



# Self-Employment Training Program

# TOOLKIT

Developed in partnership with



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# Acknowledgment of Country

We acknowledge that Aboriginal and Torres Strait Islander peoples are the Traditional Custodians of the unceded lands on which we work, live and play and recognise and respect First Nations Peoples continuing connections to climate, Culture, Country and waters.

We pay respects to all First Nations People and recognise that Sovereignty was never ceded.

Always was, always will be Aboriginal land.



We also acknowledge the value of Lived and Living Experience, recognising and honouring that many of us have experiences and stories of value. These stories have the power to change the world.

# With thanks

This project was made possible by a generous grant from The Pierre Gorman Award 2024.

The Pierre Gorman award is a biennial grant, offered by the Library Board of Victoria to support public library services to enhance their services for people with disabilities. The award aims to encourage libraries to create innovative programs and services that address the specific needs and challenges faced by the disability community.

Thanks also goes to, The Bridge and Burke & Beyond, for partnering with us on this program, to Practice Inclusion, for developing and facilitating the Self Employment Training Program, and to our program co-designers, as without them this program would not have been possible.



# The Toolkit



This toolkit outlines the process undertaken to create and implement the Self-Employment Training Program.

It provides information and resources to support others to implement similar programs within their settings.

The toolkit does not provide a step-by-step guide, rather it aims to equip services with the necessary guidance to replicate and adapt this program, supporting others to reproduce the program but tailor it for their own communities, contexts, and settings.



# Program Overview

The pilot of the Self Employment Training Program was a co-designed program for young people with intellectual disability from the City of Greater Dandenong.

The program aimed to support participants to gain the knowledge needed to start a business. Participants came to the program with varying degrees of interest, knowledge and ideas. Some individuals had started to develop their business ideas and had solid foundations, others were interested in simply finding out more about starting a business and exploring the idea of self-employment.

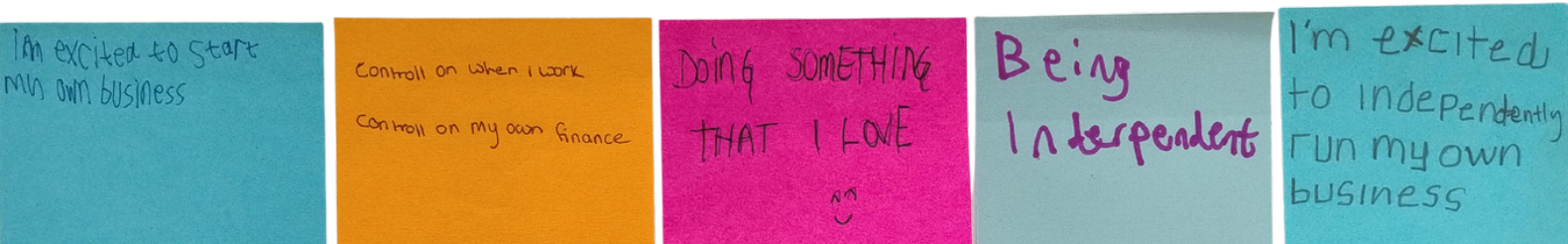
The program was held weekly, for 10 weeks, at the Springvale Library.

Participants were involved in co-designing the program, helping to develop and shape the program. Co-designers were paid for their input.

**“I’ll say it’s good to learn these new business skills.”**



# Why Self-Employment?



- Through self-employment people are not restricted to jobs and tasks determined as suitable by someone else.
- Self-employment offers people choices regarding the work that they do.
- Self-employment offers people an opportunity to create their working life to meet their needs, allowing individuals control and the ability to create their working life the way they would like it.
- Self-employment can provide opportunities that traditional forms of employment may not.
- Self-employment and entrepreneurship have the potential to enable greater financial independence.
- Self-employment and entrepreneurship allows people to pursue a passion or interest.

"I want to be independent"

"I want a business so I can make money. I can move out. Have a roommate. Pay bills."

"To be happy and make money"

# Program Development: Co-design

To inform the development of the Self-Employment Training Program co-design principles were utilised. Participants engaged in four paid co-design sessions to contribute to the program's development. Participants also had the opportunity to provide feedback and suggestions at every session over the 10 weeks.

The aim of the co-design process was to work with the participants; shaping the program with the participants, and responding to the needs of the participants.

Co-design is a process where people with different experience and skills come together to create agreed outcomes. Decision making and power is shared with all participants. The co-design model sees all people as capable and values professional and lived experience equally. There is no one size fits all approach.

These sessions were also an opportunity to discuss the groups experiences and understanding in regard to self-employment, to learn from participants about barriers to participation, and to find out about access requirements.

The Self-Employment Training Program was developed to fit the needs of the participants rather than asking people to fit into a ready-made program.

This program was shaped by the participants, for the participants.



# Program Development: Informed by participants

"I want to learn how to turn a passion into a job"

"I think the self employment course should be engaging, informative and fun."

"I want to learn about business ideas. It should be how to run a business"

"I think the program should include a mix of things"

"I want to learn about taxes and finance."

"I would like to start recording my own music"

Prior to developing the program the participants and facilitator met to discuss:

- The program in general
- What participants wanted the program to include
- What participants hope to achieve from being part of the program
- Individual goals
- Potential program content
- Potential structure
- Accessibility and access needs



# Program Development: Questions used to inform

The facilitator used these questions to support development of the program. They were used as prompts to engage participants in a range of activities and discussions. They were also used by the facilitator to create feedback opportunities for participants. The information gained was then used to inform the development of the program.

What is driving the participants to want to start a business?

What makes the participants happy about starting a business?

What are the aims and desired outcomes of the participants?

**What do I, as the facilitator, need to do to support these desired outcomes?**

What worries the participants about starting a business?

What does the group want?

What does success look like for each participant?

# Program Development: Ongoing feedback

The Self-Employment Training Program was developed in an emergent way, informed by the group's ideas and suggestions. This ensured the program was going to meet the needs of the participants.

Throughout the 10-week program, participants were given multiple opportunities to provide feedback and suggestions.

