

# My Work

## Document Management

### EASY READ VERSION



This sheet is about working in Document Management at OCC Enterprises.



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 10.

# About OC Connections Enterprises



At OCC 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**.



You can find out more about supported employment at OCC Enterprises by reading this Easy Read brochure.

# What is Document Management?



Document Management is when you:

- scan
- photocopy
- save to pdf
- file
- archive

paper documents in an office.



You do not need to have these skills when you start work with us.

You will learn these skills when you work at OCC Enterprises.

# What do I need to work in Document Management?



You will need to be able to:

- Work in a **team**
- Communicate with other people
- Work the same times each week.

You will then learn the skills needed to do the job.



You will also need the right funding from NDIS.

The funding you need is **NDIS funding for employment.**

You can speak to your NDIS planner, or support coordinator about your funding.

# How do I know this is the right job for me?



You can talk to us about:

- the job
- your skills
- your **goals**
- your funding
- your support requirements
- and any other questions.



You can undertake a half day (unpaid) work trial to see if the job suits:

- your skills, and
- your goals.



If the job is not for you, we can find other options to help you get ready for work.



# Training while you work



If you work at OCC Enterprises you can get extra **training**.

This means you will learn new skills.



We will meet with you to see what:

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

# Work Trials



You can do a work trial at OCC 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 and support needs.



You do not get paid for the work trial.

# Where will I work and who will I work with?



You will work at:  
**1088 Centre Road, Oakleigh**

There might be other locations available in the future.



You will work with:

- A supervisor
- A team leader
- Other supported employees

We will talk to you about which days and hours you can work to suit both you and the team.



You could work:

- a full day (6.5 hours)
- a half day (hours to be agreed on)
- 1, 2, 3, 4 or 5 days a week

This will depend on the work available and your availability.



# How do I apply?



You can call us on **0427 006 954**



Email us:  
**[info@ocenterprises.org](mailto:info@ocenterprises.org)**



We will make a time for you to meet and discuss:

- your goals
- support needs
- funding, and
- a work trial.

# What do these words mean?

|                        |  |
|------------------------|--|
| <b>Goals</b>           | <p>Things that you want to do in your life</p> <ul style="list-style-type: none"> <li>• Now, or</li> <li>• In the future.</li> </ul>                 |
| <b>Skills</b>          | <p>To know how to do something well.<br/>For example if you have computer skills then you know how to use a computer well.</p>                       |
| <b>Open Employment</b> | <p>A business that is not run by a disability support service provider.</p>  |
| <b>Team</b>            | <p>A group of people you work with.</p>  |
| <b>Funding</b>         | <p>Money you get from the government to help pay for the support you need because you have a disability.</p>   |
| <b>Scan</b>            | <p>When you put a document in a machine that copies the document for saving to a computer.</p>   |
| <b>File</b>            | <p>Putting paperwork where it belongs:</p> <ul style="list-style-type: none"> <li>• in a cabinet or folder</li> <li>• or on the computer.</li> </ul> |
| <b>Save to pdf</b>     | <p>Saving a document on the computer.</p>  |
| <b>Archive</b>         | <p>Putting a group of files away for storage</p> <ul style="list-style-type: none"> <li>• in a box</li> <li>• on a computer</li> </ul>               |
| <b>Training</b>        | <p>Learning how to do new things.</p>  |
| <b>Tasks</b>           | <p>Jobs or things you have to do.</p>  |