

EMPLOYMENT	COMMUNITY
TRAINING	ENTERPRISES
CHARITABLE TRUST	

1. POLICY STATEMENT

Access to WDEA services is based on availability of service and program eligibility, and is free from any form of discrimination.

All persons accessing WDEA services will be treated fairly and without judgement.

WDEA will use all necessary strategies to inform eligible clients of the services available, their entitlement and how they can obtain them.

WDEA has an obligation to ensure that clients have access to the services they need. WDEA is committed to work collaboratively with other service providers to maximise individual outcomes for clients.

2. SERVICES OFFERED BY WDEA

[DES Information Handbook](#)
[jobactive – Service Delivery Plan](#)

EMPLOYMENT

jobactive – Funded by the Department of Employment, a program supporting job seekers experiencing a range of barriers into employment by providing services such as resume preparation, training, work experience, job search techniques, skills assessments, job matching and employment counselling. Financial assistance may also be available for further training, books, equipment, wage subsidies for employers, licenses, workplace tickets, and transport assistance.

DISABILITY EMPLOYMENT SERVICE (DES) – Funded by the Department of Social Services, DES plays a specialist role in assisting people with a disability into sustainable employment in the open labour market. There are two types of programs offered under DES as follows:

Disability Management Service (DMS) for job seekers with a disability, injury or health condition who require the assistance of a DES provider but are not expected to need long-term support in the workplace.

Employment Support Service (ESS) for job seekers with a permanent disability and with an assessed need for more long-term, regular support in the workplace.

ENTERPRISES

WDEA ENTERPRISES - WDEA Enterprises focuses on offering meaningful opportunities for people with a disability through a range of business enterprises and community support services. These enterprises provide a supported environment for people with a disability to develop their job skills and work ethic, along with an opportunity to make the transition from supported, to open employment.

WDEA Enterprises also offers an effective way for business's to contract a team of workers to complete specific projects or work-tasks.

Currently, WDEA Enterprises consist of:

CLEARCUT GARDENING (Warrnambool and Terang)

ClearCut Gardening provide a lawn mowing and gardening service in the Warrnambool and Terang areas. ClearCut offers both a residential and commercial service.

NIGRETTA FURNITURE (Hamilton)

Nigretta is a woodworking plant which primarily produces furniture, however other wooden crafts are also made. The Nigretta factory and workshop are situated on the edge of Hamilton where items produced by the Nigretta team can be purchased.

FRESH CUT HERBS (Warrnambool)

WDEA's Herb Garden grows a variety of herbs that can be sold direct to individuals, restaurants and food outlets.

ARTCYCLE (Warrnambool)

At Warrnambool Environmental and Design, workers sort old clothes into piles, take off any buttons or other attachments before other workers cut them up into smaller pieces. The cut up clothing then gets sold as rags.

Additional intermittent work includes folding and sorting brochures and other mail items for local business.

EWASTE ELECTRONIC RECYCLING (Warrnambool/Hamilton)

At eWaste, people in the community can bring their old computers and other electrical items to get recycled. Workers at eWaste help to pull electrical items apart using tools and then all parts get sorted into piles, packed up safely and sent away to different factories across Australia. You can bring your old television sets and computers to eWaste at 11 Albert St. Warrnambool and they will be recycled at a small charge.

STEAM AND CLEAN (Warrnambool)

Located at 194 Koroit Street Steam and Clean is a Warrnambool based car cleaning and detailing service with affordable prices and great customer service.

Artlink - Where people with a disability or supported learning needs can explore their artistic potential and develop confidence and social skills through art. We have a strong focus on community engagement, client empowerment and personal support participants need to enable them to reach their full potential. Site Location: WDEA Enterprises at 11 Albert Street Warrnambool – current operating hours 9:00am – 3:00pm.

[ARTLINK INFORMATION HANDBOOK](#)

COMMUNITY

WDEA COMMUNITY - WDEA Community offers a comprehensive range of activities for people in Warrnambool and district. Our aim is to assist our clients to identify and achieve their goals in life through working closely with clients, families and developing Person Centred Plans.

At WDEA Community, a key focus is to help our clients to participate in the life of their local community. This is achieved by sharing facilities and services with other community members and becoming involved with organised daily activities.

DAY SERVICES - offer a comprehensive range of day activities for eligible adults with a disability in the Warrnambool area. Day Services currently operate from 9.00am–3.00pm at our sites located at 122 Fairy Street, Warrnambool and 43 Atkinsons Lane, Dennington. Our aim is to assist our clients to identify and achieve their goals in life. This is achieved by working closely with clients, families and other important people to develop Person Centred Plans for each individual attending our service.

Our key focus at Day Services is to help our clients to participate in the life of their local community so the majority of our programs are undertaken in the community sharing facilities and programs with other community members.

