

Employer Handbook

Articles

16 July



TURSA Connecting Business and Workers

Founded in 1994, *Tursa Employment & Training* is a not-for-profit organisation. Our core business is all about work: finding work for people who need work and finding workers for businesses that need workers. *TURSA* is also a nationally accredited Registered Training Organisation (RTO: 90325). From 48 offices along the Eastern seaboard from Forster (NSW) to Noosaville (QLD), *TURSA* connects participants and businesses with a minimum of fuss and no fees.

Our Employer Handbook Programs

Workforce Australia Services



TURSA helps participants find employment and supports their transition into work. We assist participants in retaining their jobs and thriving in new roles. Additionally, we provide resume screening, candidate shortlisting, wage subsidies, traineeship incentives, and post-placement support for long-term success.

Inclusive Employment Australia



Inclusive **Employment** Australia

Finding careers for people with disability

TURSA provides Inclusive Employment Australia Services across accessible offices from Noosaville in Queensland to Forster in New South Wales. Our focus is on assisting participants in building skills and confidence for employment. We offer ongoing support, mentoring, and guidance after placement to ensure a successful transition to work. Additionally, we support business owners with wage subsidy guidance, fostering sustainable job placements.

Statistics on Hidden Disabilities: As an employer, you have the power to make a difference. Approximately 20% of Australia's workforce may be living with an invisible disability, some may already be in your employment. These conditions, which span physical, mental, or neurological aspects, are not immediately apparent but can impact a person's abilities to operate in what we consider a traditional method. By creating an inclusive environment and accommodating the needs of employees with invisible disabilities, you can benefit from a safer and more productive workplace.

Benefits of Hiring People with Barriers to Employment:

- **Increased Revenue:** Employing people with disabilities can lead to improved profitability related to employee performance and increased customer satisfaction.
- **Improved Productivity:** Evidence shows that people with disabilities have a positive work attitude and work ethos, which can boost workplace productivity.
- **Enhanced Workplace Morale:** Hiring people with diverse perspectives and talents contributes to a positive workplace culture and improved morale.
- **Greater Innovation:** Employees with disabilities bring unique insights and creativity, fostering organisational innovation.

- Reflecting the Community: A workforce that includes people with disabilities better represents the broader community and promotes social inclusion.
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Transition to Work



TURSA delivers the Australian Government's Workforce Australia – Transition to Work programme in the Brisbane Southeast region with offices in Woodridge, Beenleigh and Capalaba and is specifically designed for young people aged between 15 and 24. *TURSA* aims to help them create opportunities to find direction, and ultimately, a job that is right for them.

Our Participant Journey

The participant journey at *TURSA* involves flexible engagement and assessment, allowing participants to have a say in their service design. Participants are given access to interpreters and flexibility in appointment attendance. Participants have a one-on-one relationship with the same Employment Adviser or Disability Employment Advocate throughout all referral phases to build trust. Our recruitment process starts by building on the participant's strengths. We will refer our participants to jobs based on the information compiled from Job Choice Discussions, Skills Assessments, and Participant Resumes.



How does *TURSA* support employers?

TURSA supports employers by understanding their needs for specific roles and tailoring services to meet those needs. We engage with employers to identify requirements, provide training packages based on needs, offer support for workplace modifications, and assist in testing participant suitability through paid work trials. *TURSA* also collaborates with employers to address barriers and enhance service delivery.

Job Placement Services

- We connect participants with employment opportunities from our extensive database, ensuring alignment with job requirements.
- Employers can test participants' skills in the workplace via job trials to verify suitability.

Pre-Employment Training

- We offer industry-specific training to equip participants with essential skills.
- We can organise Third-party training to enhance their readiness for employment.

Specialist Support for Employers

- Each *TURSA* participant has a dedicated Employment Adviser or Disability Employment Advocate that will support them from their first appointment until at least 6 months on the job. Providing you additional peace of mind.
- Our team includes Business Liaison Officers, Work Placement Officers, and Employment Advisers who cater to employers' needs effectively and inline with business needs.

Community Links for Diverse Pathways

- We leverage local community connections to provide diverse employment pathways for participants, increasing their chances of successful employment.

Continuous Improvement

- We conduct annual labour market reviews, collaborate with employers, and utilise stakeholder feedback to drive positive outcomes.

