



Australian Government

Job Access

Driving disability employment

Working with Inclusive Employment Australia

Guide for employers



Acknowledgement of Country

We acknowledge the traditional custodians of Australia and the lands upon which we live and work and pay our respects to Elders past and present. We also acknowledge the stories, traditions, and living cultures of Aboriginal and Torres Strait Islander peoples.

Contents

Acknowledgement of Country	2
Overview	4
What is Inclusive Employment Australia?	4
How can Inclusive Employment Australia help employers?	4
Pre-employment.....	4
Post-employment	6
How and when do employers engage with Inclusive Employment Australia?	8
About JobAccess	9
Advice and funding for workplace adjustments	9
Employer support and partnerships	9
Register for updates.....	10

Overview

Inclusive Employment Australia is a new specialist disability employment program. It replaced the Disability Employment Services (DES) program on 01 Nov 2025.

This program helps employers hire and support employees with disability. Whether you're hiring a new employee or supporting an existing one, this guide shows the supports available to you.

What is Inclusive Employment Australia?

Inclusive Employment Australia is a federal government program. It helps people with disability, injury or health condition get ready for work, find jobs and build their careers. Providers have a large talent pool of candidates with disability actively looking for work.

A range of organisations deliver this program, including for-profit and not-for-profit groups. Providers also work with employers to make workplaces more inclusive.

How can Inclusive Employment Australia help employers?

Not all employees with disability need support from this program. But it's good to know help is available during hiring and on-the-job support.

Employers can get support to make workplace plans that works well for both the employer and the employee with disability. Using this program can save time, reduce costs, and help you hire skilled candidates.

Pre-employment

Job design

- The Inclusive Employment Australia provider can review the job and suggest workplace adjustments for people with disability.
- They can also help create a support plan with the employer and new employee. For more details, refer to the JobAccess [job analysis and customisation guide](#).

Candidate search

- Inclusive Employment Australia has one of the largest talent pools of people with disability who are looking for work.
- Providers will build relationships with employers to better understand available job opportunities.

Screening

- Interviews and assessments are common ways to see if candidates are a good fit. However, they don't always show a candidate's true job skills. Interviews often focus on how well candidates speak or answer questions, which may not capture the core requirements of the job.
- Work trials let candidates show their skills in a real-world setting. Providers can help set up these trials.
- For more ideas, check out JobAccess' [alternative ways to assess candidates](#).

Training

- The Inclusive Employment Australia program can help prepare candidates for work by:
 - developing practical skills to get a job
 - connecting with education or training
 - finding and completing work experience placements
 - learning about job opportunities in the local area
 - locating apprenticeships or traineeships
 - connecting with relevant local community services
 - provide volunteering opportunities to help candidates gain valuable work experience.

Subsidised wages

- Employers may be able to [get a wage subsidy](#) when they hire someone through Inclusive Employment Australia.

Post-employment

Workplace adjustments

- Workplace adjustments, or reasonable adjustments, help employees with disability work safely and productively.
- Employers should ask candidates if they need adjustments during recruitment and onboarding.
- Not all employees with disability will require workplace adjustments. If they do, JobAccess can help with [adjustments, support, and training](#). They can also assist with costs.

For more tips and advice on workplace adjustments:

- Visit the [‘workplace modifications’ section of the JobAccess employer toolkit](#).
- Check out our [conversation guide](#).

Support

- Providers can work with employers to create an employee support plan. This plan should show the roles and duties of the employer, employee, and provider. Support plans may include:
 - what support the new employee will need to learn the job
 - the type, frequency, and duration of support the provider can offer. Including timeframes, review periods and requesting additional support
 - the training requirements for specific tasks and productivity coaching
 - the identification of natural workplace and co-worker supports

- the process for reducing the level of support as capacity increases
- contact details of all parties involved.
- If the new employee requires a workplace adjustment, support plans may also detail:
 - specific work-related equipment
 - a plan for adapting existing equipment or tools
 - briefing of co-workers on adjustments, if needed
 - training requirements for the employee to use the equipment
 - training requirements for hiring manager to communicate well with new employees, if needed.
- The employer, employee and provider signs the support plan. A copy is also added to employee's human resources file. This should be repeated whenever the document is revised.

Ongoing support (Work Assist)

If needed, an Inclusive Employment Australia provider can work with employers to [offer ongoing support - \(Work Assist\)](#). To help employees keep their job, including:

- face-to-face support, such as meeting in person for appointments
- advice on job redesign, for example changing or swapping tasks
- support with managing workplace changes
- referrals to health services, such as physiotherapy, occupational therapy, pain management, or counselling.

JobAccess offers free templates and advice

- [Reasonable adjustment policy](#) template and checklist for employers to adapt to their organisation.

- [Workplace adjustment passport](#) connects each stage of the process. It also helps if the employee changes teams, departments, or managers.

Larger employers can partner with the [National Disability Recruitment Coordinator \(NDRC\)](#), the employer engagement service delivered by JobAccess. The NDRC works with employers to develop disability employment strategies and connect with the Inclusive Employment Australia program.

How and when do employers engage with Inclusive Employment Australia?

Visit [find a provider](#) on the JobAccess website and research providers in your area.

Connect with an Inclusive Employment Australia provider, and explain your business needs, job vacancies, and how your recruitment process works.

Inclusive Employment Australia providers can match an employer with suitable candidates. Building a strong relationship benefits both sides and can lead to lasting job opportunities.

Employer partners of the [National Disability Recruitment Coordinator \(NDRC\)](#) can get help to host an information session with local providers.

About JobAccess

JobAccess is the Australian Government's hub for disability employment support. We provide free, expert advice for:

- [People with disability](#)
- [Employers](#)
- [Service providers.](#)

JobAccess has been helping remove barriers to disability employment since 2006. The program is delivered by experts in:

- Disability
- Mental health
- Workplace adjustments
- Disability inclusion.

JobAccess [won an international award](#) for the service in 2025.

Advice and funding for workplace adjustments

Get confidential, expert advice on [workplace adjustments](#) for current or potential employees who may need support to perform their jobs. These adjustments may be eligible for funding through the [Employment Assistance Fund](#).

For questions about supporting people with disability at work, call JobAccess on 1800 464 800. You can speak with our friendly advisers or [submit an online enquiry](#).

Employer support and partnerships

The [National Disability Recruitment Coordinator \(NDRC\)](#) helps employers boost confidence in hiring people with disability. All employers, large or small can access our free services and resources.

Larger employers can [partner with the NDRC for free](#). They will get expert advice on removing barriers and creating more disability-inclusive practices.

Register for updates

[Sign up for updates](#) to get the latest news and invites to free events that support your disability inclusion efforts.