

# Working at Aspect

**Aspect Australia**



**Easy English**

## Blue words



Some words in this book are **blue**.

We write what the blue words mean.

## Help with this book



You can get someone to help you

- understand this book
- find more information.

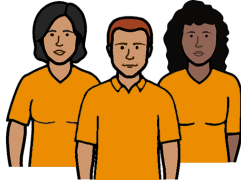


Contact information is at the end of this book.

## About this book



This book is from Aspect Australia.



We think our staff are one of the most important things about our company.

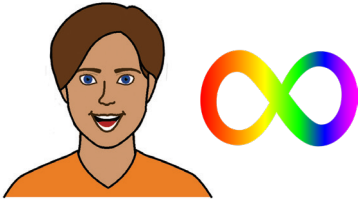


This book tells you

- what it is like to work at Aspect Australia
- what is important to us when we look for staff
- how we support staff so we can give the best services possible.



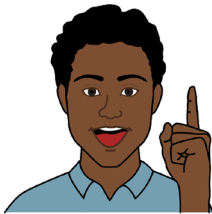
## How we employ people



We want to find and keep people who

- have the same goals as us
  - for example, wanting to help autistic people

- have the same **values** as us.



Values are ideas that we think are important.

We try to be as fair as we can when we look for people to work at Aspect.

For example, we make sure that

- everyone gets the same chance to apply for a job
- everyone gets the same chances if they work for us.





We always use the same process when we give people jobs at our company.



This helps us make sure

- the people who work with us have the skills they need to keep the people we support safe



- we get the best people for the jobs we need to fill



- the process is fair for everyone

- we follow all the rules we must when we employ people
  - for example, **background checks**.



Background checks means we get information about someone.

When new staff start work with us they go through an **induction** and a **probation**.



Induction means new staff learn about the company and what their job is.

Probation means a 6 month period where new staff get support and are assessed in their jobs.



We want to help our staff do their best for the people we support, so we give them

- support from their managers
- reviews to talk about how they are doing in their jobs
- chances to tell us what they think
- training so they can improve their skills
- fair pay.



## How our staff get to learn

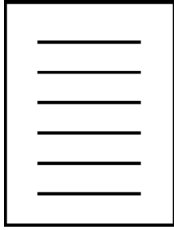


When our staff learn, it helps us improve the way we work and the services we give people.



We support our staff to keep learning by offering

- study leave
- chances to learn and develop in the job.



## How we keep our staff safe

We have a work health and safety plan.

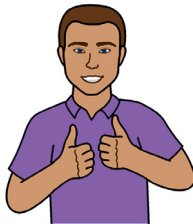


A work health and safety plan makes sure

- our staff are safe at work



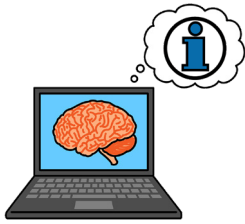
- we follow the rules about staff work health and safety



- our staff feel good and are not stressed or sick while they are at work.



# How we use artificial intelligence



Artificial intelligence is a tool that can be used to get information and do things quicker.

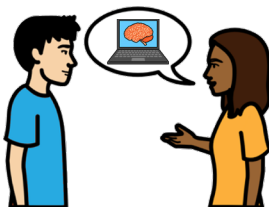
For example, you can make images or write text.

We must be careful when we use artificial intelligence at work.



For example, we must

- know what the risks are when we use artificial intelligence
- follow rules when we use artificial intelligence
  - for example, do **not** use personal information



- tell people when we use artificial intelligence



- make sure the information we get from artificial intelligence is true.

## More information



For more information go to our Aspect website.



Website

[aspect.org.au](http://aspect.org.au)



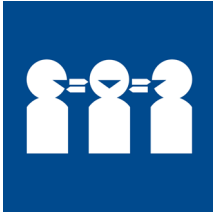
**You can read the full policy on our website.**



Website

[aspect.org.au/about-aspect/our-structure-and-governance/reports-policies-publications/our-policies](http://aspect.org.au/about-aspect/our-structure-and-governance/reports-policies-publications/our-policies)

## If you need help with English



Use the free Translating and Interpreting Service or TIS to make a phone call.

You can call the TIS in your language.



Call            131 450

Give the TIS officer the phone number you want to call.

## If you need help to speak or listen



Use the National Relay Service to make a phone call.

You must sign up to the service first.



Website    [accesshub.gov.au/nrs-helpdesk](https://accesshub.gov.au/nrs-helpdesk)



Call            1800 555 660

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