

Basic Certificate in Customised Employment

Course Guide



College
Customised Employment





Centre for Disability
Employment
Research and Practice

Centre for Disability Employment Research and Practice

Suite 403, 198 Harbour Esplanade
Docklands Vic 3008

www.cderp.com.au
1300 001349

We acknowledge the Traditional Owners of Country throughout Australia and acknowledge their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past and present.

ACRE Accredited Customised Employment Course Guide – Australian Version.



Welcome to the ACRE-accredited Customised Employment Course

The ACRE (Association of Community Rehabilitation Educators) accredited Customised Employment Course is a comprehensive and thorough training program developed and delivered by the Centre for Disability Employment Research and Practice (CDERP). CDERP, a leader in disability employment research, training, and service innovation, is dedicated to advancing best practices in Customised Employment, Supported Employment, and Person-Centred Approaches.

This course is designed to equip professionals, service providers, and advocates with the knowledge, skills, and tools to support individuals with disabilities in achieving meaningful and sustainable employment. Grounded in evidence-based practice, person-centred methodologies, and international employment legislation, this course aligns with:

- ✓ United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) – Article 27
- ✓ The Work First Customised Employment Practice Model
- ✓ NDIS (National Disability Insurance Scheme) and DES (Disability Employment Services) in Australia

✔ ACRE and APSE (Association of People Supporting Employment First) competency frameworks

Through a blend of case studies, hands-on exercises, and real-world applications, this course empowers participants with practical skills to support job seekers in overcoming employment barriers, fostering self-determination, and leveraging social capital to build inclusive workplaces.

Course Structure & Learning Approach

The course follows a structured approach to learning, featuring:

- ✔ Theoretical Foundations: Understanding key disability and employment concepts
- ✔ Practical Skill Development: Applying person-centred employment strategies
- ✔ Legislation & Policy: Exploring legal frameworks and their impact on employment
- ✔ Employer Engagement: Learning how to work with businesses to create customised roles
- ✔ Work Experience & Vocational Discovery: Guiding individuals toward sustainable employment
- ✔ Self-Advocacy & Empowerment: Supporting individuals in developing confidence and independence

Each module consists of:

- Detailed Course Objectives outlining key learning areas
- Practical Exercises to apply knowledge in real-world scenarios
- Assessment Components to reinforce learning outcomes

Upon successful completion, participants will receive an ACRE-accredited certificate, demonstrating their proficiency in Customised Employment principles and best practices.

The course can be delivered online, face-to-face, or in a hybrid version, providing flexibility to suit the needs of individuals and organisations, making it more accessible and convenient for all.

It should be noted that the course has twelve modules, three of which are focused on practicals and completing submissions. The course also contains extensive quizzes to reinforce learning and compulsory mentoring sessions.

Course Outline & Descriptions



1. The Evolution of Employment Practice

Course Overview

This course provides a foundational understanding of disability employment practices, tracing their evolution from institutional models to modern, person-centred employment strategies. Participants will explore how theoretical frameworks and legislation shape best practices in employment services.

Key Learning Areas

- ◆ Historical Perspectives on Disability Employment (Normalization, SRV, Deinstitutionalization)
- ◆ Legislative Frameworks in Australia & the USA
- ◆ Person-Centred Employment Practices
- ◆ The Role of Customised Employment in Workforce Inclusion
- ◆ Evaluating Evidence-Based Practices in Disability Employment

Learning Outcomes

Upon completion, participants will:

- ✓ Understand the evolution of disability employment policies and practices

- ✔ Be able to analyse and apply person-centred employment strategies
- ✔ Identify the key elements of evidence-based customised employment



2. Discovery and the Importance of Social Capital

Course Overview

This module focuses on social capital and its role in connecting individuals with disabilities to meaningful employment. Participants will learn how to build community networks and apply Discovery techniques to align individual skills with workplace opportunities.

