



**STEPS Workplace Assessors**

## Helping *you* access government schemes and incentives

### Workplace Modifications Scheme

A Division of the Commonwealth Department of Education Employment & Workplace Relations (*eligibility criteria applies*).

Workplace modifications can reduce restrictions and barriers to employment and greatly benefit people with a disability and benefit employers and the Service Provider as well, resulting in:

- a person with a disability finding a job
- a person with a disability keeping a job
- improving productivity
- making the impossible, possible.

The Workplace Modifications Scheme (WMS) provides funds to pay for the cost of any special equipment or adjustments that are needed to place or maintain a person with a disability into a job - enabling them to perform at their full potential.

**Applying is easy!** The WMS Internet on-line request will connect you with JobAccess to ensure quick assessment and service.

**Assessments are at no cost to the employer, employee or service provider.**

JobAccess will contract STEPS Workplace Assessors who will:

- Ensure assessments comply with legislative requirements
- Liaise with service provider, employer and worker
- Conduct assessment with all parties at the worksite to:
  - confirm/identify and clarify barriers to employment
  - determine/agree to the most appropriate solution(s)
  - gather other site and disability specific information
- Post assessment, source potential modifications/equipment/products from suppliers
- Provide appropriate quotes and recommendations on modifications use
- Where no suitable solution/modification can be sourced, provide recommendations and where feasible, assist in planning and creation of suitable solution/modification
- Provide ongoing liaison with all parties to ensure accuracy and agreement
- Produce a written report, making recommendations to JobAccess, employer and worker

#### Employers

Take advantage of Australia's untapped workforce

#### Employees/Jobseekers

Achieve your potential

#### Service providers

Improve employment, outcomes and performance

## Productivity Based Wage Assessments

### Supported Wage System (SWS)

A Division of the Commonwealth Department of Education Employment & Workplace Relations (*eligibility criteria applies*).

Finding and keeping a job at full wages can be difficult for some people with a disability, especially where ability to produce work or complete tasks within a given timeframe is not possible – this is where the Supported Wage System (SWS) can help.

Once a person accepts and understands the SWS, it becomes an ideal way to secure employment. It is a fair and realistic process that assesses the productivity of a person in a specific workplace by measuring that worker's productivity against a co-worker who is skilled to do the same job, in the same workplace.

After a 4-13 week period of employment at an 'agreed' by all parties, productivity percentage rate, an assessor assigned by the Government Supported Wage Management Unit (SWMU), determines a formal and legally binding, minimum productivity rate and wage – this rate is usually reviewed yearly by another assessment, but can be sooner if requested.

**Assessments are at no cost to the employer, employee or service provider.**

If assigned to an assessment by SWMU, STEPS workplace assessors will:

- Ensure assessments comply with legislative requirements
- Advise and liaise with unions and other relevant parties
- Liaise with service provider, employer and worker to request and provide information and to make arrangements for an assessment
- At agreed date, conduct assessment at worksite by observing standard workplace practices of worker being assessed and co-worker and recording their actions and times taken for each to complete same tasks
- Calculate the resultant wage rate, negotiate with all parties involved and formalise legal paperwork with all parties by completing a Wage Agreement form
- Provide a record of results of assessment to SWMU, worker, employer and Service provider and relevant paperwork to industrial bodies

### Infirm Workers Permit (IWP)

The IWP form of employment is suitable for those people who not only have lower productivity ability, but also have circumstances that do not match with open or the SWS employment eligibility requirements.

The IWP is for those people who:

- Are on a Disability Support Pension (DSP), but cannot work at a high enough productivity rate for enough hours per week to achieve a minimum wage of \$66\*per week
- Are not currently on a DSP and are not able to work at full productivity capacity
- May or may not be on a DSP and work or want to work in an industry where an accurate initial and / or review SWS assessment is not possible i.e. inconsistent factors are always occurring that are not always observable, measurable and replicable

Similar application, assessment and approval methods to the SWS apply.

STEPS Community Services has independent, experienced Assessors qualified to carry out Workplace Modifications Assessments, Supported Wage and Infirm Worker throughout Queensland.

\*This minimum is subject to change



### More information

Contact **STEPS Community Services** on 5437 2064 or

**South East and South West Queensland Assessor**  
Brian Kerr on 0419 755 337

**Central and North Queensland Assessor**  
Sharon Dulac 0437 640 398