Feedback could be provided in several ways including:

- Direct to the facilitator during sessions
- By emailing the facilitator
- To support people in the room
- To support people at the participant's services
- Via surveys (surveys could be accessed each session via QR code, weblinks, as word documents or in paper copy)
- Through discussion
- Through written activities

*"I really enjoyed talking about different types of business"*

*"I love having guest speakers talking about their business"*

*"More worksheets"*

*"Talk about finances. I need to learn."*

*"I want to make my logo, and make business cards and flyers"*

*"More breaks"*

*"I really enjoyed the guest speakers"*

*"Today I learn how to register business name and number. It has been good. I learn some new things that I never know"*

# Program Development: Business ideas and themes

Throughout the program participants had many opportunities to provide input. This information was then used to inform the program. General themes were identified including:

- Worries about starting a business, especially regarding finances and customers.
- Wanting to know how to do business registrations, such as ABNs and registering a business name.
- Interested in creating logos, flyers, business cards and websites.

Participants business ideas included:

- Artistic, creative and performance based ideas
- Buying second hand clothes, upcycling and on selling
- Merch – clothing with designs created by the participant
- Baking and selling biscuits
- Movie reviewer
- Gamer/YouTuber
- A coffee cart
- Animal Grooming
- Hairdressing

**Proposed business ideas and areas of interest were taken into account when developing the program.**

Worries:  
• Might not make money  
• Being nervous/angstous  
• Not enough people

Nervous.

Understanding taxes

Worries:  
• Might not make money  
• Being nervous/angstous  
• Not enough people

Nervous.

Understanding to

Making Flyer  
for My Merch  
getting up a  
small store  
for my Merch  
garry go

NOT GETTING  
ENOUGH  
CUSTOMERS  
Zoli

What to  
do in.  
fincess.

Making Flyer  
for My Merch  
getting up a  
small store  
for my Merch  
garry go

NOT GETTING  
ENOUGH  
CUSTOMERS  
Zoli

What to  
do in.  
fincess.

# Objectives and Outcomes

The Self-Employment Training Program pilot had multiple objectives including self-employment, small business development and entrepreneurship. The focus was also on introducing the ideas of identity and agency, disability pride and advocacy, and Lived and Living Experience, as well as confidence building and empowerment.

Outcomes included skill development, empowerment, expanded networks- with both services and peers, access to a range of services and resources including local based services such as the Libraries and Council, connecting with mentors and establishing small businesses.

Doing something  
THAT I LOVE  
😊  
W30

I'm excited  
to independently  
run my own  
business  
W30

Excited About  
- Money  
- Talk to people  
- Stream my  
content

Felling good

Happy.

I'm able to  
know say  
what my  
business idea  
is.

Control on when I work  
Control on my own finance

I can't wait  
to start new  
life and  
making money  
W30

# Considerations

## **The venue:**

Consider the setting you use:

- Is it a suitable setting or venue?
- Can people get there? (i.e. public transport accessible)
- Are your participants comfortable in your chosen setting?
- Does this setting meet individual and the group's access needs?



## **Aspects used to inform and guide:**

It is important to have some understanding regarding the social model of disability and the idea of “nothing about us without us”. Use these aspects to inform your version of the Self-Employment Training Program.

## **Program Facilitation:**

The pilot program utilised a facilitator who had their own lived experience of disability. The chosen facilitator considered power imbalances, accessibility needs and Lived and Living Experience amongst other factors to inform the program and sessions. The facilitator was also experienced in co-design, program development and facilitation and also had their own small business, which was helpful to provide real, tangible examples.

## **Timeframe:**

Although the pilot program was run over 10 weeks, it is suggested that this program could run for 20 weeks. This would allow more time for exploration and hands on activities (i.e. using Canva and making logos). It could also allow for excursions/site visits and for participants to be supported to further implement the information and knowledge they gained (i.e. rather than just learning how to make an ABN the participants could be supported to actually register for an ABN - if they indicated they were ready to do so). There is also the possibility of offering one off sessions on specific topics, based on the information provided in this toolkit.

# Sessions

As this course is not a one size fits all approach, sessions should be informed by the needs and interests of the participants. Session outlines will be different for each course and each group. Factors such as venue, timings, local context, individual & group needs and interests, will inform the sessions. Sessions will also be informed by the availability of guest speakers. Flexibility is required in planning. The below briefly outlines Session 1 to 10 as they were delivered in the pilot program.



## Session 1:

- Introduction to the training
- Introductions and getting to know each other
- Business plans and business planning
- Looking at our networks
- Visit from local Council Economic Development Team

## Session 2:

- Examples of others business journeys
- Mission and Values
- Springvale Library tour
- Guest Speaker: Enabled VIP

## Session 3:

- Exploring business ideas
- Brainstorms and Mind maps
- Guest Speaker: Virtual Assistant

## Session 4:

- Refining your idea
- Guest Speaker: Sam from Sincere Copy
- Branding

# Sessions

## Session 5:

### Marketing

Guest speaker: Side gig and hobbies

Guest Speaker: Disability artists and advocate, Lara MacFarlane

## Session 6:

### Record keeping

### Tracking finances

Guest Speaker: Phil from Wild at Heart Community Arts

Guest Speaker: Council Grants team and Council Festival and Events team

## Session 7:

Guest Speaker: Australian Taxation Office (ATO)

### Drum Theatre tour

### Dandenong Library tour

### Council site visit

## Session 8:

### Tasks and actions

Guest Speaker: Go Joe Art and Designs

Guest Speaker: Fusion Theatre

## Session 9:

### Creating our business plans

Guest Speaker: Small Business Victoria

Photographer for head shots

## Session 10:

Guest Speaker: Minus 18

Business plans and setting tasks

Next steps, checklists and resources

Reflection

Celebration lunch and certificates

# The Self-Employment Training Program:

## Slides



The slides on the following pages were used as part of the Self-Employment Training Program pilot and have been shared here to provide ideas in regard to both content and accessibility.

