

SELF-ASSESSMENT TOOL FOR ORGANISATIONS

The model and items below are based on research conducted on what makes an inclusive workplace and enables people wherever appropriate, to be able to transition to open employment. Each individual is unique and not everyone is interested in open employment. For each question though, please reflect on average whether you think your organisation provides the best possible environment for people to succeed and develop in their chosen pathway.

Organisation you work for:

Please rate your organisation against the following statements.

1. Structure

Our organisation:

- a. provides diverse work opportunities and rotates supported employees around tasks to offer variety build a range of skills
- b. provides customised training and development with in-house training and on-the-job learning for supported employees
- c. provides supported employees and support staff with debriefing and mentoring

| Strongly agree | Agree | Somewhat agree | Somewhat disagree | Disagree | Strongly disagree | Don't know |
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2. Space and environment

Our organisation:

- a. modifies work practices, layout, and provides accessible equipment
- b. provides flexible workspaces: i.e. busy versus calm environments, safe areas and quiet rooms
- c. ensures there is access to healthy food options while at work
- d. ensures that people have the opportunity to be physically active during the workday

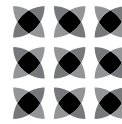
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3. Culture

Our organisation:

- a. Our organisation ensures that each work role has a strong sense of purpose
- b. Our organisation is inclusive of diversity with respect to disability, age, gender, culture, heritage, language, faith, sexual identity, relationship status, and other relevant factors
- c. Our organisation has a holistic approach to well-being *inclusive of mental, social and physical well-being*
- d. We support employees to foster wellbeing across different settings *e.g supported living, centre-based programs*
- e. Our organisation provides tailored emotional and practical support *i.e. counselling and travel/transport support*
- f. Our organisation is good at retaining highly skilled support staff which have developed strong networks and knowledge of individual employees
- g. Our organisation strives to ensure there is a healthy work-life balance

| Strongly agree | Agree | Somewhat agree | Somewhat disagree | Disagree | Strongly disagree | Don't know |
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Please rate your organisation against the following statements.

4. Relationships

Our organisation:

- a. creates respectful and trusting relationships with supported employees, families and service planners and providers
- b. is 'externally facing', developing opportunities for supported employees to be in community settings
- c. identifies opportunities for employment in other organisations through its networks with suppliers, contractors and other employers

| Strongly agree | Agree | Somewhat agree | Somewhat disagree | Disagree | Strongly disagree | Don't know |
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5. Finance and funding

Our organisation:

- a. builds its financial sustainability through diverse funding and engagement across a range of industry/business opportunities leveraging social procurement where possible.
- b. supports people to access relevant employment services/supports and funding, i.e. NDIS and mainstream services.
- c. manages social purpose activities that can influence business viability i.e. flow through model for training, supported work and employment transitions

| Strongly agree | Agree | Somewhat agree | Somewhat disagree | Disagree | Strongly disagree | Don't know |
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6. Industry

Our organisation:

- a. provides opportunities to try out, learn and gain experience in different work roles and inclusive industry types either inside or outside the organisation through different work trials and work experience
- b. uses local labour-market data (traditional and real-time) to shape jobs and training pathways
- c. provides hybrid employment opportunities i.e. roles shared across supported and open employers
- d. has an engagement strategy that addresses employer demand by providing work-ready candidates

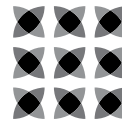
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7. Policy, procedure and process

Our organisation:

- a. has procedures in place for job customisation and workplace adjustment, i.e. tailored business systems
- b. provides a structured work routine through flexible rosters with respect to hours and days for supported employees
- c. provides guidance and accredited/ training professional development, and leadership opportunities for support staff
- d. provides opportunities for certified learning for supported employees

| Strongly agree | Agree | Somewhat agree | Somewhat disagree | Disagree | Strongly disagree | Don't know |
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Please rate your organisation against the following statements.

8. Pathways to employment

Our organisation:

- a. Our organisation matches work tasks to the particular skills and interests of our employees
- b. Our organisation works with people to plan employment pathways to match the person's interests, strengths and needs *i.e. work exposure, experience, hybrid employment, use other services and placement support*
- c. We use a dual-customer approach that balances client goals with employer needs and timelines
- d. Wherever appropriate our supported employees have open employment goals
- e. Before placement, our organisation builds capacity of open employers to provide an inclusive workplace environment
- f. During and after placement, we continue to provide support to the new employer on providing an inclusive workplace environment

| Strongly agree | Agree | Somewhat agree | Somewhat disagree | Disagree | Strongly disagree | Don't know |
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Comments

- > In what area has your organisation most improved in the last 12 months?
- > What do you think your organisation needs to improve on in the next 12 months?
- > Any other comments on strengths and areas needing improvement in your organisation?

Demographics

- > What is your age?

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|---------------|---------------|---------------|---------------|---------------|-----------|
| 18 – 29 years | 30 – 39 years | 40 – 49 years | 50 – 59 years | 60 – 69 years | 70+ years |
|---------------|---------------|---------------|---------------|---------------|-----------|

- > How do you describe your gender?

| | | | | |
|-------------|-----------------|------------|---|----------------------|
| Man or male | Woman or female | Non-binary | I/They use a different term (please specify) | Prefer not to answer |
|-------------|-----------------|------------|---|----------------------|

- > How many years have you been with your current organisation?
- > How many years have you worked in this industry?

