

Vocational Service Funding Guide

All services must be pre-approved. In general, there is an expectation that assessment reports are received within four weeks of referral.

Service	Recommended Duration / frequency	Explanation
Initial Assessment	Up to 4 hours + provider travel if required	<p>This is a service for the vocational provider to complete a high-level assessment of a participant's readiness to engage in exploration of vocational activity, which may be paid work, volunteer work, vocational training or study.</p> <p>A Rehabilitation Counsellor with severe injury experience completes the initial readiness assessment with the participant and then the report template.</p> <p>The service time includes allowance for meeting(s) with the participant, liaison with the participant's treating team and completion of the report template.</p> <p>Deliverables:</p> <ul style="list-style-type: none">• up to two meetings with the participant, contact with treating team• completion of Initial Assessment Report template• professional opinion on participant's readiness to explore/engage in vocational activity• recommendations on formal assessments/services required to develop a vocational goal and plan with the participant, if they are ready to progress to this.

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Vocational Assessment	Up to 6 hours + provider travel if required	<p>A formal assessment of a participant's education and work history, interests, transferable skills, barriers, treating team advice and exploration of vocational options.</p> <p>The outcome of the assessment is to develop a vocational activity goal (with the elements of being specific, measurable, achievable, realistic and time-limited) and plan with the participant.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • meeting/s with the participant, liaison with treating team • completion of Vocational Assessment Report with a realistic vocational activity goal and plan. • advice on the geographically appropriate labour market if a work goal has been developed.
Labour Market Analysis	Up to 2 hours	<p>This process is used to identify the appropriate labour market for the type of work role being recommended as suitable employment for the participant. It involves surveying the market to determine salaries, employment vacancies in the relevant geographical area and long-term prospects of the role. This service may be indicated when a more thorough job market analysis is required, in addition to the advice provided in the Vocational Assessment Report.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • report summary of the above findings.
Medical case conference	Up to 1 hour plus travel	<p>Completed as required for complex cases. Vocational service provider consultation with the key medical professional for a range of purposes to support vocational planning, e.g.:</p> <ul style="list-style-type: none"> • to clarify medical suitability of vocational goal • to negotiate an upgrade of return-to-work duties plans, • to discuss risk management strategies

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		<p>Deliverables:</p> <ul style="list-style-type: none"> • attendance at medical appointment by a vocational provider with the participant • notification of case conference outcome via phone call and brief summary email to icare.
Workplace Assessment/Task Analysis	Up to 3 hours, including report	<p>A detailed review of a work environment and work duties to inform the development of a return-to-work plan and to identify any modifications and/or strategies that may support return to work. Usually completed by a Vocational rehabilitation provider with an Occupational Therapy or Physiotherapy background.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • provider review of all relevant information supplied at referral, in preparation for the assessment • an in-person meeting with the employer with the participant present wherever possible and appropriate. • task analysis including documenting the cognitive, physical and psychosocial demands of work activities. • identification of tasks or activities that may be within the participant's capacity. • identify options for modifying work demands, equipment, aids and workplace modifications, where necessary to support a return to vocational activity. <p>If consultation with the treating medical team is required to clarify the suitability of tasks or roles, then the outcome of this consultation should be included in the assessment report, wherever possible.</p>

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Return to work duties plan	1 hour to develop initial RTW duties plan 0.5 hours to amend RTW duties plan	<p>A graduated plan that details a list of tasks by stage or period to support a participant's gradual return to work. The plan is developed in consultation with the participant and all other relevant stakeholders and should be regularly monitored.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • goal outlined clearly • a clear outline of tasks to be completed at each stage with review and completion dates for each stage. • outlines return to work monitoring activities
Travel	As required	<p>If travel is over 2 hours per visit, consideration should be given to alternative options to minimise travel costs, such as whether the provider is the most appropriate given the geographical location. For ongoing services, consider whether video consult feasible after an initial face to face visit has been completed</p>
Progress Report	1-hour report or 20-minute email summary, by agreement 3 monthly minimum frequency unless otherwise agreed	<p>Provision of progress report/update to icare and case managers by agreement.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • provided at minimum every 3 months unless otherwise agreed • succinctly outlines achievements since the last report, any barriers identified and planned interventions to address these • update all stakeholders on progress with approved services • any requests for funding extension should be clearly justified in a service request.

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Monitoring of employment / vocational activity	1-3 hours per fortnight in first 3 months of employment, then reducing in frequency	<p>Frequency and method of monitoring by vocational provider should be clearly planned and agreed upon, e.g., visits, phone calls, including communication with the participant, employer, treating team.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • supports early identification of concerns or issues and prompts early discussion with stakeholders about strategies to address • once the participant is participating in employment or vocational activity consistently and has been monitored for 6 months, a plan for ongoing monitoring needs to be negotiated with the icare contact and support will usually not be required by the vocational provider.
Monitoring of training	1hr per week for first month, then monthly monitoring	<p>Monitoring of participant progress in funded training, inclusive of attendance and assessment completion.</p> <p>If the participant is participating in training for more than 3 months as their sole vocational activity, the icare contact is expected to have responsibility for monitoring progress.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • monitoring of attendance and progress against course requirements • includes the provision of support to the participant to help them connect with any relevant student disability support services
Resume writing	1 hour	<p>Conducted by a Rehabilitation Counsellor, Psychologist or Employment Consultant.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • development of a current resume • consideration is given to the participant writing their resume, with assistance from the vocational provider in formatting or providing feedback to the participant.

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Cold canvassing/job seeking	1-3 hours per week for 6-12 weeks	<p>Structured assistance from a provider that supports a participant to complete job-seeking activities.</p> <p>If a participant has been assisted with job-seeking for 8 weeks without success or clearly defined progress, a goal review is recommended to ensure it is realistic before further job-seeking services are requested.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • a job-seeking plan should be developed with the participant to indicate how the identified job is to be found and who is to do what tasks • the plan should be individualised and take into account the injury-related support needs of the participant regarding job-seeking activities and encourage active participant involvement in job-seeking tasks wherever possible • includes education about job-seeking skills and injury disclosure

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