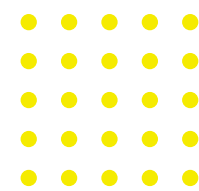


TRANSITION TO WORK

COURSE GUIDE

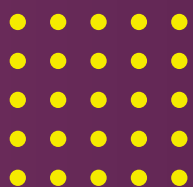


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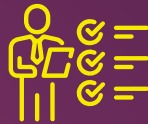
SKILLS FOR LIFE, CONFIDENCE FOR WORK



Transition to Work is an engaging, empowering and confidence-building program designed to support young people with disability to gain the skills, confidence and experience they need to move toward employment and independence.

At Novita, we tailor each participant's experience to meet their individual goals, whether that's preparing for work, building social skills, or developing greater community independence. We're here to support you every step of the way!

WHAT YOU'LL GAIN



WORKPLACE AND PERSONAL SKILLS

Gain the tools to shine in any environment.



CONFIDENCE AND INDEPENDENCE

Develop problem-solving skills and motivation to achieve employment goals.



A PERSONALISED PATHWAY

Your program is shaped just for you and your journey toward meaningful work.



REAL-WORLD EXPERIENCE

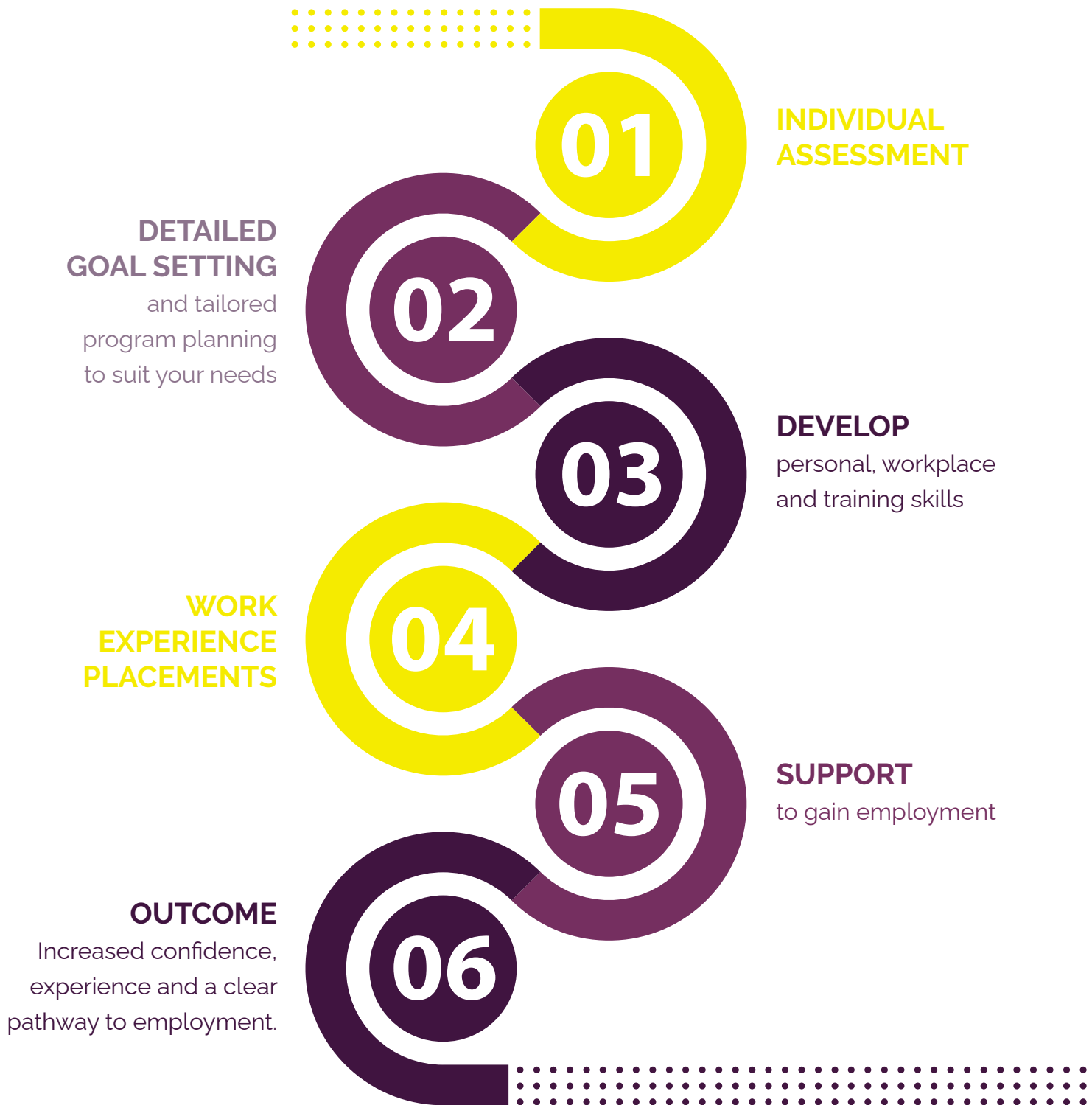
Try out jobs and discover your passion.



