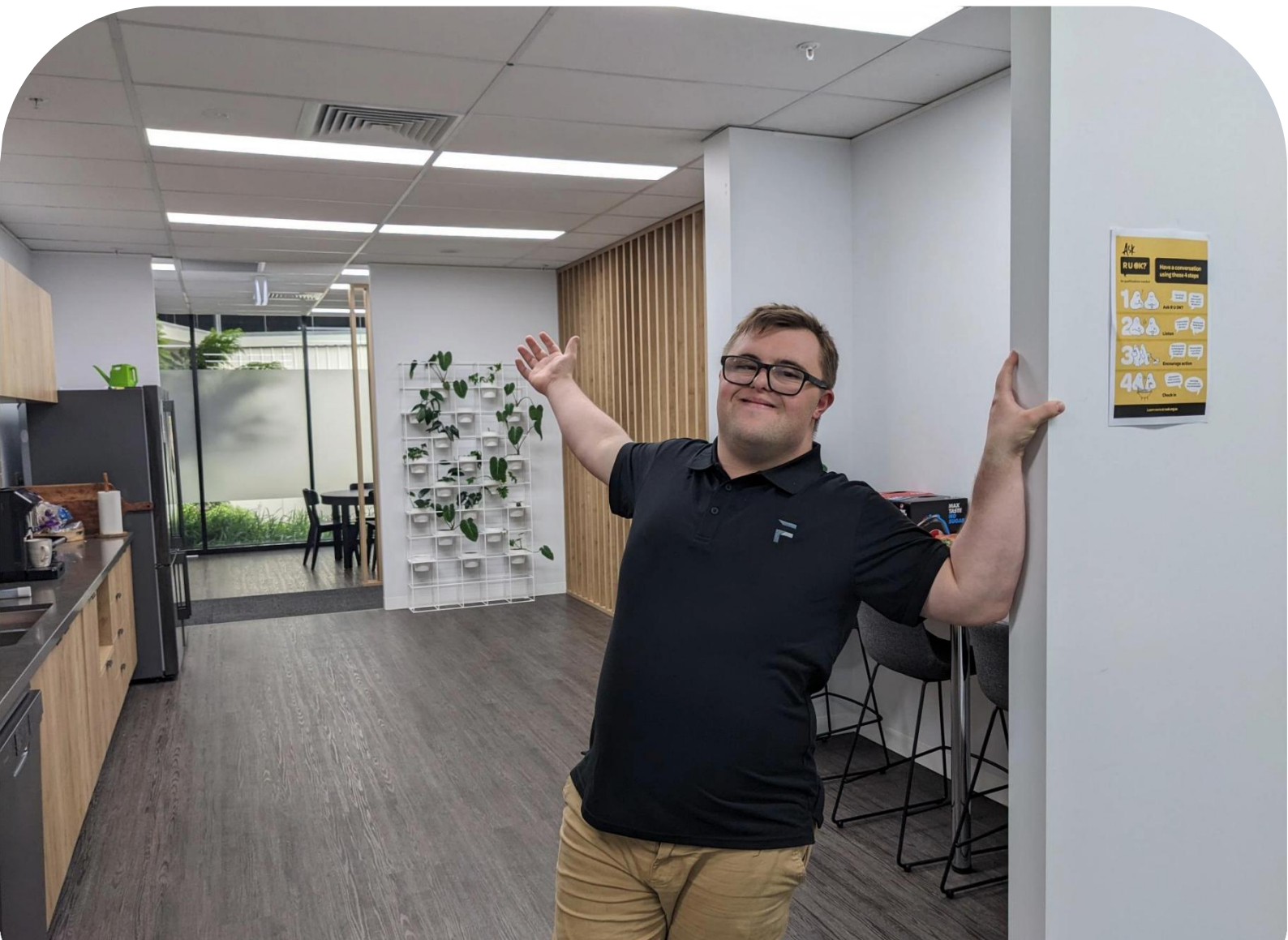




Down Syndrome  
Victoria

# Employment Success Support Pack: for employers



## Supporting your employee's success at work

At Down Syndrome Victoria (DSV), we understand that welcoming a new team member is just the beginning.

Ongoing support in the workplace is often the key to success, both for the employee and the employer. That's why we offer tailored, flexible solutions designed to build employee confidence, ensure smooth role integration, and strengthen long-term employment outcomes.

Support is provided free of charge for the first six months **for placements made through our Employment Connections program**, giving both the employee and employer time to establish a strong foundation. Beyond this period, services are available on a fee-for-service basis via Employment Support service and are designed to give your employee every opportunity to succeed in their role, while also equipping your workplace with practical tools and strategies.



## Available supports

**We offer the following ongoing support to ensure job placement is successful, sustainable, and meaningful:**

- **Staff Training:** Employee-specific, tailored training for co-workers, supervisors, or support staff to better understand how to support the employee's individual needs to ensure they succeed on the job.
- **Role Adjustments:** Support to adapt job tasks, schedules, or environments, in consultation with the employee and your team.
- **Troubleshooting & Review:** Periodic review sessions to identify and address any emerging challenges impacting their work experience.
- **Employee Mentoring:** Including in-person workplace coaching to learn new tasks and implement strategies and resources that will assist the employee with independent task completion

### Fees and invoicing

Employers are invoiced directly by Down Syndrome Victoria for any support delivered. Services are charged hourly, with flexible options available to suit the needs of your workplace. Packages can be tailored depending on the level of support required.

### How to access these supports

Please contact Down Syndrome Victoria to discuss your workplace needs and the support required for your employee. Our team will work with you to co-design a tailored support plan, which may include training for your team, employee mentoring, and scheduled workplace check-ins. Services can be arranged as a one-off package or as ongoing support, ensuring flexibility to match the needs of both your workplace and your employee.

# Employment Support Fees: Quote

<p><b>Staff training</b></p> <p>Our Employment team can provide Disability Awareness refresher training. This training is designed to reinforce inclusive attitudes, update knowledge on disability-related practices, and strengthen practical skills for supporting people with disabilities.</p>	<p>1 hour training session <b>\$500 (excl gst)</b> Plus travel*</p>
<p><b>Check ins</b></p> <p>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. Including: role adjustments, troubleshooting and employee mentoring.</p> <p><b>For each check in:</b> Approximately <b>3 hours</b> face to face:</p> <ul style="list-style-type: none"><li>• Onsite visit and or online</li><li>• Review with employee and family</li><li>• Review with employer</li><li>• Reports/notes</li></ul> <p>Hourly rate applies for any changes or additional services required that result from a check-in.</p>	<p>3 check-ins <b>\$1500 (excl gst)</b> Plus, travel*</p>

\*Fees for 2025-2026. Fees are subject to change/indexation.

\*A quote for travel will be provided prior to booking the service.


## Contact us

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

**Bree Mills**

**Employment Connections Manager**

 03 9486 9600 or 0402 799 012

 [employment@dsav.asn.au](mailto:employment@dsav.asn.au)



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