

Easy Read - Planning with you

	Your voice is essential in the planning process.
	Please tell us about your needs, preferences and goals
	Your Individual Employment Plan is designed with you at the centre of all actions.
	Our staff will look at your current funding to ensure that we have the services you need.
	To create your plan, we may need to talk to your family, health providers and others (with your permission).
	We will consult with you about supports such as: • Living skill development • Your interests, leisure, and community group involvement • Travelling and transport needs.
	We will consult with you about: • Family and friend relationships • Cultural requirements • Spiritual identity and religious needs • Communication modes and methods.
	We will check your safety: • Physical environment • Personal emergency plan.

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	We will consult with you to assess your: • Medical needs • General health requirements • Allied health services • Comprehensive health • Vaccination support
	We look for risks, so we can get rid of them, or reduce them.
	We will create risk strategies and train our staff in these.
	Your Individual Employment Plan is reviewed every year.
	If your needs change, then we will review your plan earlier.
	You will need to sign your Individual Employment Plan.
	We will provide you with a copy of the Individual Employment Plan