

## Vocational Services Funding Guide

All services must be pre-approved.

Service	Recommended Duration / frequency	Explanation
<b>Work Options Plan (WOP)</b>	6 hours fixed time (including 2 visits )  + provider travel if required	<p>This is a template for vocational providers that supports exploration and identification of vocational options when a participant is beginning to consider returning to vocational activity. A Rehabilitation Counsellor or Psychologist with experience conducting vocational assessments with participants who have a severe injury completes the plan and encourages the development of a broad action plan.</p> <p>The service time includes attendance at provider meetings with the participant, provider follow up contact between sessions, provider research into potential vocational options and report writing to complete WOP.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• refer to provider Guidelines for completing a Work options plan for detailed information on icare website <a href="http://icare.nsw.gov.au">icare.nsw.gov.au</a>. Goto: Practitioners &amp; Providers &gt; Healthcare &amp; service providers &gt; Requesting services on behalf of an injured person &gt; scroll down to Returning to work and study requests</li> <li>• should include a professional opinion on the appropriateness of vocational goal</li> <li>• includes an action plan of the steps that will be required to achieve the identified vocational goal.</li> </ul>
<b>Review of a Work Options Plan</b>	2 hours	<p>A review may be required if the previously identified job goal is unrealistic and no other options were generated at the time.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• a meeting with the participant and a brief vocational assessment review report that clarifies new goals and vocational pathways</li> <li>• it is expected that the historical information outlined in the initial report should not have changed and does not need to be repeated.</li> </ul>

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<b>Medical case conference</b>	up to 1 hour plus travel	<p>Completed as required for complex cases. Vocational service provider consultation with the key medical professional for a range of purposes to support vocational planning, e.g.;</p> <ul style="list-style-type: none"> <li>• to clarify medical suitability of vocational goal</li> <li>• to negotiate an upgrade of return to work duties plans,</li> <li>• to discuss risk management strategies</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• attendance at medical appointment by a vocational provider with the participant</li> <li>• notification of case conference outcome via phone call and brief summary email to icare</li> </ul>
<b>Workplace Assessment/Task Analysis</b>	Up to 3 hours, including report	<p>A detailed review of a work environment and work duties to inform the development of a return-to-work plan and to identify any modifications and/or strategies that may support return to work. Usually completed by a Vocational rehabilitation provider with an Occupational Therapy or Physiotherapy background.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• provider review of all relevant information supplied at referral, in preparation for the assessment</li> <li>• an in-person meeting with the employer with the participant present wherever possible and appropriate.</li> <li>• task analysis including documenting the cognitive, physical and psychosocial demands of work activities.</li> <li>• identification of tasks or activities that may be within the participant's capacity.</li> <li>• identify options for modifying work demands, equipment, aids and workplace modifications, where necessary to support a return to vocational activity.</li> <li>• if consultation with the treating medical team is required to clarify the suitability of tasks or roles, then the outcome of this consultation should be included in the assessment report, wherever possible</li> </ul>
<b>Return to work duties plan</b>	1 hour to develop initial RTW duties plan 0.5 hours to amend RTW duties plan	<p>A graduated plan that details a list of tasks by stage or period to support a participant's gradual return to work. The plan is developed in consultation with the participant and all other relevant stakeholders and should be regularly monitored.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• goal outlined clearly</li> <li>• a clear outline of tasks to be completed at each stage with review and completion dates for each stage.</li> <li>• outlines return to work monitoring activities</li> </ul>

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<b>Travel</b>	as required	If travel is over 2 hours per visit, consideration should be given to alternative options to minimise travel costs, such as; Is the provider the most appropriate for the geographical location? For ongoing services, is video consult feasible after an initial face to face visit has been completed?
<b>Progress Report</b>	1-hour report - 3 monthly minimum frequency unless otherwise agreed	Provision of progress report to icare and case managers  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>• provided at minimum every 3 months unless otherwise agreed</li> <li>• succinctly outlines achievements since the last report, any barriers identified and planned interventions to address these</li> <li>• update all stakeholders on progress with approved services</li> <li>• any requests for funding extension should be clearly justified in the report</li> </ul>
<b>Monitoring of employment / vocational activity</b>	1-3 hours per fortnight in first 3 months of employment, then reducing in frequency	Frequency and method of monitoring should be clearly planned and agreed upon, e.g., visits, phone calls, including communication with the participant and employer.  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>• supports early identification of concerns or issues and prompts early discussion with stakeholders about strategies to address</li> <li>• once the participant is participating in employment or vocational activity consistently and has been monitored for 6 months, a plan for ongoing monitoring needs to be negotiated with the icare staff member and usually not required by the vocational provider.</li> </ul>
<b>Monitoring of training</b>	1hr per week for first month, then monthly monitoring	Monitoring of participant progress in funded training, inclusive of attendance and assessment completion  If the participant is participating in training above 3 months as their sole vocational activity, icare staff are expected to have responsibility for monitoring progress  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>• monitoring of attendance and progress against course requirements</li> <li>• includes the provision of support to the participant to help them connect with any relevant student disability support services</li> </ul>

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<b>Resume writing</b>	1 hour	<p>Conducted by a Rehabilitation Counsellor, Psychologist or Employment Consultant.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• development of a current resume</li> <li>• consideration is given to the participant writing their resume, with assistance from the vocational provider in formatting or providing feedback to the participant.</li> </ul>
<b>Cold canvassing/job seeking</b>	1-3 hours per week for 6-12 weeks	<p>Structured assistance from a provider that supports a participant to complete job-seeking activities.</p> <p>If a participant has been assisted with job-seeking for 8 weeks without success or clearly defined progress, a goal review is recommended to ensure it is realistic before further job-seeking services are requested.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• a job-seeking plan should be developed with the participant to indicate how the identified job is to be found and who is to do what tasks</li> <li>• the plan should be individualised and take into account the injury-related support needs of the participant regarding job-seeking activities and encourage active participant involvement in job-seeking tasks wherever possible</li> <li>• includes education about job-seeking skills and injury disclosure</li> </ul>

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