Each Self-Employment Training Program will differ depending on the needs and interests of the group, therefore rather than full session outlines and slide decks, a selection of slides that were used in the pilot program have been provided in this toolkit.

# Examples of Slides

All slide decks had a title slide. Information included the session number and the date.

## Self-Employment Training Program

Session 1- Wednesday 17<sup>th</sup> July

Every session included an Acknowledgement of Country.

### Acknowledgment of Country

I would like to acknowledge the Bunurong People who are the Traditional Custodians of the lands where we are meeting today.

I extend my respects to all First Nations Peoples and to all elders, past, present and emerging.

Always was, always will be Aboriginal land.



Every session had a slide outlining what to expect during the session. Using routines and keeping things the same - such as the use of slides, supported the groups learning.

### Today's session:

- Reflections
- Business journey and tips
- Mission and values
- Library tour
- Guest speaker: Enabled VIP (via Zoom)

# Examples of Slides

A slide was included breaking down the session into times.

This helped the group to know what to expect, alleviating anxiety and helping to keep us on track.

## **Morning session: 10am to 12pm with a 15-minute break (at 11ish)**

- Slides, presenting information
- Worksheets and discussion

## **Lunch break: 12pm to 12.45pm**

## **Afternoon session: 12.45 to 2pm**

- 12.45pm to 1.15pm – Library tour
- 1.15pm to 1.45pm Enabled VIP (via Zoom)
- 1.45pm to 2.00pm Finish up – survey, feedback, etc.

Every session had a slide outlining what we did the previous session.

## **Last session we:**

- Talked about business plans and why they are important
- Started working on our own business plans and business ideas
- Mapped our networks
- We also met Kate from Dandenong Council (City of Greater Dandenong)
- And we reflected on what worries us and what makes us happy about starting a business.

Each session participants were invited to introduce themselves. This was a confidence building activity. It also helped participants to form and articulate their business ideas. Introductions were modelled by the facilitator. Everyone in the room was invited to participate, everyone was also given the opportunity to pass.

## **Who is in the room:**

Natasha (she/her) from Practice Inclusion

I invite you to share:

- Your name (and your pronouns if you are comfortable doing so) and anything else about yourself that you are comfortable sharing
- **Your business idea**

# Examples of Slides

Each session had opportunities to provide feedback in multiple ways.

## **Final activity, questions and feedback :**

- Sticky note activity: Write down something you want to know more about
- Do you have any feedback or questions
- Survey: scan the QR code or use a paper version



Differing activities were included throughout the sessions.

The group enjoyed hands on activities and time to move about the room.

## **Your idea:**

- This morning, we will spend some time looking through our workbooks, chatting to others and refining our idea
- Our activity will be to decide on one idea for our business – so far, we have had many ideas! We need to settle on one idea.

Slides were used in every session. Slides were always presented in the same format. Accessibility was considered. Slides had minimal content. Text was large, black with white background. The facilitator read each slide for accessibility purposes. Slide decks were also emailed to all participants prior to the session. Individuals could then choose to do work on their computer or in their notebooks, as they had access to both paper and digital versions of slides and handouts. Slides formed part of a routine within the sessions and were used to outline what was happening in the sessions. This helped to lessen participants anxiety as they knew what to expect.

# Examples of Slides

Information was kept brief while still being informative.

Questions were used as prompts for discussions.

Discussions would often lead into worksheet activities.

QR codes were used so that individuals could scan and look at the websites referred to.

## Networks

Networks are an important part of succeeding in business.

Networks can include family, friends, supports, services, business connections and more.

They may be in person or online/virtual.

- Why are networks important?
- Who is in your network?

## Logos:

- You don't have to have a logo, but you might like one to help brand your business
- A logo can help people recognise your business
- There are free logo develops online or you can create your own by making your own design, drawing something or even using your name
- Your logo can't be the same as someone else's, it must be distinctly yours



## Business names:

- The Australian Business Name Register is a system where Australian businesses register their business name
- You need to register your business name if you conduct business under a name other than your own
- There are fees involve (\$44 for one year, \$102 for three years)
- You will need to make sure the business name you want is available
- To register you will also need an **Australian Business Number (ABN)**
- If you are using your own name, or you are doing your business idea as a hobby you don't need to register



# Examples of responding to participants ideas

As the Self-Employment Training Program is emergent and developed in response to participants interests and needs, topics will come up throughout the course that will need to be researched and addressed by the facilitator.

These slides provide an example of information shared in response to the groups questions about how people make money from creating content, YouTube, and being an influencer.

## Mr Beast:

- He was born in 1998 in America
- He started his YouTube channel when he was 13 years old
- He went viral in 2018 after a video of him giving away \$10 000 to a homeless person
- He makes money from his views, sponsors and merch
- He now has many sponsorships (inc Tiktok and Lotto). These brands donate considerable money which helps him fund his giveaways
- Mr Beast is estimated to be worth between \$500-700 million in 2024

## Khaby Lame:

- He was born in Senegal in 2000 and moved with his family to Italy when he was 1 year old.
- He was a factory worker who lost he job during Covid and began posting TikTok's
- His early videos show him dancing and watching video games. He then went viral with his TikTok's where he silently mocks over complicated life hacks
- He was signed by a social media manager when he only had 1000 Instagram followers. He now has over 160 million fans and is the most followed user on TikTok (2024)
- He has a net worth of estimated \$20 million (2024)
- In 2022 alone he made \$10 million
- On average, he makes \$400 000 - \$750 000 per Tik Tok and \$20 000 for each Instagram promotion

## How do YouTubers make money:



# The Self-Employment Training Program:

## Guest Speakers

Guest speakers will be dependent on the individual group and could include:

- Local Council
- Local Business
- Disability specific services
- Support services
- Services responding to the groups or individuals interests
- Disabled individuals who have their own business
- Individuals who have a side gig or have turned their hobby into a business
- A graphic designer or web designer
- A branding expert
- An accountant or other individual with expertise in finances
- The Australian Taxation Office
- Small Business Victoria
- Other business support services
- Centrelink

Throughout the pilot program guest speakers were sourced while the program was running in response to the groups interests and needs.



