

Ready4work

-----> Disability Support Work Induction



Resource Kit

for disability support workers

2nd edition 2009

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Ready4work provides learning materials to support new employees commencing employment in disability organisations throughout Victoria.

The materials provide an overview of:

- Disability awareness
- Providing support to people with a disability
- Organisation orientation and job expectations
- Health and safety
- Your ongoing learning and development.

The *ready4work* resource kit includes master copies of the inductee workbook, supervisor's guide, learning activities, dvd and CD-ROM. The topics and activities in the resource align with nationally accredited units of competency.

Ready4work has been designed for disability support workers:

- **Starting their career** – to help orient them to the new workplace and job and to provide the foundation knowledge, skill and attitudes for competent work in their new role.
- **Starting in a new position** – to provide an orientation to the new workplace and job; and to help them check, refresh or to extend their existing knowledge, skills and attitudes against the foundations for competent work in this role.
- **Established on the job** – as a way to check, refresh or extend their existing knowledge, skills and attitudes against the foundation for competent work.

It is suitable for volunteer, casual, contracted or ongoing staff members.

For general enquiries and further ordering of *ready4work* resources please contact field on (03) 8686 5621 or email field@field.org.au