

## GLOSSARY

- Affirmative action policies – Policies which, while emphasising selection of individuals on merit, also take into account the importance of encouraging the employment of people for specific reasons – e.g. disability, gender. In order to assist particular groups to have greater participation rates, affirmative action policies would encourage that, if all work criteria were met, the individual in the under-represented category get the position.
- Back-filling – Back-filling is the term used to describe a sheltered workshop being able to take in new clients under certain circumstances. In general, a position can be 'back-filled' if a sheltered workshop client obtains open employment and no longer requires Commonwealth Disability Service funding. However, if a sheltered workshop client moves to another type of service which uses disability services program funding, the sheltered workshop may *not* take another client into the workshop because program funding is still being used.
- Cold canvassing – This term describes the approach used by some of the 'new' employment services in job-creation strategies.
- Cold canvassing means approaching an employer and suggesting jobs which a person with a disability could do; in effect it is a means of creating jobs since the employment developed may not have existed before, and the job usually is not one that has been advertised.
- Competitive Employment – Services CETP (CETAP) – One of the 'new' service types funded under the DSA; the objective is to place individuals in open employment (often with training on the job, rather than before), and access to award wages, with support decreasing and then ceasing.
- DSA – Section 10 of the DSA provides financial assistance Section 10 for eligible services.

- Section 13 – ‘Old’ services are funded under this section of the Act. The legislation will be amended to enable continuation of such services as ‘transition’ services, providing that they have demonstrated discernible effort to move towards accepted standards.
- Entitlement service – (See Paras 1.21, 5.177.) Disability services are *not* entitlement services – that is, there is no right to a service in spite of meeting criteria; other services (e.g. age pension) are entitlement-based – if the criteria (including assets, income etc.) are met, an individual has a right to the pension.
- Equity ratio (DEET) – A term describing the relationship between a group’s representation in a category and its involvement in programs. In this context, if people with disabilities represent 10 per cent of persons on the CES register of unemployed people, their involvement in labour market programs, for example, should also be 10 per cent for the equity ratio to be met.
- Generic (services) – Services which are directed to the community in general or to larger groups of individuals. In this context, services not designed specifically for people with disabilities.
- Minimum Outcome Standards – Standards of service provision, including independence/ rights of employees/service users, occupational health and safety issues, expected of services for people with disabilities funded under the *Disability Services Act*. Originally to be signed by August 1990, these must now be accepted by services at 30 June 1992.
- Open Employment – Employment in the community, including in factories, offices, small business and the public sector.
- Reverse Integration – A process by which sheltered workshops work towards open employment, through employing people without disabilities in other than managerial positions. This practice, in conjunction with the provision of award conditions, assists in creating the atmosphere of open employment, with non-disabled workers often being a role model for employment practices.

Sheltered Employment - Work (full or part-time) in sheltered workshops. Workshops were established primarily by parents or non-profit organisations, and funded by the Commonwealth Government under the *HPAA* 1974. See Chapter 6; see also *Reverse Integration*.

Supported Employment - (See in particular Chapter 6.)  
SE Employment (full or part-time) in the community, with support from services. Emphasis is on high levels of support for workers, which may continue indefinitely; work may be in open employment including smaller units with an open workplace, such as enclaves. Award wages may not be available without considerable support from services to maintain usual productivity levels; other wage arrangements have been developed.

The DHH&CS considers that people in supported employment would be unlikely to obtain award wages without ongoing, and often considerable, support.