

My Work

OC Connections work and training



Easy English

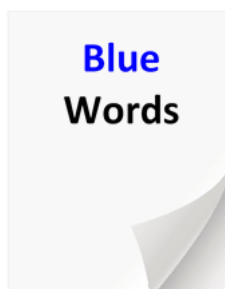


This sheet is about how OC Connections can

- help you get ready to work
 - help you find a job
- and
- support you while you work.



You can ask someone to help you read this sheet.



Some words on this sheet are in **blue**. You can find out the meaning of these words on page 13.

About OC Connections

Enterprises



At OC Connections Enterprises people with disability can

- work
- and
- get the extra support they need.

This is called **supported employment**.



When you work in supported employment you can learn **skills** to help you get a job in **open employment**.

Why it is good to have a job?



Having a job can be good in lots of ways. It can

- help you feel good about yourself
- help you feel part of a team
- help you learn new **skills**

and



- mean you have your own money to spend how you choose.

How we work with you



We will start by talking to you about your **goals**. Then we will make an employment plan together.



The plan will be about

- what you want to do
- and
- how we can help you.

Getting ready to work

About our literacy and numeracy course



We have a **course** that can help you get better at

- reading and writing
- and
- maths.

These are also called **literacy** and **numeracy**.



The **course** is called a **Certificate 1 Transition to Education**.

About work experience



Work experience is when you try out a job to see what it is like. You can do work experience at OC Connections Enterprises.

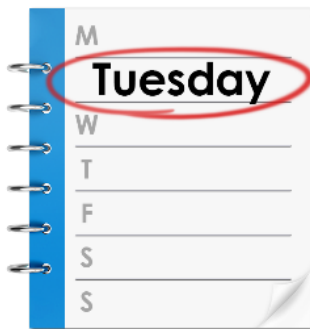


Work experience helps you learn about

- what happens in a day at work
 - what you should do when you are at work
 - working with others
- and
- what support you can get at work.

About work trials

You can do a **work trial** at OC Connections Enterprises. You can do this if you want to get a job with us.



A work trial is where you

- work for half a day
- try different **tasks**
- and
- meet other people who work there.



A work trial helps us understand your **goals**.



You do not get paid for the work trial.

How we work with you to find a job



If you choose OC Connections Enterprises we will work hard to find the right job for you.

We will

- talk to you about your work **goals**
- make a plan about how we can help you reach your **goals**.



We will meet with you once a year or more to see if your **goals** have changed.



We will ask you if you want to

- do something new
- or
- keep doing the thing you enjoy
- and
- if you need extra **training**.

What work can I do at OC Connections Enterprises?



At OC Connections Enterprises you can

- do **car washing**
- do **office work**
- **work in our Factory**
- **work in our Op Shops**



Car washing

Car washing is a good job because you can be

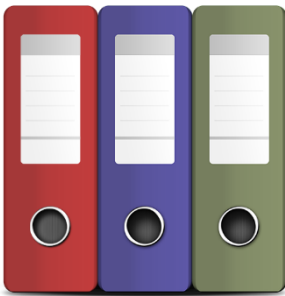
- active
- outdoors
- and
- out in the **community**.

Office work



You can get a job working in an office with OC Connections Enterprises. You can do things like

- **filing**
- **photocopying**
- and
- putting information into a computer.



We have office jobs at a part of the Government called the **Department of Defence**.

Work in our factory



In our factory you can do things like

- working in our **canteen**
- learn to use a **forklift**
- packing things in boxes
- office work
- and more



Training while you work



If you work at OC Connections Enterprises you can get extra **training**. This means you will learn new **skills**.



We will meet with you each year to see what

- you have learnt
- you are good at
- and
- extra **training** you need.

How can I find out more?



You can find out more about our Jobs and Training service.



You can

Phone 9569 0603



Email info@occonnections.org.au



Go to www.OCCconnections.org

What do these words mean?

| | |
|-------------------------|--|
| <p>canteen</p> | <p>A place where you can buy food and drinks.</p> <p>A canteen is usually at a</p> <ul style="list-style-type: none"> • school <p>or</p> <ul style="list-style-type: none"> • place where people work. |
| <p>course</p> | <p>A set of classes you can do to learn about a subject. For example a literacy course is a set of classes where you learn about reading and writing.</p> |
| <p>community</p> | <p>The</p> <ul style="list-style-type: none"> • people <p>and</p> <ul style="list-style-type: none"> • places <p>around where you live.</p> |

| | |
|------------------------------|--|
| Department of Defence | <p>A part of the government that looks after the</p> <ul style="list-style-type: none"> • army • navy <p>and</p> <ul style="list-style-type: none"> • airforce. |
| filing | Putting paperwork away where it belongs. |
| forklift | A machine that is used to lift very heavy things. |
| goals | <p>Things you want to do in your life</p> <ul style="list-style-type: none"> • now <p>and</p> <ul style="list-style-type: none"> • in the future. |
| open employment | A business that is not run by a disability support service provider. |
| photocopying | Making copies of paperwork using a machine called a photocopier. |

| | |
|-----------------|---|
| skills | To know how to do something well. For example if you have computer skills then you know how to use a computer well. |
| tasks | Jobs or things you have to do. |
| training | Learning how to do new things. |

The Easy English in this book was written by Clear Words (www.clearwords.com.au) and OC Connections. January 2018.

Images in this book come from

- Clear Words. www.clearwords.com.au
- Photosymbols. www.photosymbols.com
- Openclipart. www.openclipart.org
- IStock. www.istock.com

You can print this book. If you want to copy or use the images in this book you must ask us first.