# Guest Speakers

Prior to the guest speakers session commencing guest speakers were introduced to the group via slides. This was intentional and allowed for participants to look at the websites or other relevant information before meeting with the speaker.

## Guest speaker (10.30-11.30am):

- Liam Brennan from the ATO Small Business Team
- Essentials to strengthen your small business



## Guest Speaker:

Lara MacFarlane (She/They)  
Artist, Activist and Disability Advocate



## Guest speakers: Enabled. vip

Rollie Pontigon and Brodie Ellis



Enabled.vip is a virtual incubator to assist Australians who live with a disability (whether physical, mental, or intellectual) to pursue their potential, such as would-be entrepreneurs starting a small business, gigsters starting a micro-business, or hobbyists pursuing their passion, lobbyists pushing for a constructive change and would-be volunteers looking to find somewhere to volunteer.



## Guest speaker:

Sam from Sincere Copy



Go Joe Art and Designs



# The Self-Employment Training Program:

## Worksheets

Worksheets were used throughout the Self-Employment Training Program pilot. They were emailed to participants, as well as made available, as a paper copy, during each session.

The worksheets were developed to support participants to identify and record their ideas, working towards both developing their own business plan, and establishing a small business.

The following worksheets can be printed and used straight from this toolkit, or used as a point of reference for you to create your own.

When creating worksheets it is important to consider accessibility.



**Business planning:**  
**What is your business idea?**

My business idea is:

I plan to:

I will make money by:



**Business planning:**  
**Networks**

My networks include: (family, friends, support services,  
business connections, other...)



## **Business planning:**

### **The positives**

**What excites you and makes you happy about the thought of running your own business?**

**List 3 positives:**

**1.**

**2.**

**3.**



**Business planning**  
**Mission and Values**  
**What, Who, Why**

**What is your business offering? (your service or product)**

**Who are your customers?**

**What are your values?**

- 1.
- 2.
- 3.

**What are some words you could use in your mission statement?**

LIST	
✓	_____
✓	_____
✓	_____
	_____
	_____
	_____

**Business planning:**  
**Mission statement**

**Use the space below to write some ideas for your mission statement:**



## **Business planning: Brainstorming**

Exploring business ideas:

You can use this worksheet to either brainstorm new business ideas or to brainstorm ideas in relation to your existing business idea.



**Business planning:**  
**Mind map**



**Business planning:**

**My business**

**The business idea I will focus on is...**

**Business planning:**

**My business name**

**Possible business names:**

<p><b>Business planning:</b></p> <p><b>Business cards and flyers</b></p>
--

1. My business needs a business card: YES or NO
2. My business needs a promotional flyer: YES or NO
3. My business needs some other type of marketing material  
such as:

**The information/details I need to start creating my marketing  
material includes:**

## **Business planning**

### **Actions and Tasks**

**Set yourself some tasks.**

**It can be helpful to include when you will start and/or when you will complete these tasks:**

**Task 1:**

**Task 2:**

**Task 3:**

## **My business details**

**Business overview:** What is your business and how will you make money?

**Proposed business name:**

Do you need to register this business name? YES NO

**Business contact details:**

- Your name:
- Your business name:
- Business phone number, email or address:

**Timeline:** When do you want to have your business running by? Give yourself a date to work towards.

The date I plan to have my business officially up and running is:

**OR,** I will focus on my business as a hobby for now and will reassess this in \_\_\_\_\_ months, in \_\_\_\_\_

**For my business I will need to get the following permits or registrations:**

**For my business I will need to do the following research:**

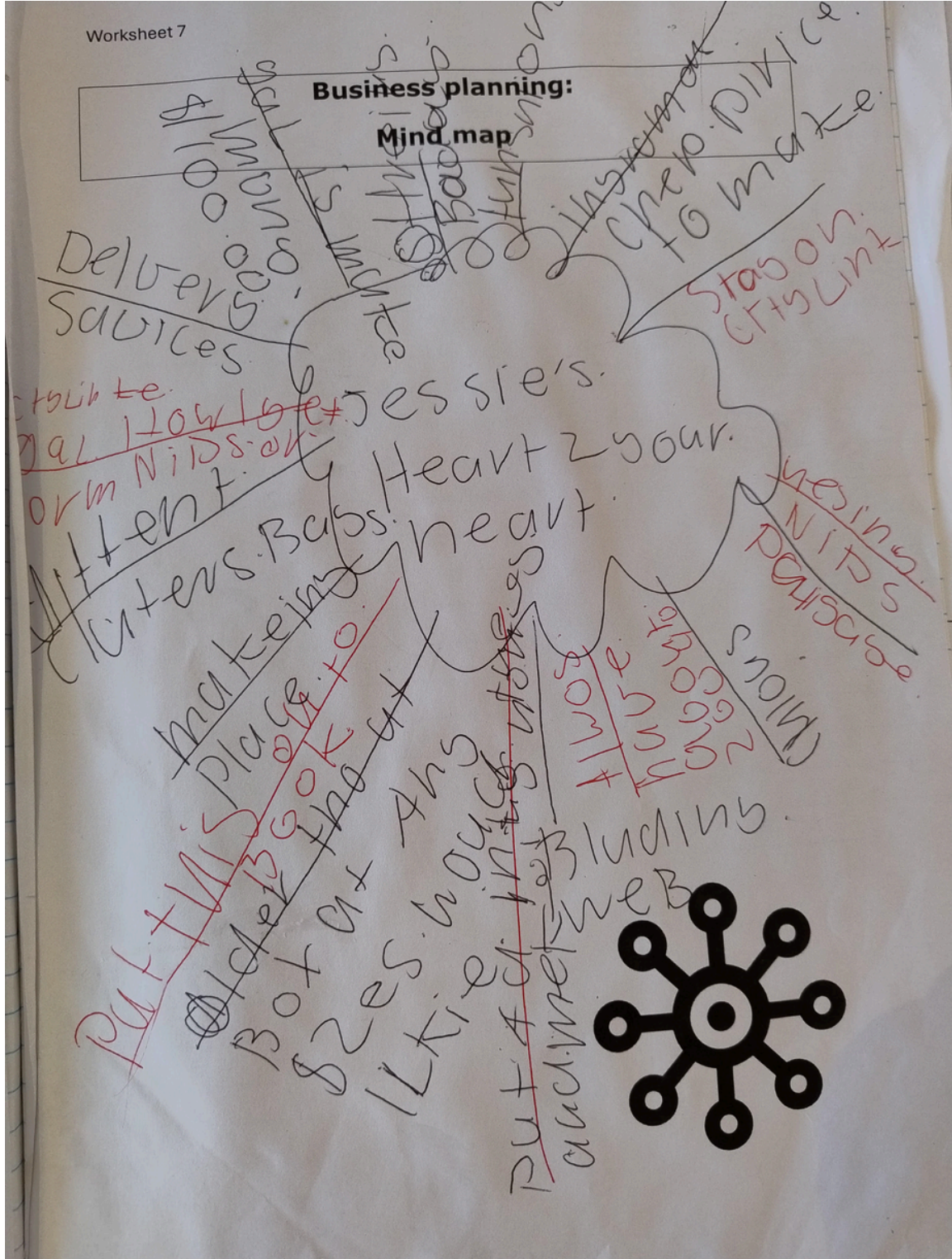
**People I can contact for support include:**