COMMUNITY SKILLS

Build social connections and travel independently.

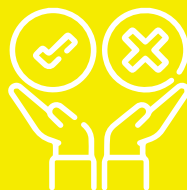
SUPPORT AT A GLANCE



SKILL-BUILDING MODULES

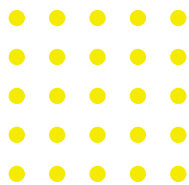
PERSONAL SKILLS

- Personal hygiene and appearance
- Goal setting and motivation
- Resilience and self-determination
- Decision making and problem solving



PERSONAL ADMINISTRATION

- Time management
- Planning and organisation



IT SKILLS

- Computer literacy
- Internet safety
- Using email and digital calendars

SOCIAL SKILLS

- Having conversations
- Making friends
- Building confidence

IN THE WORKPLACE

- Preparing for a first day at a new job
- Workplace norms, behaviours and expectations
- Understanding rights and responsibilities in the workplace
- Accountability
- Flexibility
- Working independently
- Team work skills

APPLYING FOR JOBS

- Resume and cover letter writing
- Searching and applying for jobs
- Communicating your skills and expertise
- Interview preparation
- Recruitment paperwork preparation



FINANCE SKILLS

- Handling money
- Banking
- Budgeting

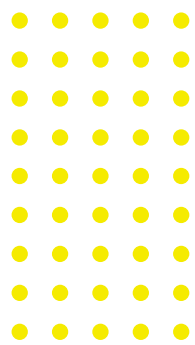
BUSINESS COMMUNICATION

- Conflict resolution
- Writing emails and letters
- Talking with colleagues
- Giving and receiving feedback





GAIN EXPERIENCE, GROW YOUR OPTIONS



Work experience is about trying real jobs in real workplace environments! Whether you're interested in gardening, hospitality, office admin, events, art, music – or something entirely different – we'll support you to explore different industries and discover what you love.



A great place to start is right here at Novita. Our internal work experience options – like the *Grounds for Growth* cafés and van – offer a safe and supportive space to build confidence, develop skills, and take those first steps into working life

FIND YOUR FIT!

Bring this along to your first appointment so we can get to know you!

What activities do you enjoy?

(Tick all that sound like you!)

- Being outside and active
- Helping people
- Making or fixing things
- Using computers or tech
- Organising or planning
- Being creative (art, music, design)
- Cooking or working with food
- Working with animals
- Talking to people
- Working with numbers or money
- Something else:

Where would you like to try work experience?

(Tick your top 3)

- Café or hospitality
- Gardening or groundskeeping
- Office or admin
- Community projects
- Retail or customer service
- Creative industries (music, art, media)
- Something else:

What are some things you're good at or proud of?

(e.g. "I'm friendly," "I'm good with tools," etc.)

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What would you like to gain from this program?

