

Disability employment support plan template

What is a support plan for?

If an employee needs support to settle into or keep their job long term, an employment support plan can be useful.

The plan can help an employer and employee address any disability-related workplace issues. Employers should keep a copy of this plan on the employee's HR file for future reference.

What should be in a support plan?

A good employment support plan considers both the employee's and employer's needs. It clearly outlines what support the employee might need at different stages of their employment. It includes specific actions, who is responsible, and timelines.

Where to get help

For more advice, visit the [JobAccess article Developing a disability employment support plan](#).

If an employee has an Inclusive Employment Australia provider they can help with this plan.

Please see the suggested template below.

Disability employment support plan

Employee details

Name	
Job title	
Employer	
Job location	
Job start date	

Inclusive Employment Australia provider details

Provider name	
Consultant	
Alternative provider contact	
Address	
Phone number	
Email	
Website	

(Name of Inclusive Employment Australia provider) agrees to provide the following support to (Name of Employee) when they start their employment:

Induction or onboarding – the early days of employment

Action – describe what should happen	Person responsible	How often and for how long
<i>Example: Employee will do work health and safety training</i>	<i>Employees Name</i>	<i>In first week, then annually</i>
<i>Example: Employer will provide the following equipment:</i> 1. <i>Item one</i> 2. <i>Item two</i>	<i>Employer</i>	<i>Within first week, then ongoing as required</i>

Probation period

Action –describe what should happen	Person responsible	How often and for how long
<i>Example: Employee will learn the job tasks listed:</i> 1. <i>First task (list the duties of the task)</i> 2. <i>Second task (list the duties of the task)</i>	<i>Employer to assist employee</i>	<i>In first 6 months</i>

Retention and career development

Action – describe what should happen	Person responsible	How often and for how long
<i>Example: Employer will identify learning possibilities</i>	<i>Employer</i>	<i>Regularly to develop employee</i>

Agreement date _____

Agreement review date(s) _____

Signatures

Inclusive Employment
Australia provider
(name) _____

Employee (name) _____

Employer (name) _____