**Tasks:**

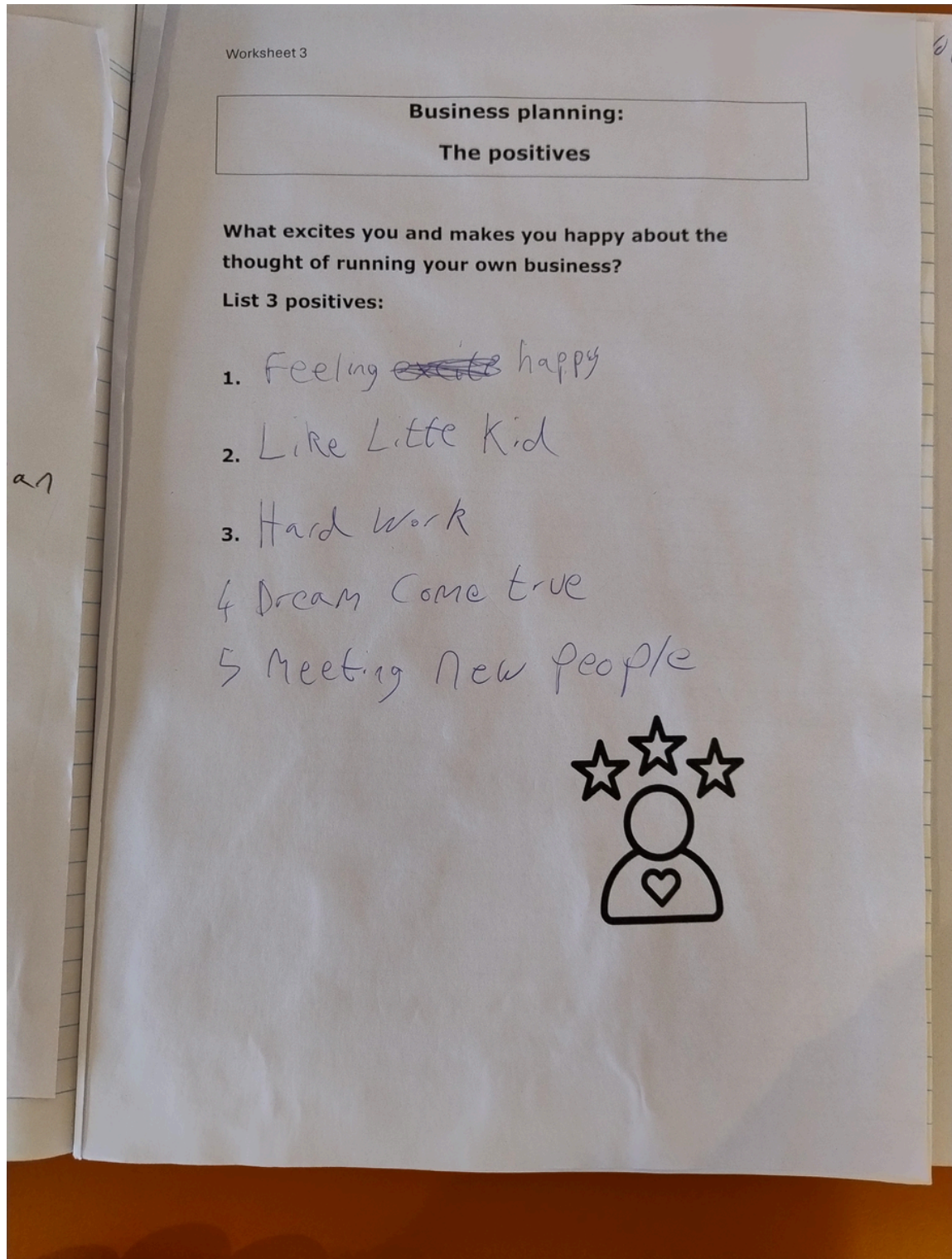
- 1.
- 2.
- 3.

