

Vocational program client readiness checklist

MARCH 2024

Use this checklist to determine whether clients are ready to start a vocational program. It is intended to guide the clinician and not as a direct questionnaire for clients.

If unsure about the client's readiness, contact the vocational provider to discuss the referral. Meeting with the vocational provider and client before making the referral will confirm suitability.

Is the client ready?	Yes	No	Comments
1. Is the client motivated and available to start a prevocational or vocational program? a. Do they regularly attend appointments and engage in programs? b. Do they understand the process of seeking employment, with assistance? c. Are they ready to engage in pre-vocational activities if not ready for work yet? d. Is the family supportive of RTW?			
2. Does the treating team support the client participating in vocational activities? e. Is their condition stable, e.g. seizures, mood, medication, pain, etc.? a. Is the client medically cleared to undertake vocational activities or RTW as applicable?			
3. Does the client have stable accommodation?			
4. Are other commitments organised to support participation in a work program, e.g. childcare?			
5. Is transport available for work? a. Driving assessment b. Travel training c. Access to a vehicle d. Carer and family support			

Is the client ready?	Yes	No	Comments
6. Does the client have functional capacity for employment? <ul style="list-style-type: none"> a. Independence in self-care b. Independence in mobility c. Appropriate social behaviour (with support) d. Able to learn new information to reduce training supports e. Required physical tolerances? 			
7. Is the client free from substance use that could compromise program engagement?			
6. Is the funding source identified and approval or eligibility confirmed? <ul style="list-style-type: none"> a. icare funding b. SIRA funding c. DES funding. Check eligibility where applicable d. NDIS funding. Is there funding allocated to the NDIS plan? e. Other funding source. Specify 			
Considerations			
Are there any risks related to the client's condition to highlight in the referral , e.g. client with reduced high-level balance who wants to return to their pre-injury role as a roofer?			
Are there any financial disincentives to working , such as income protection policy or pending legal settlement, etc?			