Key Learning Areas

- ◆ Discovery Process: Interviewing Significant People
- ◆ Building and Leveraging Social Capital for Employment
- ◆ Understanding Work-Based Discovery in Real Settings
- ◆ Developing Community Engagement Strategies

Learning Outcomes

Upon completion, participants will:

- ✔ Conduct effective discovery interviews with key stakeholders

- ✔ Understand how social capital supports employment success
- ✔ Apply strategies for building community networks



3. Self-Advocacy – Empowering Voices in Australia

Course Overview

This course focuses on self-advocacy, exploring its historical development, tools, and resources available in Australia and the USA. Participants will learn strategies to support individuals in advocating for their rights and employment goals.

Key Learning Areas

- ◆ History and Evolution of Self-Advocacy
- ◆ Tools for Self-Advocates in Australia & the USA
- ◆ Government Support for Advocacy Initiatives
- ◆ Comparing Self-Advocacy Practices Internationally

Learning Outcomes

Upon completion, participants will:

- ✓ Understand self-advocacy movements and their impact
- ✓ Identify resources that support self-advocacy
- ✓ Compare self-advocacy frameworks across different countries



4. Discovery and the Person – Stage One

Course Overview

This course introduces participants to Stage One of Discovery, focusing on building relationships, mapping employment opportunities, and applying customised employment strategies.

Key Learning Areas

- ◆ Techniques for Engaging Families & Building Trust
- ◆ Mapping Local Employment Opportunities
- ◆ Customising Interview Approaches for Discovery
- ◆ Developing Employment Blueprints

Learning Outcomes

Upon completion, participants will:

- ✔ Understand how to map employment opportunities
- ✔ Build trusting relationships with families
- ✔ Apply customised interview strategies to Discovery



5. Informational Interviews – Unlocking Skills & Employment

Course Overview

Participants will develop skills in conducting informational interviews, discovering vocational themes, and creating visual portfolios to support job seekers.

Key Learning Areas

- ◆ Engaging Employers Through Informational Interviews
- ◆ Vocational Theme Development for Career Planning
- ◆ Creating Visual Portfolios & Vocational Profiles

Learning Outcomes

Upon completion, participants will:

- ✔ Confidently engage employers using informational interviews
- ✔ Develop vocational profiles and portfolios



6. Job Development & Employer Engagement

Course Overview

This course explores job development strategies, including employer engagement, workplace accommodations, and job customisation.

Key Learning Areas

- ◆ Understanding Workplace Culture & Employer Needs
- ◆ Conducting Job & Task Analysis
- ◆ Job Customization & Carving Techniques
- ◆ Workplace Accommodations & Support Strategies

Learning Outcomes

Upon completion, participants will:

- ✔ Engage employers effectively
- ✔ Implement job carving & customization techniques
- ✔ Provide workplace accommodations for job seekers



7. Undertaking Self-Employment & Business Planning

Course Overview

This module guides participants through the process of self-employment, including business planning, financial management, and government-funded programs.

Key Learning Areas

- ◆ Exploring Self-Employment as a Career Path
- ◆ Developing a Business Blueprint & Financial Plan
- ◆ Accessing Government Support for Self-Employment

Learning Outcomes

Upon completion, participants will:

- ✓ Create a structured business plan
- ✓ Understand funding and support options for self-employment



8. Customised Employment – Stage Four & Post-Placement Support

Course Overview

This course covers Stage Four of Customised Employment, emphasising fading supports, leveraging natural workplace support, and ensuring job retention.

Key Learning Areas

- ◆ Post-Placement Planning & Support Strategies
- ◆ Implementing Fading Techniques to Increase Independence
- ◆ Addressing Workplace Challenges & Behaviour Management

Learning Outcomes

Upon completion, participants will:

- ✔ Implement post-placement supports
- ✔ Facilitate long-term employment retention strategies

Course Accreditation & Certification

This course is ACRE-accredited, recognising its alignment with international best practices and commitment to excellence in Customised Employment training. Upon completion, participants will receive an ACRE-accredited certificate, a valuable credential that demonstrates their proficiency in person-centred employment services and best practices.

Organisations that employ staff who have completed the ACRE-accredited course training may apply to be recognised as Customised Employment Service Providers. This involves undertaking the audit and accreditation process, which evaluates the organisation's adherence to best practices in Customised Employment and their ability to provide high-quality services.