**Other things I need to do include:**

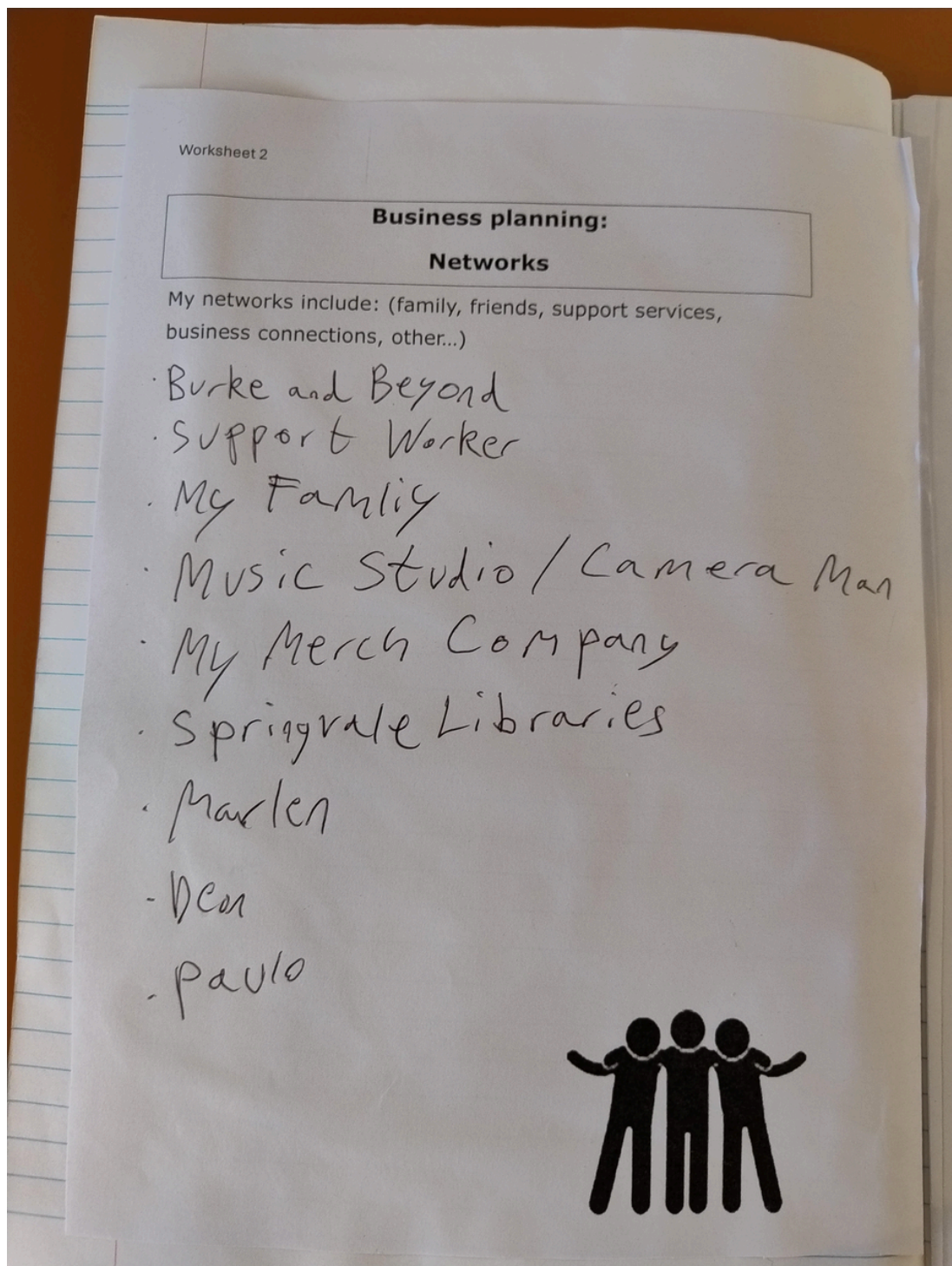
# Examples of completed worksheets



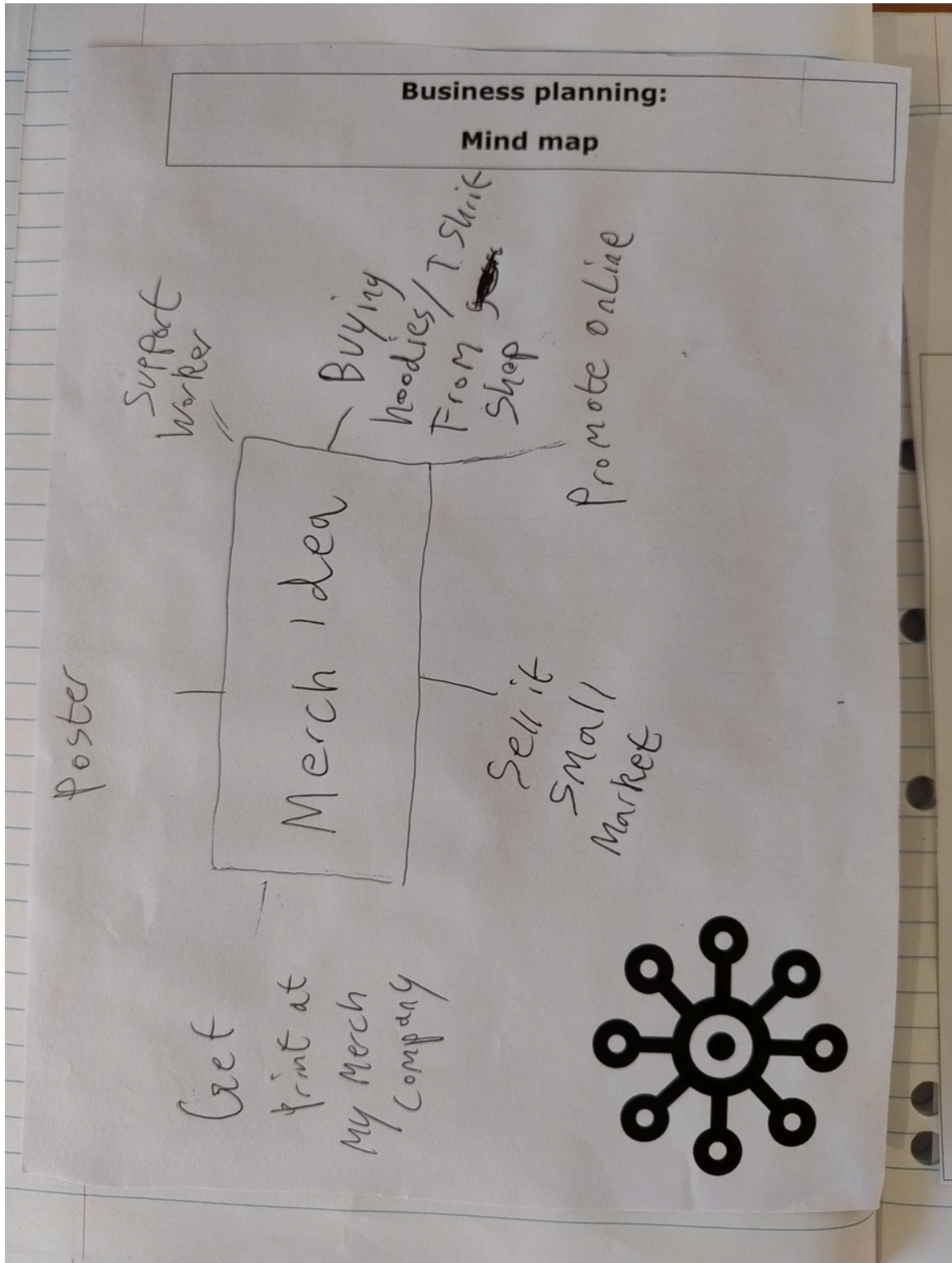
# Completed worksheets



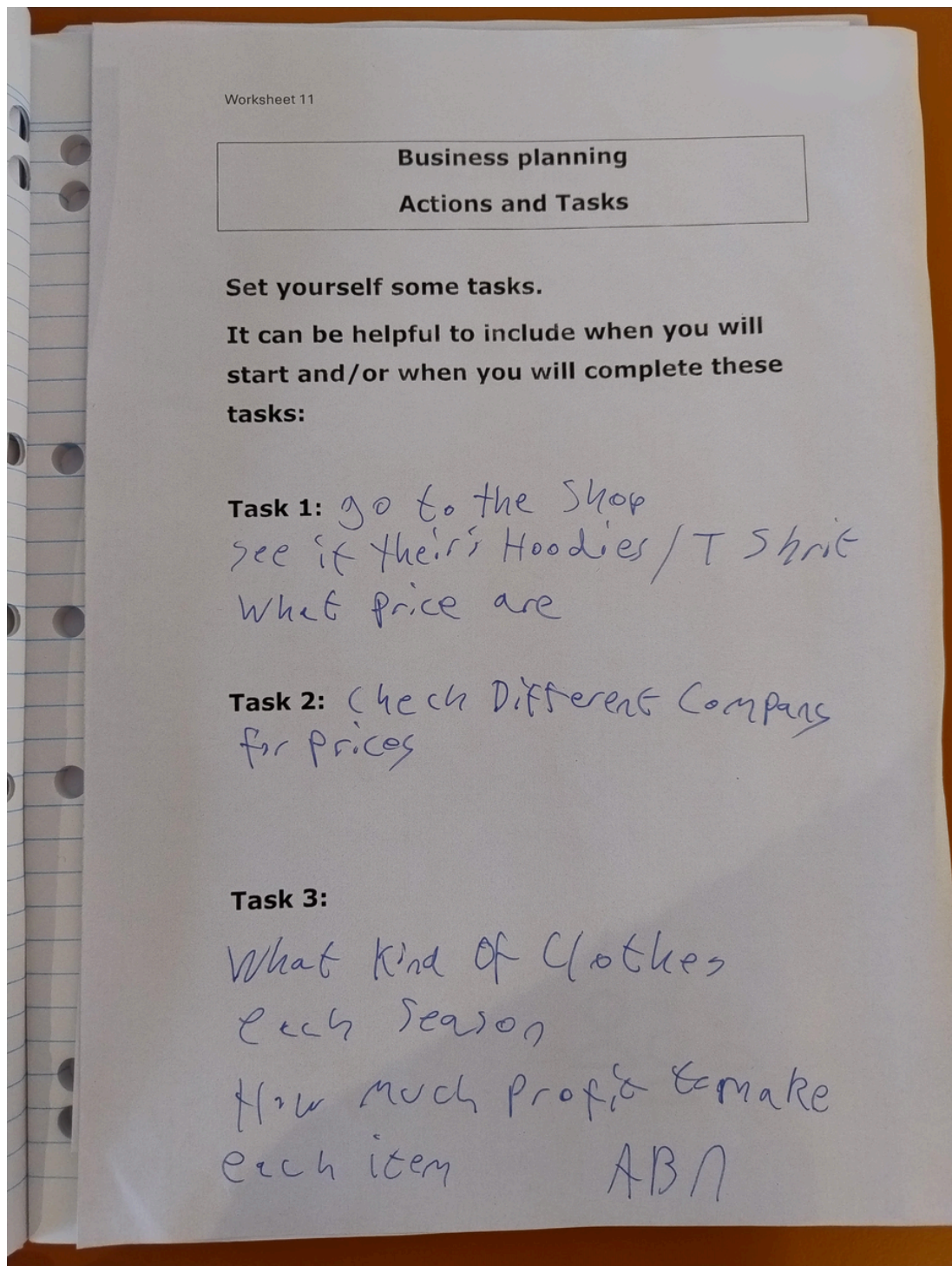
# Completed worksheets



# Completed worksheets



# Completed worksheets



# Completed worksheets

Worksheet 12

**Timeline:** When do you want to have your business running by? Give yourself a date to work towards.

The date I plan to have my business officially up and running is:

OR, I will focus on my business as a hobby for now and will reassess this in 14 months, in 31/3/2023.

Weeks March 2026

**For my business I will need to get the following permits or registrations:**

Permits - Kitchen.

Qualification - Food handlers certificate.

**For my business I will need to do the following research:**

Yes I will need to my Research.

- to get food Haldings.

confidence.

and it is what the prices.

Worksheet 12

**People I can contact for support include:**

- Anty winsome. sr

- Shikhen. pires.

- Roger. lazaro.

**Tasks:**

1. to get an ABN.

2. Permit.

3. to get Bank with NAB.

**Other things I need to do include:**

- Payment to know what's going and how it.

- use app to keep track.

