



FACT SHEETS | STEPS Workplace Assessors

Employers

- Take advantage of Australia's untapped workforce

Employees/Jobseekers

- Achieve your potential

Service providers

- Improve employment, outcomes and performance

Helping you access government schemes and initiatives and enhancing employment participation for people with a disability.



STEPS has over 12 years experience delivering Supported Wage Assessments and Workplace Modifications. Through this independent service, funded by the Australian Government Department of Education, Employment and Workplace Relations (DEEWR) and carried out by qualified and skilled Assessors, more and more workplaces nationwide are becoming "disability confident" and accessible.

As part of the Federal Government's National Panel of Assessors, STEPS Workplace Assessors also undertake Ongoing Support Assessments.

Employment Assistance Fund

There is help available to pay for the cost of workplace adjustments or solutions if they are needed to accommodate a worker with a disability in a job.

While the majority of workers with a disability won't require any workplace modifications, the Employment Assistance Fund (EAF) aims to make accommodating employees with a disability in the workplace easier.

The EAF pays for the costs involved in modifying the workplace or purchasing special or adaptive equipment for eligible employees with a disability. It is also available to existing employees if they have a change in duties, career progression, change in disability or a new modification becomes available that would increase their productivity.

STEPS Workplace Assessors will:

- Ensure assessments comply with legislative requirements
- Liaise with service provider, employer and worker
- Conduct assessment with all parties at the work site to:
 - confirm/identify and clarify barriers to employment
 - determine/agree to the most appropriate solution(s)
 - gather other site and disability specific information
- Post assessment, source potential modifications/equipment/products from suppliers
- Provide appropriate quotes and recommendations on modifications use
- Where no suitable solution/modification can be sourced, provide recommendations and where feasible, assist in planning and creation of suitable solution/modification
- Provide ongoing liaison with all parties to ensure accuracy and agreement
- Produce a written report, making recommendations to Job Access, employer and worker

For more information

To find out more about the types of modifications that can be approved under the scheme and for links to Job Access' enquiry form and online tools, simply visit our website www.steps.net.au and click on [Community Programs / Your workplace](#)



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For more information

Contact STEPS

Ph: (07) 5458 3000

Productivity Based Wage Assessments

Supported Wage System

Most Australians who have disability and participate in the open workforce do so at full rates of pay. However, there are some people who are unable to find or keep a job at full wage rates due to the effect of disability on their workplace productivity.

The Supported Wage System is a process that allows employers to pay wage rates based on productivity as assessed by comparing a person's output with an equivalent level employee. With the Supported Wage System, eligible people with disability can access a reliable process of productivity-based wage assessment to determine fair pay for fair work.

Supported Wage Assessments are fully funded for eligible participants by DEEWR Supported Wage Management Unit (SWMU). STEPS' Workplace Assessors provide a free service to employers, determining a worker's productivity, with the resulting wage being paid by the employer.

The Supported Wage System operates across both federal and state workplace relations regulatory frameworks.

If assigned to an assessment by SWMU, STEPS workplace assessors will:

- Ensure assessments comply with legislative requirements
- Advise and liaise with unions and other relevant parties
- Liaise with the service provider, employer and worker to request and provide information and to make arrangements for an assessment
- At an agreed date, conduct an assessment at the worksite by observing standard workplace practices of the worker being assessed and a co-worker, then record their actions and times taken for each to complete the same tasks
- Calculate the resultant wage rate, negotiate with all parties involved and formalise legal paperwork with all parties by completing a Wage Agreement form
- Provide a record of results of assessment to SWMU, worker, employer and service provider then provide relevant paperwork to industrial bodies

More information

To find out whether you or your workplace would benefit from the supported wage system funding either contact your nearest STEPS Workplace Assessor, or visit our website www.steps.net.au and click on [Community Programs / Your workplace](#) for links to Job Access' online enquiry form.

Ongoing Support Assessments

Ongoing Support Assessments are an independent assessment to ensure employees placed through the Disability Employment Service are receiving the right level of support in the workplace.

The Workplace Assessor will work with the Disability Employment Provider, the employer and the participant themselves to compile their recommendation.