- Confidence
- New skills
- A job
- Try new things
- Meet new people
- Not sure – I'm just seeing what's out there!

What's something you'd like to get better at?

(e.g. "Talking to new people," "Being on time," "Using computers," etc.)

.....

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Is there anything you'd like us to know about how we can support you?

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.....



GET MOVING, GET INDEPENDENT

Learning to use public transport is a key part of building independence — and it can be fun too!

Our transport training often happens in small groups, where participants work together to plan real outings and navigate their way with support. It's not just about catching the bus or train — it's about developing confidence, building friendships, and getting out into the community.

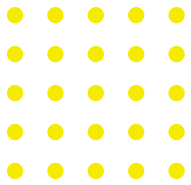
Here's what a typical session might involve:

- Planning an activity or destination as a group
- Figuring out how to get there
- Learning to use metro apps and maps
- Talking through the outing and what to expect
- Travelling together with support
- Exploring new places, making friends, and having fun

By learning these skills in a social and supportive setting, participants gain confidence and practical experience. We can also help you get to and from Novita, and if public transport isn't the right fit for your goals, we'll work with you to find other ways to build your independence.

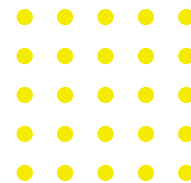
COST & FUNDING

Novita is a registered NDIS provider, and there are several flexible funding options available to access the Transition to Work program:



FUNDING OPTIONS

- **Finding and Keeping a Job:** If your plan includes this category, it can be used to support your participation.
- **Core Supports:** If you don't have the above categories in your plan, you may still be able to use Core Supports funding..



Pricing follows NDIS guidelines and may change over time. We're here to help you figure out the best funding options for your individual needs—just reach out and we'll work through it together.

We offer flexible pricing based on the level of support you require, including:

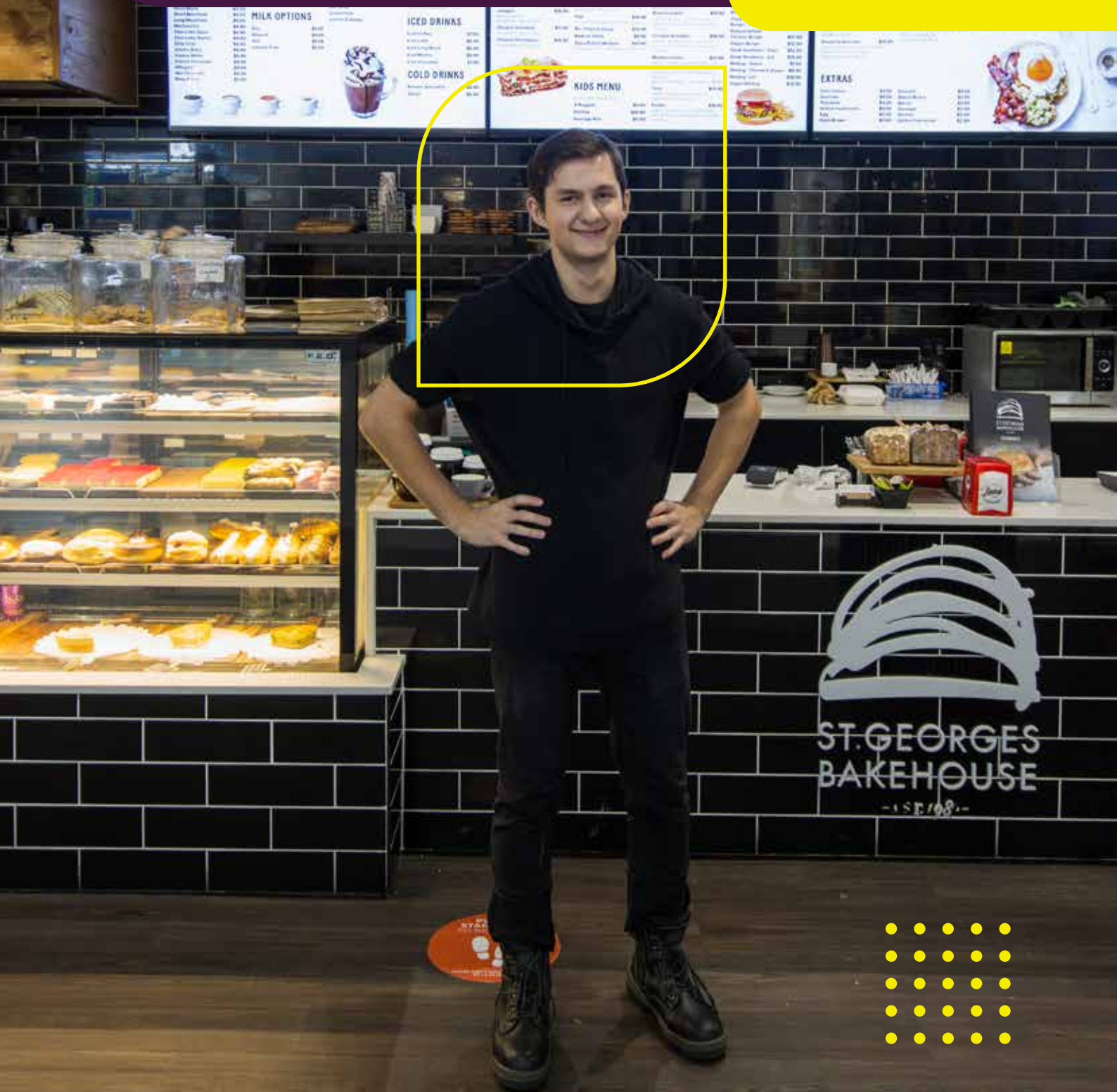
- One-to-one support
- Shared support with one other person
- Group-based support

