



Australian Government



JobAccess Employer Engagement – National Disability Recruitment Coordinator (NDRC) Guidelines

V 1.0

Disclaimer

This document is not a stand-alone document and does not contain the entirety of Disability Employment Services Providers' obligations. It should be read in conjunction with the Disability Employment Services Grant Agreement and any relevant guidelines or reference material issued by the Department of Social Services under or in connection with the Disability Employment Services Grant Agreement.

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Document Change History

Version	Effective Date	End Date	Change and Location
1.0	1 July 2018		Category: Original version of the document.

Background

These Guidelines outline Disability Employment Services (DES) Program Provider's (hereon referred to as 'DES Providers') role in implementing the JobAccess Employer Engagement - NDRC Service. 'NDRC Provider' refers to the contracted Provider of the JobAccess Employer Engagement - National Disability Recruitment Coordinator Service, 'Participant' refers to a participant of Disability Employment Services, excluding Work Assist. 'The Department' refers to the Department of Social Services.

On 1 July 2016 a new service model was introduced to the NDRC, whereby the NDRC is no longer a stand-alone service and is delivered as part of the JobAccess Service. This approach streamlines the delivery, and reduces replication, of activities between services.

The NDRC works to generate demand for employees with disability by working with Employers to create Disability Job Vacancies for Participants of the DES Program. The NDRC Provider supports Employers to:

- develop job vacancies that are targeted at Participants
- develop disability recruitment and employment policies and tools that can be embedded into the Employers' mainstream human resource management practices; and
- facilitate relationships between Employers and DES Providers to implement long-term strategies for recruiting and maintaining the employment of people with disability.

The objectives of the NDRC Service are to:

- increase the participation of people with disability in the Australian workforce
- increase the number of job vacancies available to DES Providers and facilitate the recruitment of Participants from DES Providers
- promote the benefits of employing people with disability to Employers
- assist Employers to develop systems and processes for recruiting and maintaining the employment of people with disability
- support Employers to implement and manage strategies, policies and processes for the recruitment and retention of people with disability in their workforce
- improve Employers' awareness of available Australian Government schemes that assist with the employment of people with disability
- improve the quality of participation in employment by people with disability
- provide linkages between Employers and DES Providers
- increase the number of vacancies available for people with disability and increase workforce participation for people with disability
- provide linkages with Employers, industry and DES Providers; and
- establish Employer Agreements with Employers for commitment to the employment of people with disability.

Role of the NDRC Provider in delivering the NDRC Service

The NDRC Provider must act as a contact point for Employers who are seeking to employ people with disability from DES Providers.

The NDRC Provider must work cooperatively with DES Providers in delivering the NDRC Service including by:

- facilitating linkages between DES Providers and Employers, including inviting DES Providers to be represented at meetings where appropriate
- notifying DES Providers of Disability Job Vacancies created through the NDRC
- identifying specific positions and the requirements of the vacancies to enable the employment needs of Participants to be matched with vacancies.

Role of the DES Providers in working cooperatively with the NDRC Provider

DES Providers must work cooperatively with the NDRC Provider in order to refer Participants to vacancies identified by the NDRC Provider. DES Providers should identify and match the employment needs of the Participant to the business needs of the Employer and the vacancy.

DES Providers should be receptive to the development of linkages to Employers facilitated by the NDRC Provider. This may involve attending or being represented at meetings with Employers where appropriate. DES Providers should also be receptive to the information regarding the service needs of Employers communicated to them by the NDRC Provider.

Disability Employment Services Grant Agreement Clauses:

Disability Employment Services Grant Agreement

Explanatory Note:

All capitalised terms have the same meaning as in Disability Employment Services Grant Agreement.

In this document, “must” means that compliance is mandatory and “should” means that compliance represents best practice.

**JobAccess Employer Engagement – National Disability Recruitment Coordinator
Guidelines (NDRC)**

Who is Responsible:	What is Required:
<p>The NDRC Provider Generates NDRC vacancies with Employers.</p>	<p>Creates vacancies Under the NDRC contract, the NDRC Provider is required to generate Disability Job Vacancies with Employers.</p>
<p>The NDRC Provider Emails each vacancy to DES Providers</p>	<p>Notification of vacancies The NDRC Provider emails each vacancy, including the Vacancy IDs to DES Providers. The NDRC Provider uses the DES Provider CEO contact details provided to the Department to contact Providers. DES Providers can contact the NDRC Provider at jobs.ndrc@workfocus.com to register their up to date email address.</p>
<p>DES Providers Review the emailed NDRC vacancies</p>	<p>Identify suitable vacancy for Participant DES Providers check the emailed vacancies to proactively look for vacancies suitable for their Participant/s.</p>
<p>DES Providers Refer suitable Participant/s to the vacancy contact</p>	<p>Refer Participant DES Provider considers the skills and experience of its Participant/s, the business needs of the Employer and the vacancy, and refers suitable Participants to the vacancy contact.</p>
<p>The Employer Interviews the Participant/s and selects appropriate candidate/s.</p>	<p>Interview Participant The Employer interviews the Participant/s and selects appropriate candidate/s. The DES Provider may attend the interview, if the relevant candidate/s agree to such attendance.</p>
<p>DES Provider Monitors the job placement and delivers on-the-job / ongoing support (where relevant).</p>	<p>Job Placement The NDRC Provider may offer the DES Provider relevant feedback about the unsuccessful candidates, if the Employer provides this.</p>
<p>The NDRC Provider Submits details of each eligible Disability Job Vacancy to the Department in its Quarterly Report.</p>	<p>NDRC Provider Quarterly Report The NDRC Provider includes details of each Disability Job Vacancy to the Department, together with its Quarterly Report, to enable payment by the Department.</p>