TURSA: Championing Employment for Individuals with Barriers

TURSA, as a Job Services Provider, successfully supports employment for people living with barriers. *TURSA* understands the unique challenges and strengths of individuals with barriers and works closely with them to find suitable employment opportunities. *TURSA* also works closely with other community organisations, employers, and participants to ensure they have the tools, support, and modifications needed to achieve their goals.

Hiring Individuals with Barriers: A Guide for Employers

So, you've read a little about the facts and benefits of hiring people. Let's delve into the practical steps to make this process successful.

When hiring candidates with barriers, we keep the following points in mind:

- **Rethink the Interview Process:** There may be better approaches than traditional interviews. Instead, focus on observing and assessing candidates based on their abilities within your organization or team. Look beyond scripted answers and consider their practical skills and potential contributions.
- **Holistic People Processes:** Consider the entire employee lifecycle, from hiring to onboarding. Ensure that your processes are inclusive and supportive. This includes adapting your career progression paths to accommodate diverse talents and strengths.
- **Respect Differences:** Embrace diversity by acknowledging and respecting individual differences. Autistic individuals bring unique perspectives and skills to the table.
- **Mentorship:** Provide mentorship programs to support neurodiverse thinkers. Mentorship goes beyond career planning—it helps navigate workplace nuances

and fosters a sense of belonging. Speak with your Job Service Provide for more information.

- A guide for Employers [CLICK HERE](#)

Remember, every workplace can make a difference by adopting these changes, many of which are low-cost or cost-free.

Employing individuals with barriers is a win-win situation. It provides opportunities for a marginalised group while bringing unique skills and perspectives to the workplace.

Employer Handbook: Supports, Information and Employer Incentives



Fair Work
Commission

<https://calculate.fairwork.gov.au/findyouraward>The minimum pay rate provided by the Fair Work Act 2009 and is reviewed each year. As of 1 July 2024 the National Minimum Wage is **\$24.10 per hour or \$915.90 per week**. Note: Casual employees must be paid 25% loading and are subject to the correct award to your industry.

- More details [CLICK HERE](#)
 - Award Calculator [CLICK HERE](#)
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Delivered by
Tursa Employment
& Training

Wage subsidies may be available to businesses that hire eligible individuals into ongoing jobs.

Wage subsidies can be up to a maximum of \$10,000.

If you fill an ongoing position with the help of:

- Workforce Australia
- Workforce Australia – Transition to Work, or a
- ParentsNext provider

the provider may offer you a wage subsidy.

The wage subsidy is to help with some of the initial costs of hiring the new employee to help ensure the success of their employment.

Whether the individual is eligible will depend on how long they have been participating in employment services. More details [CLICK HERE](#)



Apprenticeships: The Priority Hiring Incentive is a payment for employers of Australian Apprentices training towards an occupation and qualification at a Certificate level III or above listed on the Australian Apprenticeships Priority List [arrow_outwardOpens in new window or tab](#). You can use the Priority List Explorer to see which occupations and qualifications qualify for support.

You may be eligible to receive a Priority Hiring Incentive of up to \$5000 in the first year of an apprenticeship, paid over two instalments of

- \$2,000 at 6 months and \$3,000 at 12 months (full-time)
- \$1,000 at 6 months and \$1,500 at 12 months (part-time)

For detailed information [CLICK HERE](#)



Job Access

Driving disability employment

JobAccess is the national hub for workplace and employment information for people with disability, employers and service providers.

Created by the Australian Government, it brings together the information and resources that can 'drive disability employment'. Along with this website, there is:

- a telephone advice line (1800 464 800)
- the [Employment Assistance Fund \(EAF\)](#) for workplace modifications and support
- An employer engagement service – the [National Disability Recruitment Coordinator \(NDRC\)](#)
- Complaints Resolution and Referral Service
- [National Disability Abuse and Neglect Hotline](#)

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Solid Foundation

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Locations

Feedback Form

Inclusive Employment Australia Registration

Transition To Work Registration



Phone

1800 670 914



Locations

Select Closest Location



Tursa Employment & Training acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, water and community. We pay our respects to the people, the cultures and the elders past, present and emerging.



Find The Right
Fit For You
