



PROUDLY PRODUCTIVE

to ability and beyond

Proudly Productive Pty Ltd
ABN: 40367394351
6 Chamberlain Street, O'Connor
enrolments@proudlyproductive.com.au
PO Box 2330, Kardinya WA 6163
Ph: 0415 877 047

Thank you for your expression of interest in the Proudly Productive workshop.

Proudly Productive is a workplace where young adults (Team Members) of all abilities are given the opportunity to engage in and complete (or partially complete) workshop tasks in a safe, inclusive workspace. Proudly Productive is an inclusive workplace where choices, skill development, goals, creative thinking and friendships are nurtured.

Proudly Productive workshop positions are funded under Core Supports. *Community, Social and Civic, Centre and Community based*. Team Members (participants) attend the Proudly Productive workshop on regular scheduled days each week. Proudly Productive provides their own staff. Our Work Coaches (Proudly Productive staff) have various experience assisting individuals of all abilities. Each Work Coach brings experience and knowledge in various fields of disability support as well as sound knowledge of workshop activities e.g., woodwork, sewing, craft, music, and sport.

Please read the below information carefully and complete the **Expression of Interest – Trial Request Form** accurately to ensure your young person (the applicant) is suitable to be offered a permanent placement in the Proudly Productive workshop. Completed **Expressions of Interest – Trial Request Forms** are to be forwarded to enrolments@proudlyproductive.com.au for Perth workshop placements OR bunbury@proudlyproductive.com.au for Bunbury and surrounding area participants.

Age limits do apply on some days. Participants are matched with peers of similar ages and interests to ensure they can get the best experiences and opportunities to achieve their goals.

*Please note days and groups for enrolment at both Perth and Bunbury locations are offered based on the availability of places as well as participants interests, needs, goals, and age.

Workshop opportunities:

- **Sales** – Proudly Productive have an onsite shop, where we sell products created by our team members in the Proudly Productive workshop. Applicants need to have a complete understanding of boundaries and have the self-control to not leave the premises (shop opens onto the street).
- **Craft** – Felting (Repetitive tapping with a sharp needle and wool roving). Proudly Productive has a contract with Silver Chain to provide material (Nikki Pump) bags. Team Members are supported (when required) to use over lockers, sewing machines and cut fabric. If the applicant is not able to safely be around sharp objects e.g. scissors, felting needles or be in the vicinity of working machines, they are not a suitable applicant for Proudly Productive.
- **Woodwork** – Sawing – handheld saw. Whittling - sharp whittling knives. Drill - battery operated. Sander - battery operated. Hand sanding and painting.

If the applicant experiences difficulty following 1-2 step instructions, waiting their turn, or touching tools they are not competent using, then they are not a suitable applicant for a placement at the Proudly Productive workshop.

1:1 Skill Building is provided to Team Members on an as needed basis. Work Coaches provide a range of structured activities for team members to choose from. Work Coaches encourage Team Members to be creative and resourceful thinkers and problem solvers. Team members who have continually displayed safe and competent workplace behaviours are given the opportunity to create their own ideas using a wide variety



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of tools. The only expectation in the Proudly Productive workshop is that team members engage in an activity / task.

Proudly Productive offers 1:1 Skill Building. Proudly Productive do not offer 1:1 Care. If your young person requires 1:1 supervision to ensure their own safety or the safety of others they are not a suitable applicant for a placement at Proudly Productive.

If your young adult has an awareness of staying within boundaries, an awareness of appropriate workplace behaviour, understands and displays safe workplace behaviours, has an interest in all or any of the above activities / tasks and you are confident they will get a positive experience from our workplace, please complete the attached form and return to:

enrolments@proudlyproductive.com.au

or

bunbury@proudlyproductive.com.au

Parent / Guardian – Please be honest in your assessment of your child's abilities and behaviours. It is essential you provide all information of any behaviours (past and present) that may be considered 'At Risk*' behaviours. Include an estimation of when the behaviour was last displayed, any known triggers, context in which behavior/s may occur, interventions targeted at minimising stated behaviour and de-escalating strategies found to be useful when stated 'At Risk' behaviour is displayed. The applicant **MUST** have no history of inappropriate sexual behaviours towards others.

In the event Proudly Productive becomes aware full disclosure was not provided and / or any 'At Risk' Behaviours are displayed by the applicant, not stated in the Expression of Interest – Trial Request Form enrolment will be suspended (likely terminated) effectively.

Team member placements are limited. Proudly Productive limits placement to 10 participants only per day on site. Please ensure all requested information is provided and submitted as early as possible to avoid disappointment.

Successful applicants will be notified via e-mail of their trial appointment. The applicants first trial for suitability may result in:

- a second trial the following week
- the applicant being accepted for the agreed term placement or
- the applicant being assessed as not suitable for a placement at Proudly Productive

If you would like further information about the Proudly Productive workshop, please visit our website at www.proudlyproductive.com.au our Facebook page or Instagram. Alternatively, please email to the appropriate location email stated above.

*Workshop tours are available **by appointment only**. Under **no circumstances** will tours be given to persons who arrive onsite without a booking. The appropriate paperwork must be filled in and returned before a booking time is scheduled. To avoid the disappointment of being turned away please follow our guidelines carefully. They are in place to ensure the safety of everyone on site.*

Kind regards,

Colleen Armstrong
Director

***At Risk Behaviour:** any behaviour that Proudly Productive staff considers to be or has the potential to be harmful to the applicant or others (participants / staff members).



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Expression of Interest – TRIAL REQUEST FORM

Location: Perth Bunbury

Applicant Name: _____

Date of Birth: _____ Male / Female

Medical Diagnosis/Diagnoses: _____

Contact Number (if applicable): _____

E-mail address (if applicable): _____

Primary Contact Person

Relationship to Applicant: _____

Full Name: _____

Primary Contact Number: _____

Email Address: _____

About the Applicant:

Please provide any information about the applicant below that you would like Proudly Productive to know when considering the applicants suitability for a placement in the Proudly Productive workshop.

Abilities / Strengths / Special Interests / Likes:

Dislikes / Sensitivities / Triggers / Behaviours that may require management on site:

If necessary, please add additional pages to this form.



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Interventions / de-escalating strategies for behaviours that may require management on site:

You may also like to provide additional information including professional assessments e.g. Occupational Therapy, Speech Pathology etc. to this request form and/or information of Authorised/Non Authorised Restrictive Practices used.

If necessary, please add additional pages to this form.

Proudly Productive's stringent Enrolment Policy ensures that all participants/Team Members are given ample opportunities to engage in and develop various workshop skills/experiences. Enrolled Team Members have the flexibility to engage in structured skill building tasks as well as pursue their own special interest driven tasks in a safe and non-structured context. The above information is essential to assess the suitability of the applicant to ensure the safety of everyone within the workshop and to maximise workshop opportunities for all.

I _____ Parent / Guardian of _____
(Primary Contact Person) (Applicants Full Name)

understand the above information will be kept by Proudly Productive and collated with successful applicant's enrolment form.

In the event Proudly Productive becomes aware full disclosure was not provided and / or any 'At Risk' Behaviours* or information regarding restrictive practices are displayed by the applicant, not stated in the Expression of Interest – Trial Request Form, enrolment will be suspended (likely terminated).

Signed _____ Date: _____

**At Risk Behaviour: any behaviour that Proudly Productive staff considers to be or has the potential to be harmful to the applicant or others (participants / staff members).*