

## My Work

## OC Connections work and training



## Easy English

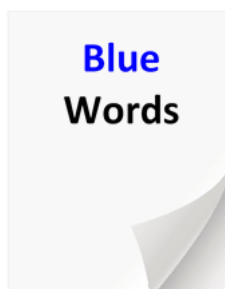


This sheet is about how OC Connections can

- 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.

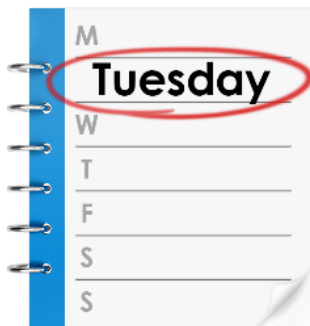


Work experience helps you learn about

- 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**.

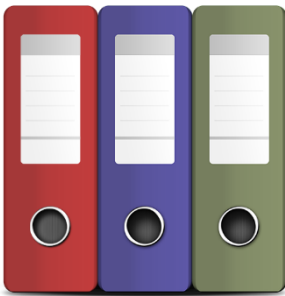


## Office work



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** [admin@oconnections.org](mailto:admin@oconnections.org)



**Go to** [www.OCCconnections.org](http://www.OCCconnections.org)

## What do these words mean?

<p><b>canteen</b></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"> <li>• school</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• place where people work.</li> </ul>
<p><b>course</b></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><b>community</b></p>	<p>The</p> <ul style="list-style-type: none"> <li>• people</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• places</li> </ul> <p>around where you live.</p>

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

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

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

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