

# Disability Internship Program 2022/2023

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Program overview

July 2022

# Australian Network on Disability



The Australian Network on Disability (AND) is a national, membership based organisation that seeks to advance the equitable inclusion of people with disability.

The PSC has engaged AND to deliver a disability internship program for the Summer and Winter vacation periods for financial year 2022/2023.

**AND supports agencies participating in the program by providing:**

- Disability confidence training for managers and anyone involved in the internship
- Weekly support check-ins with interns and managers
- Regular review of workplace adjustments and support
- A manager's guide with tips and advice, including a work plan template.



AUSTRALIAN  
NETWORK  
ON DISABILITY

# Program Objectives

A talent pipeline program that:

Attracts and retains people with disability into NSW Government

Supports university students with disability to build their employability skills while studying, helping them to be competitive in applying for the NSW Government Graduate Program

Assists university students with disability to build a network of professional contacts and gain confidence in having positive discussions around workplace adjustments, which will help lift disability disclosure rates

Assists employers to become familiar in providing workplace adjustments, helping them to build their disability confidence, so they can become an employer of choice for people with disability

# Benefits for agencies



- Attracts high potential diverse pool of candidates
- Increases disability confidence in the workplace
- Supports the employment of people with disability
- Builds on NSW Government's EVP as an employer of choice for people with disability
- Creates an agile, flexible career model.

# Steps to participate

To determine placement allocation, agencies complete the placement overview template for available and respond to the criteria on Slide 8 in this information pack. opportunities



The PSC advises which placements will receive sponsorship funding. AND will carry out a search for these placements to source university students whose interests align with the opportunity.

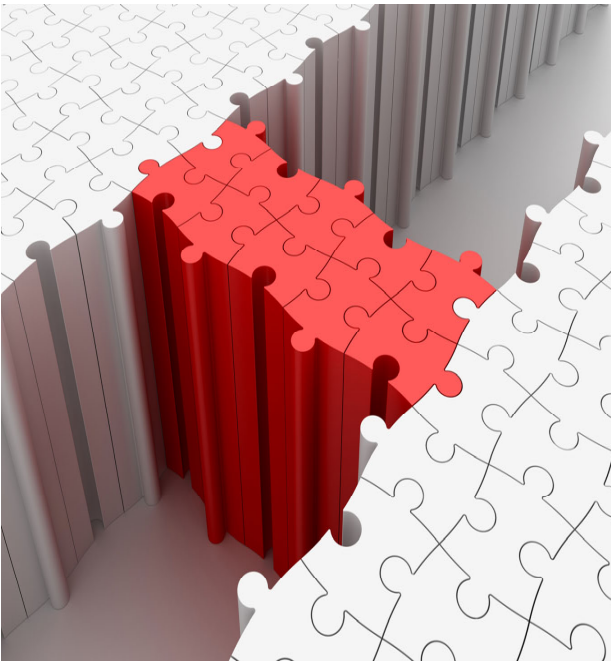


Your agency will receive the details, including workplace adjustment information for matched university students seeking an internship with your agency.



Your agency will interview all prospective interns for mutual interest in the placement. This is also an opportunity for the interns to gain interviewing skills. Interviews may be done over the telephone or via videoconference.

# Tips for a successful placement



- Provide your Intern with a caring and supportive learning environment
- Consider the availability of managers and physical resources (remote working equipment, laptops etc.) to support an intern. Many agencies' workforces are currently working in hybrid working arrangements, and the summer and winter placements will be during school holiday periods
- Ensure the type of work aligns to the role placement overview. Interns will be in their penultimate year of study and will be eligible to apply for the 2024 NSW Government Graduate Program, so they will be more than ready to complete real-world work projects within the context of their development
- Arrange a workplace 'buddy' for the intern to complement the high level of support that will be provided by their manager and AND throughout the internship.

