

# Recruitment Guide

**ILC Co-design program  
2015**

# Why should people participate?

The NDIA is constantly listening and learning so they can deliver an NDIS that best meets the needs of people with disability, their families and their carers, and that is sustainable into the future.

Co-design workshops are just one way the NDIA are trying to listen and learn from people with disability, their families and carers as well as from other people in the sector.

The NDIA believe that plans for the implementation of ILC will be better and stronger if they have the chance to hear from people with disability, their families and carers, providers and others who play a role in creating inclusive communities.

The NDIA wants to hear what people think before they move onto the next stage of planning.

# Who can the NDIA ask to participate?

The National Disability Insurance Agency (NDIA) respects and values the work of organisations such as yours. They know you have a unique perspective on the issues facing people with disability, their families and carers as they transition into the National Disability Insurance Scheme (NDIS). Your participation in this co-design process is crucial as you understand the needs and perspective of your members.

There are few restrictions on who can be invited to participate.

The material to be covered in the workshop assumes a basic understanding of the NDIS. The material to be covered is obviously not suitable for young children.

With the right support by your organisation, the workshop material should be suitable for anyone else who is interested in participating and making a valuable contribution to the successful implementation of both ILC and the NDIS.

# Selecting a facilitator

The NDIA has asked you to conduct this workshop because they understand you know your members and understand their needs best. The NDIA knows you will run an accessible, inclusive workshop – which is why they are asking you to partner with them to gather this important feedback.

To provide you with a better overview, the NDIA has outlined the qualities they would expect to see in a good facilitator. They appreciate that you have run these types of events before and probably already have a facilitator in mind. But just in case, here are a few things the NDIA would expect you to consider.

## **The NDIA expects a facilitator to have:**

- Significant experience working with people with disability, families and carers.
- Experience in the delivery of consultations/workshops for people with disability
- Experience in leading and delivering inclusive and accessible workshops and consultations with people with disability and their families and carers
- Effective planning, coordination and organisational skills
- Ability to motivate others
- Ability to communicate complex issues to a range of audiences
- Competent in the use of surveys
- Has an understanding of the NDIS and ILC
- Ability to synthesise and summarise diverse feedback

The NDIA understands that the NDIS is a complex reform and that the concept of ILC will be new to many people – both facilitators and participants. They would therefore expect the facilitator to spend some time reading through the background materials.

The NDIA doesn't expect facilitators to be experts on either ILC or NDIS.

The material provided should be enough to answer most questions asked by participants. Facilitators are welcome to record common questions or ones that they cannot answer in the open section of the consultation analysis form.

# Templates for emails (for attendees)

The NDIA has asked your organisation to participate because they value your experience and expertise. You should modify the invitation to suit the needs of your members. But just in case you need a place to start, the NDIA has drafted words on the next page.

Dear <insert name>,

I am writing to invite you to a workshop we will be holding very soon about the National Disability Insurance Scheme (NDIS).

When it is rolled out around the country, the NDIS will provide individualised support to eligible people with disability and their families. But the NDIS also has an important role in connecting people with disability and their families to the community, as well as making sure the community is welcoming, accessible and inclusive.

This collection of activities in the NDIS is known as ILC – Information Linkages and Capacity Building (you might have also heard it described as Tier 2).

The NDIA is currently working on how ILC should be implemented. They have some initial ideas but before they go any further, they want to hear what people with disability, their families and carers and those who work in the sector have to say.

The NDIA have asked us to hold a workshop on their behalf. At the workshop we will talk about what ILC is and what role it is intended to play in the NDIS. We will look at some examples of activities and programs that might be funded through ILC. We will then spend some time talking about what we think the NDIA's priorities for ILC should be.

It is important that the NDIA hears from people who have lived experience of disability and who have an important perspective on how it might best meet people's needs. We encourage you to come along and have your say.

(Event details and RSVP)

# Number of participants

The NDIA recommends keeping the number of participants in the workshop small.

It is important that everyone's voice and opinion can be heard and captured by the facilitator.

With a larger group, it can be difficult to effectively facilitate the conversation and providing every participant with the space and time to voice their thoughts. A larger group can also increase the time required to complete the workshop process. But if it works for your organisation to run a larger workshop, the NDIA will rely on your expertise to ensure everyone has a chance to participate and is heard.

# How should the workshop be run?

There are very few guidelines on how the workshop should be run. The NDIA has provided the materials they would like covered and the questions they would like answered.

The NDIA has provided the materials in this toolkit as a place to start. They are intended to be used as flexibly as possible. The NDIA is relying on your expertise in meeting the particular accessibility needs of your membership in order for people to successfully and meaningfully participate.