



# Stepping Into Internships and PACE Mentoring *Programs for students with disability*

# Session Overview

- **Australian Network on Disability**  
Our member organisations
- **PACE Mentoring Program**  
16 week professional mentoring
- **Stepping Into Internship Program**  
Paid work experience placements
- **Sharing Information**  
Disability Management in the Workplace  
Workplace Adjustments

# About AND

- We are a member-based organisation
- We are not a recruitment agency
- We are not a charity

## **OUR PURPOSE**

To advance the equitable inclusion of people with disability in all aspects of business

## **OUR VISION**

To create a disability confident Australia as a national peak body.

## **OUR MISSION**

To provide expert advice and services on disability to employers, Government representatives and industry bodies



AUSTRALIAN  
NETWORK  
ON DISABILITY



Australian Government

IP Australia



Australian  
Competition &  
Consumer  
Commission



QUEENSLAND  
TREASURY  
CORPORATION



Australian Government  
Department of Employment



National  
**disabilityinsurance**  
Agency



safe work  
australia

Legal Aid  
NEW SOUTH WALES



CommonwealthBank



Australian Government  
Department of Agriculture  
and Water Resources



pwc



Australian Government  
Department of the Environment

coles

# Our Programs



PACE  
MENTORING



STEPPING  
INTO

# PACE Mentoring



# PACE Mentoring



# Mentors

- Have volunteered their time to participate in PACE
- Want to share their work and life experiences with their mentee
- There to support mentees to reach their goals for the program





# PACE Mentee - Program Commitment

- PACE runs twice a year - April to August (Autumn) and August to December (Spring)
- 6-8 face-to-face meetings with mentor (1-2 hours each)
- Attend meetings at mentors workplace
- Mentee-lead: arrange meeting times, set the agenda, discuss goals, follow up etc.
- Attend mentee briefing, respond to check-ins and attend end of program networking event
- Complete Program Agreement with mentor
- Complete the pre-program and post program survey

# Meeting ideas

- Setting expectations / goals
- How the business works
- Career development – networking (LinkedIn)
- Communication skills
- Mock interviews
- Job application practice
- Dress codes
- Plan of action – post PACE



# Stepping Into



# About Stepping Into

- Paid internship in Winter or Summer university break
- Degree-relevant work experience
- Develop skills, build network, enhance your resume

## **HOW DID STEPPING INTO BEGIN?**

AND partnered with Sparke Helmore Lawyers to offer clerkships exclusively to law students with disability in 2005.

## **HOW DOES IT WORK?**

Employers offer opportunities for students with disability to gain work experience in various disciplines.

## **WHAT CAN I EXPECT?**

Interview experience, a supportive recruitment process, valuable feedback, and degree-relevant work.

# Timesframes

## SUMMER

- August-September: Applications open
- October-November: Interviews
- December-February: Placements commence

## WINTER

- March-April: Applications open
- May-June: Interviews
- July-August: Placements commence

## IMPORTANT

Placements may be completed on a full-time or part-time basis. Hours and flexibility must be negotiated with the host employer prior to commencing a placement.



# Sharing Information

## YOUR RIGHTS

The DDA prohibits discrimination against people with disability throughout all stages of the employment process.

Employers are obligated to make adjustments to accommodate an individual's disability.

## WORKPLACE ADJUSTMENTS

Workplace adjustments allow a person to:

- Perform the inherent or essential requirements of their job safely in the workplace
- Have equal opportunity in recruitment processes, promotion and ongoing development
- Experience equitable terms and conditions of employment
- Maximise productivity

# Next Steps

## PACE MENTORING

Apply Now for Autumn 2018! [tfaforms.com/420518](https://tfaforms.com/420518)

## STEPPING INTO

Apply Now for Winter! [tfaforms.com/420924](https://tfaforms.com/420924)

## Attend a Plan for Success webinar:

- Wednesday 21<sup>st</sup> March - 10.30AM
- Tuesday 3<sup>rd</sup> April – 3.00PM
- Wednesday 11<sup>th</sup> April 12.00PM
- Monday 16<sup>th</sup> April 12.00PM
- Friday 27<sup>th</sup> April – 1.00PM

# Questions?

## CONTACT

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