# Program costs

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- Subject to both the agency and the intern's satisfaction with the placement, the PSC will fund the annual sponsorship costs for one year (both the summer and winter placement) over 2022-2023
- **Agencies will fund intern salaries (on agency payroll)** - Salary costs are recommended at Crown Employees Award Clerk General Scale Step 4 (including on-costs) and total approximately \$17,400 per intern per annum which covers a 12 week summer, and a 4 week winter placement
- Applicable salary may vary based on the intern's circumstances such as their age or level of qualifications
- If an intern leaves the program early (e.g. after the summer placement concludes), they will not be replaced by another intern for the winter placement
- **Agencies may sponsor additional internship placements outside of this expression of interest process:** For additional internship placements, including membership information and costs, please contact AND at [isabel.heiner@and.org.au](mailto:isabel.heiner@and.org.au)

# Placement allocation criteria

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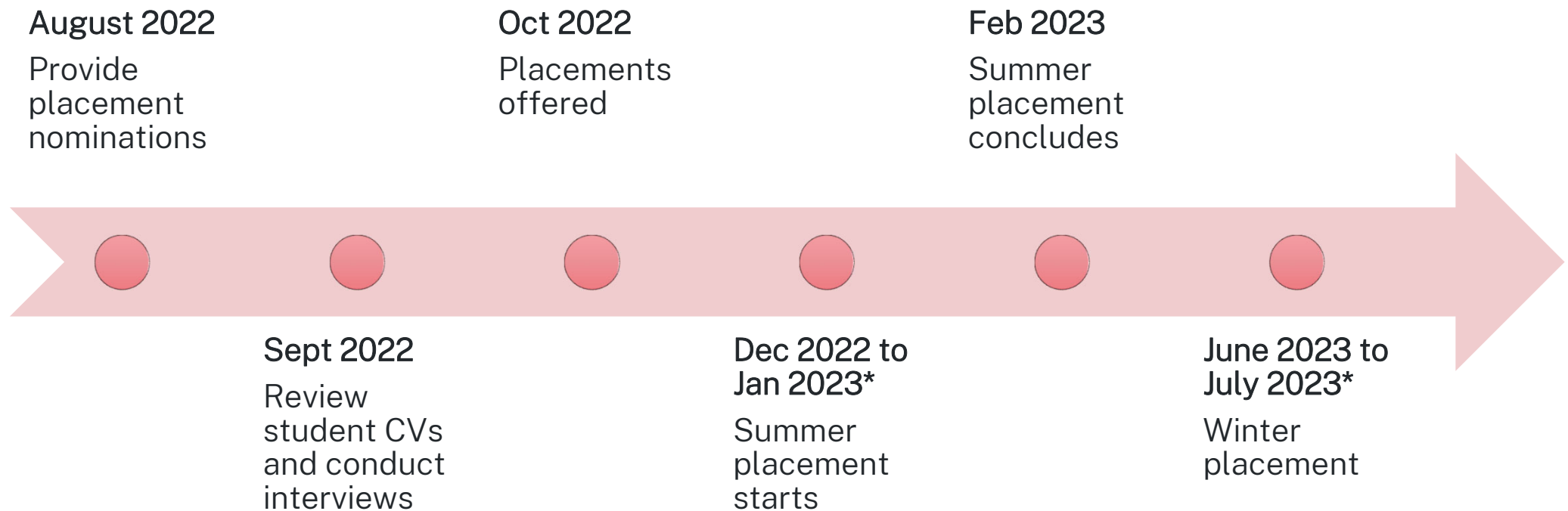
Along with the criteria set out below, placement allocations are subject to the availability of students who match the disciplines/qualifications required by the role.

To help us determine the allocation of placements, when submitting your placement nomination please comment on your agency's:

- willingness to accommodate any necessary workplace adjustments
- ability to offer opportunities which provide interns with supportive placements which involve meaningful work
- intention to host the intern over their summer and winter university vacation periods
- in-principle support for the intern to transition into a graduate role through the NSW Government Graduate Program
- prior participation in the Stepping Into internships (if applicable).



# Program timeline – financial year 2022/2023



# Next steps

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Please complete the Placement Overview template for each available internship role.

Remember, this Overview is your agency's 'sales pitch' to attract prospective interns and is used by AND to match suitable interns to placements

Return the *Placement Overview* to [vincent.lancey@psc.nsw.gov.au](mailto:vincent.lancey@psc.nsw.gov.au) by 5.00pm 4 August 2022 along with the below information:

- The number of interns your agency plans to host
- Your intention to host interns for both the summer and winter placement over 2022/2023
- Comments/responses to the placement allocation criteria on Slide 8.

If you have any questions please contact [vincent.lancey@psc.nsw.gov.au](mailto:vincent.lancey@psc.nsw.gov.au)