Socialisers Group - The Socialisers was formed in 1990. The group is based in Warrnambool and provides meaningful social activity for people with a disability from across the region. WDEA supports the group financially and employs a Co-ordinator who oversees the running of the Socialisers. The group meets monthly and also has a monthly outing. Outings range from a night at the movies to dancing at a nightclub and in between include activities such as a day at the Warrnambool May Races or a night out at a local eatery. The Socialisers have their own committee and run their own meetings. A dedicated volunteer group supports the success of the Socialisers. The group's membership base currently sits at around 60, with ages spanning from 18 to 50-plus years.

[COMMUNITY INFORMATION HANDBOOK](#)

CHARITABLE TRUST

Charitable Trust - The WDEA Charitable Trust was formed in 2004 with an objective to assist people with disabilities, or those highly disadvantaged by other factors, to achieve employment or access to employment opportunities. Grants of up to \$10,000 can be made to individual programs or projects that demonstrate the ability to meet the objective of the Trust. The total value of WDEA Charitable Trust grants is up to \$100,000 each year.

Funds are distributed twice yearly through two funding rounds closing on March 31 and September 30 each year.

TRAINING

WDEA TRAINING - WDEA Training – Delivers a number of accredited courses across all WDEA locations. Courses include but are not limited to:

EARLY CHILDHOOD EDUCATION AND CARE	Certificate III (CHC30113) Diploma (CHC50113)
AGED CARE	Certificate III In Individual Support (Specialising in Ageing, Home & Community) (CHC33015) Certificate IV in Ageing Support (CHC43015)
DISABILITY	Certificate III In Individual Support (chc33015) Certificate IV (CHC43115)
FIRST AID	Provide cardiopulmonary resuscitation (HLTAID001) Provide First Aid (HLTAID003)

Further information can be found at
<http://www.wdea.org.au/training/student-information>
or by visiting **any WDEA office**.

3. ELIGIBILITY OF SERVICE

jobactive

A jobseeker may be eligible for access to the full services of jobactive, if they:

- Are of working age (over 15)
- An Australian resident

Referral to WDEA for full jobactive must be made by first registering with Department of Human Services (DHS) who will determine your eligibility and discuss options of the services that are available to you.

Jobseekers may Directly Register with any jobactive provider for volunteer services if they:

- Are of working age (over 15)
- An Australian resident
- Are not in Full Time Study
- Are not working more than 15 hours per week

For more information regarding eligibility for services please contact your local WDEA office

DISABILITY EMPLOYMENT SERVICES

A jobseeker may be eligible for Disability Employment Services if they:

- Have a disability, injury or health condition.
- Are aged at least 14 but have not yet attained 65 years of age.
- Are an Australian resident.
- Are not studying full-time (unless the jobseeker is an Eligible School Leaver).
- Are not working at or above their Employment Benchmark hours

Referral to WDEA for Disability Employment Services must be made by first registering with Department of Human Services (DHS) who will determine your eligibility and discuss options of the services that are available to you.

Jobseekers may directly register with a Disability Employment Services provider if they meet any of the following eligibility requirements:

- Eligible School Leavers.
- Special Class Clients (DMS only).
- Job in Jeopardy participants.

For more information regarding eligibility for services please contact your local WDEA office

ENTERPRISES

A jobseeker may be eligible for employment with WDEA Enterprises if they are:

- Aged 16 years or over
- An Australian resident
- In receipt of the disability support pension or be medically assess as having a diagnosed disability

Supported employment is a capped program, and as such there may be a waiting period to access services if no vacancy exists

For more information regarding eligibility for services please contact your local WDEA Enterprises office to arrange an expression of interest meeting with the Enterprises Coordinator

COMMUNITY

Day Services are activities organised or provided directly by community service organisations for people with a medically diagnosed disability who are aged 16 and over

Participants are funded through Futures for Young Adults Funding or Individual Support Packages, (self-funded clients may also be accepted) which they can use to undertake activities that:

- Are tailored to their specific needs and they do on their own
- Are tailored to the needs of two people or a smaller group
- Have been designed for a larger group

Activities are developed with the person and or their supporters in ways relevant to their needs and preferences. Activities can be across a range of lifestyle areas, including daily living and pre-vocational skills, community participation and recreation

While historically Day Services referred to activities during regular business hours, people with a disability are increasingly using their funding to participate in the community at times convenient to them and their lifestyles.

For more information regarding eligibility for WDEA Day Services please contact the WDEA Community Director

TRAINING

Eligibility to access WDEA training can vary depending on the course type, but generally participants must be at least 17 years of age. Other factors include:

- Access to State Training funding requires the participant to be an Australian Citizen and to be up-skilling to a higher qualification than they currently hold to eligible participants.
- Some courses have higher minimum age restrictions (Aged Care/Early Childhood Education and Care)
- Some courses require a current police check and/or working with children checks

Further advice on the eligibility to access WDEA Training courses is available from any WDEA office