"I started at Novita because I wanted to learn how to get a job and become more independent. I got to try different things and learned how to talk to people, write a resume, and prepare for interviews. One of the biggest things I learned was how to feel confident in myself.

We practiced customer service skills in the Grounds for Growth café and then I went out with support to hand out my resume to different places. It was a bit nerve-racking at first, but each time I did it, I felt more confident.

When I handed my resume in at St Georges Bakehouse Café, they gave me a trial shift. After that, they offered me the job! It felt great to know that all the practicing and learning paid off."

MATTHEW



FEEL SUPPORTED, STAY CONNECTED

FAMILY & CARER INVOLVEMENT

Families and carers are encouraged to stay involved through regular updates, open communication, and planning sessions. We work together to make sure everyone feels supported and informed.

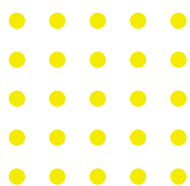
CONNECTED SUPPORTS THAT WORK TOGETHER

At Novita, we offer more than just employment support — we're a one-stop shop for a wide range of services. We can collaborate with your Novita therapists (like occupational therapists, speech pathologists or physios) to ensure your goals and supports are aligned. This team-based, holistic approach gives families confidence and makes sure everyone is working together to support your success.

PROGRAM STRUCTURE & DURATION

We know flexibility matters. Here's how our program works:

- **Flexible Start Dates:** Begin when you're ready
- **Custom Scheduling:** Options for part-time, full-time or school-friendly hours
- **Ongoing Support:** Duration tailored to your individual goals and NDIS plan
- **Goal-Oriented:** Progress tracked against your personal plan



LOCATIONS & ACCESSIBILITY

Our services are designed to be inclusive and accessible. We offer support from multiple locations, with spaces designed for easy access and sensory comfort.

READY TO GET STARTED?

We're excited to support you (or your loved one) on the journey to greater independence, social connection and employment. You'll be guided, supported and encouraged every step of the way.

● ● ● ● ● Call us on **1300 668 482**,
● ● ● ● ● email **services@novita.org.au**
● ● ● ● ● or visit our website at
● ● ● ● ● **novita.org.au/transition-to-work**

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