

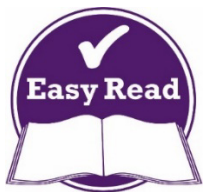


**NDIS Quality
and Safeguards
Commission**

NDIS Workforce Capability Framework

What's the Workforce Management and Planning Tool?

Easy Read fact sheet



How to use this fact sheet



The NDIS Quality and Safeguards Commission (NDIS Commission) wrote this fact sheet.

When you see the word 'we', it means the NDIS Commission.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

Bold

We have written some words in **bold**.

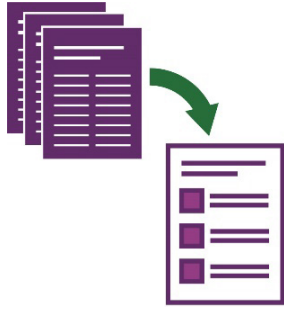
Not bold

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 12.



This Easy Read fact sheet is a summary of another fact sheet. This means it only includes the most important ideas.



You can find the other fact sheet on our website.
[workforcecapability.ndiscommission.gov.au/
tools-and-resources/Factsheets](http://workforcecapability.ndiscommission.gov.au/tools-and-resources/Factsheets)



You can ask for help to read this fact sheet.
A friend, family member or support person may be able to help you.



What's in this fact sheet?

What's the NDIS Workforce Capability Framework? 5

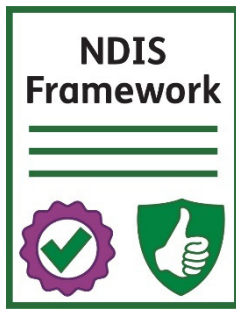
What's the Workforce Management and Planning Tool? 7

How can you use the Tool? 9

Word list 12

Contact us 13

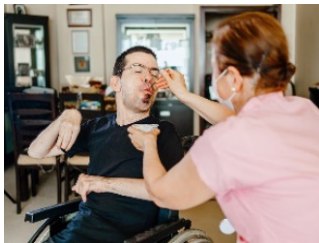
What's the NDIS Workforce Capability Framework?



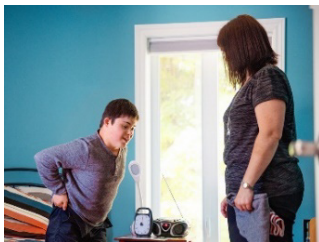
The NDIS Workforce Capability Framework explains what we expect from the **NDIS workforce**.

We call it the Framework.

The NDIS workforce is the group of people who:



- provide services to **participants**



- support them in their daily lives.



Participants are people with disability who take part in the NDIS.

The Framework helps the NDIS workforce understand:



- how to provide good quality support



- the skills they need



- the **attitudes** they need to have.



Your attitudes are what you think, feel and believe.



The Framework can also help participants explain how they want to receive support.

What's the Workforce Management and Planning Tool?



The Workforce Management and Planning Tool is part of the Framework.

We call it the Tool.



The Tool helps **service providers** make a plan to manage their workers.



Service providers support other people by delivering a service.

The Tool can help service providers:



- manage their workers well



- reach their goals.

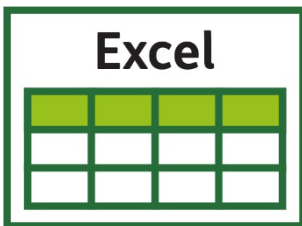
The Tool can support:



- small organisations



- large organisations.



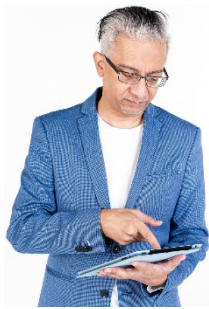
The Tool is an Excel file you can download.



You can find the Tool on our website.

[workforcecapability.ndiscommission.gov.au/
tools-and-resources/workforce-management-
and-planning-tool](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/workforce-management-and-planning-tool)

How can you use the Tool?



