Disability Confident

Programs

PACE Mentoring and Stepping Into
Session Overview

• **Australian Network on Disability**  
  Our member organisations

• **PACE Mentoring Program**  
  12 week professional mentoring

• **Stepping Into Internship Program**  
  Paid work experience placements

• **Sharing Information**  
  Disability Management in the Workplace  
  Workplace Adjustments

• **Next Steps**  
  Upcoming Webinars
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
Our Programs

PACE MENTORING

STEPPING INTO
What is Mentoring?

‘A Mentor provides information, shares their experience or expresses an opinion. However, it is always the mentee that decides, acts and produces outcomes’

*Ann Rolfe, Synergistic People Development*

Mentoring is a developmental partnership through which one person shares knowledge, skills, information and passion to foster the personal and professional growth of someone else.
PACE Mentee - Program Commitment

• Be available to participate from April to July (Autumn) or September to December (Spring)
• Attend 6-8 face-to-face meetings with their mentor during program (typically 1-2 hours)
• Attend the meetings at their mentors workplace
• Lead the meetings—arrange meeting times, set the agenda, discuss their goals, follow up etc.
• Attend the mentee briefing, mid program check-in and the end of program networking event (1 hour each)
• Complete the Program Agreement with their mentor
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
Examples of Goals

• Learn how the business works – different functions, departments and roles
• Career development – next steps on the career journey
• Soft skills development including negotiation, time management, communication, working in a team, problem solving etc.
• Interview and job application practice
• Workplace confidence
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
Mentee Time Commitment

- Mentee briefing session – 45 minutes
- 6-8 mentoring meetings – 1-2 hours each
- Mid program check-in – 1 hour
- Program completion networking event – 1 hour
What can mentees expect?

- Develop communication skills
- Grow self-confidence
- Develop negotiation skills
- Learn problem solving techniques
- Build a professional network
- Set personal/career goals
- Identify potential next steps
Matching Process

- AND completes matching process with member organisation
- Matching based on Mentee / Mentor:
  - Goals for the program
  - Area of interest/study/discipline
  - Hobbies and interests
  - Location
- Mentors and mentees informed of match by AND
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 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

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

SUMMER
• August-September: Applications open
• October-November: Interviews
• December-February: 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.
The Process

APPLICATION PROCESS
• Attend information session
• Submit application online
• Attend one-on-one interview with AND
• AND will advise if you are shortlisted

INTERVIEW PROCESS
• Host employers contact shortlisted candidates directly
• Shortlisted candidates attend interview (face-to-face or phone/skype)
• Host employer advises outcome directly

ONBOARDING
• Please note any onboarding requirements of host employer (e.g. police check)
• Implementation of workplace adjustments
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 Spring!  tfaforms.com/420518

STEPPING INTO
Apply Now for Summer!  tfaforms.com/420924
For more info, dial in to our upcoming webinars:
- 10am Thursday 24th August
- 11am Friday 1st September
- 2pm Monday 11th September

Email applications@and.org.au for login details
Questions?

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