

'Stepping Into' Program

What is the 'Stepping Into' Program?

Stepping into... is a paid internship program run by the Australian Network on Disability (AND) and is designed specifically for university students with disability that are in the final two years of their degree.

When you engage with *Stepping into...* AND will co-ordinate the student attraction, eligibility, student and workplace briefings as well as the evaluation process.

How the Program works

- *Stepping into...* runs for a minimum of four weeks in the summer or winter semester breaks.
- Placements are for a minimum 150 hours. These hours can be worked consecutively over four weeks, or can be worked flexibly across a semester concurrent with studies. The attendance format is negotiated between the student and the supervisor.
- *Stepping into...* can be hosted at any location that provides opportunities for a student (under guidance) to experience a range of tasks and project challenges, commensurate with their study and interests.
- Each candidate's eligibility for the *Stepping into...* program has been verified. AND will provide guidance on adjustments that will facilitate successful business outcomes. AND does not disclose the nature of disability of the student.
- For students who require reasonable adjustments or workplace modifications we recommend a minimum 8 week period due to guidelines set out in the Employee Assistance Fund (EAF). (An employee can only seek funding for workplace modifications and adjustments if they are employed for at least 8 weeks on a minimum 12 hour working week.)

Examples of workplace modifications and adjustments may include:

- An employee with a physical disability in a wheelchair may require their workstation and shelving to be lowered for easier access.
- An employee who is blind or has low vision may require screen reading software installed onto their work computer in order to be able to effectively perform their job duties.

Can I recruit the 'Stepping Into' intern post placement?

Yes, it can be done through a number of flexible employment opportunities such as graduate programs, temporary and permanent employment.

Mentoring system

It is recommended that the 'Stepping Into' student be assigned a mentor; this will make the student feel more comfortable as it could be their first experience of employment. The mentor will also work closely with the mentee in regards to the completion of the assigned work plan and communication with AND.

Work Plan – FACS induction and clear deliverables over the course of the placement

All student placements will have a work plan designed for them to complete during their time at FACS. The work plan contains; the intern's details, an orientation checklist, a workplace plan which includes identifying learning goals and how to implement them, a placement review and a mentor agreement. The work plan aims to provide a clear direction for the student as well as the team they work in.

How do I express an interest in a 'Stepping Into' student?

For more information on the Stepping Into program you can visit the AND website at: <http://www.and.org.au/> or contact:

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