Service providers can use the Tool.



For example, ABC Supports is a small organisation that wants to:

- keep its staff
- meet the needs of participants.



ABC Supports used the Tool to create a plan for their workers.

The plan includes things such as:



- how many workers they need

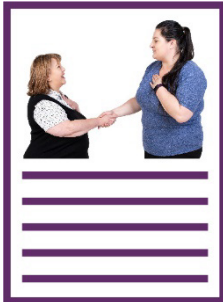


- what skills their workers need to have.



The Tool also helped ABC Supports know what information they need to create a good plan.

ABC Supports also used the:

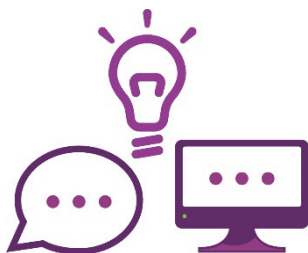


- Recruitment and Selection Resources



- Position Description Tool.

These 2 tools helped them know:



- what skills workers need



- how to hire good workers.

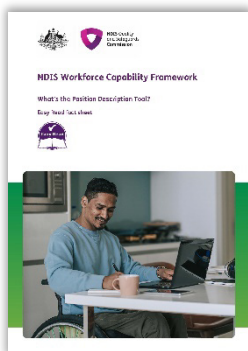


We wrote an Easy Read fact sheet to explain the Recruitment and Selection Resources.



You can find it on our website.

[workforcecapability.ndiscommission.gov.au/
tools-and-resources/easy-read-resources](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/easy-read-resources)



We also wrote an Easy Read fact sheet to explain the Position Description Tool.



You can find it on our website.

[workforcecapability.ndiscommission.gov.au/
tools-and-resources/easy-read-resources](https://workforcecapability.ndiscommission.gov.au/tools-and-resources/easy-read-resources)

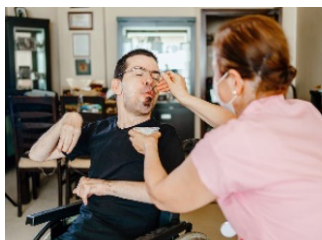
Word list

This list explains what the **bold** words in this document mean.



Attitudes

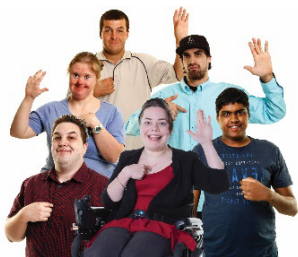
Your attitudes are what you think, feel and believe.



NDIS workforce

The NDIS workforce is the group of people who:

- provide services and support to participants
- support them in their day-to-day lives.



Participant

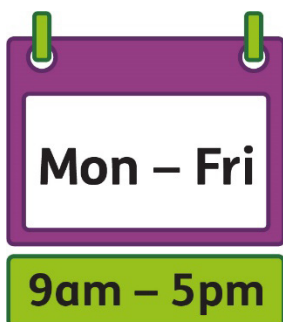
Participants are people with disability who take part in the NDIS.



Service providers

Service providers support other people by delivering a service.

Contact us



You can call us from 9am to 5pm,
Monday to Friday.



If you live in the Northern Territory, you can
call us from 9am to 4.30pm.



You can call us.

1800 035 544



You can send us an email.

contactcentre@ndiscommission.gov.au



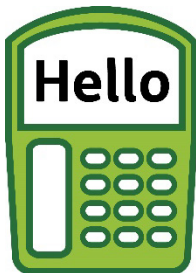
You can write to us.

NDIS Quality and Safeguards Commission
PO Box 210
Penrith
NSW 2750



You can go to our website.

[workforcecapability.ndiscommission.gov.au/
framework](https://workforcecapability.ndiscommission.gov.au/framework)



TTY

133 677



The National Relay Service

Speak and Listen

1300 555 727

SMS relay number

0423 677 767



Internet relay calls

internet-relay.nrscall.gov.au



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Quote job number 5078-F.