- to write down the invoices / to Caran & me

Bank acc'ts, when to get the fine for me.

of cost of everything

# Resources and Final Handout

The following resources were given to participants during the final session. Participants could then complete these in their own time if they decided to continue with their business planning after the completion of the program.

## Self-Employment Program

### People and services you might like to connect with include:

- Lily and Meenah at the library
- Kate and David at council

### For online information and training:

- Australian Taxation Office  
<https://smallbusiness.taxsuperandyou.gov.au>
- Small Business Victoria  
<https://business.vic.gov.au/business-information/start-a-business>

### For extra support (NDIS funded):

- Enabled VIP: <https://enabled.vip>

A list of resources can be created and given to the participants



## Business set up checklist:

- ☐ **Decide if it is a hobby or a business**
- ☐ **If needed, apply for an ABN**
- ☐ **Check if you need permits**
- ☐ **Gain any permits needed**
- ☐ **If needed, register your business name**
- ☐ **Check if you need to do any other registrations, apply for registrations**
- ☐ **Set up business record keeping systems**
- ☐ **Set up business financial tracking systems**
- ☐ **Set up a business bank account, if needed**
- ☐ **Cost products and calculate potential profit and confirm your price point**

Checklists are a useful tool and can easily be created in response to the groups needs.

**Create your own checklist (write down things you need to do):**

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

As an activity participants can create their own checklists in response to their individual business idea and tasks that they need to do.

## **My Business plan template**

**My business name is:**

**My business is: (your service or product)**

**My customers are:**

**I will promote my business by: (business cards, social media, flyers, etc.)**

**My networks include: (people who can help me)**

**Actions I have taken include:**

- 1.
- 2.
- 3.

**Tasks I need to do include:**

- 1.
- 2.
- 3.

**Goals for the next 12 months include:**

- 1.
- 2.
- 3.

The worksheets completed throughout the course have the information required for participants to complete this worksheet.

This business plan template can be completed by individuals after they finish the Self-Employment Training as a step towards starting their own business.

## **Do I need funding to run a similar program?**

This will depend on how you implement the program in your setting. Do you have access to someone internally who can project manage, coordinate and facilitate the program, or will you need to contract an external facilitator? If you need to contract someone to support with the program you will need to consider how much you need to pay for this service. You may also need a budget for room hire, catering (if you choose to cater or provide tea and coffee, etc.) and also a budget to pay for speakers.

## **Where can I find a facilitator?**

You may have someone internally within your organisation who can facilitate, or you may need to contract someone external to your organisation. To find an external consultant you could advertise for consultants and trainers to submit Expressions of Interests. You could advertise within your networks, through disability organisations and newsletters (such as DARU - [daru.org.au](http://daru.org.au)), via social media and through job boards such as ethical jobs ([www.ethicaljobs.com.au](http://www.ethicaljobs.com.au)).

You could also connect with Practice Inclusion who created the pilot of this program ([www.practiceinclusion.com.au](http://www.practiceinclusion.com.au)).

## **How will I find participants to complete the program?**

You can partner with relevant disability specific organisations within your area. You could also promote via socials and relevant mailouts.

# FAQs continued

## **How many participants is the ideal number to run the program with?**

To get the most from the program it is suggested that the program run with a minimum of 6 - 8 participants and a maximum of 20.

## **Who should I partner with?**

It is recommended that you partner with local, relevant disability organisations. You might also like to partner with local council and other local services. You could also consider establishing a steering committee to help guide and support the program.

## **What services should I connect with for resources and to find speakers?**

There are many services you can connect with. The services you choose will depend on your participants needs and interests and your location. Services could include the Economic Development team within your local council, Centrelink, The Australian Taxation Office, Business Victoria and local small business owners. Depending on participants needs and interests you could also connect with individuals with specialist skills and expertise such as website developers, graphic designers, social media experts, etc. There may also be a number of local services supporting people with disabilities who may be relevant to connect in with, as well as national supports such as Enabled VIP ([www.enabled.vip](http://www.enabled.vip)). It's also important to connect with people with lived experience of disability, who have their own business.

# FAQs continued

## **Will I need to pay services and speakers?**

This will depend on the individual service and/or speaker. The majority of services will attend sessions without need for payment (services such as Centrelink and the ATO) however there may be some services where payment will be required. For example, during the pilot program Fusion Theatre presented at a session. This session was facilitated by Fusion Theatre representatives with lived experience of disability who were being paid on a casual basis for their time. These speakers were paid a presenter's fee. Additionally, any speakers who were speaking from their own lived experience of disability, or taking time out from their own small business to present were offered a speakers fee payment to acknowledge their expertise and time.

## **Where can I find resources to help with the program?**

There are many resources available on the internet. Look at websites such as Small Business Victoria, The Australian Taxation Office and Enabled VIP.

# Developing your own program

Consider the needs, interests and abilities of your cohort.

Ask your cohort what they want and need.

Respond to their needs, ensuring the training is purposeful.

Create opportunities for discussion and feedback. Use this information to inform the program.

To implement a similar Self-Employment Training Program in your own setting it is important that you consider the individuals who are participating in the training and other aspects relevant to your own context.

Use this toolkit as a foundation to develop your own program.



# The Self-Employment Training Program

By exploring the benefits of entrepreneurship and beginning the process of developing their own business, participants gained important skills in communication, innovation, creativity, and problem solving.

These skills led to increased confidence and capacity to pursue self-employment.

"I feel more confident with others. I really enjoyed it. It's been good"

"I am excited to start my own business and become successful"

"I enjoy talking about my small business idea"

"I learnt lots of things that I never know before"

"I'm able to now say what my business idea is"

"I liked learning all the new things about small business. The best part for me is that I learnt new things"

"I am happy. I can do my business. I learnt something new all the time"

"The best part was learning what to do with my business"



# Final Note

This work is produced with the aid of the Pierre Gorman Award 2024 presented by the Library Board of Victoria.

The opinions expressed in this work are the author's opinions and not the opinions of the Library Board of Victoria.

This toolkit was created by **Practice Inclusion**  
[www.practiceinclusion.com.au](http://www.practiceinclusion.com.au)

