



# NDS USER MANUAL 2.0



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# BUYABILITY IMPACT TOOL

Welcome to the BuyAbility Impact Tool Version 2.0!

This new version boasts enhanced reporting features, including the ability to custom design and tailor reports to different audiences. The calculation methods behind the tool are third party verified by ACIL Allen Consultants, making your data reports more robust in demonstrating the social and economic benefits of supported employment. Organisation Administrators can enjoy greater vision and access with the imitate function, allowing them to maneuver between accounts at the click of a button.

These features are just some of the enhancements we have included for your benefit.

We understand that data entry can be an arduous task and getting used to a new system can sometimes be tricky. The BuyAbility Team has allocated dedicated staff members to assist in the entry of your data and is able to run online webinar training sessions to engage and train your staff in how to use the manual and the Impact Tool.

There is a helpful checklist on page 32 of the manual to begin your data collection and a printable version of the survey on page 33.

The BuyAbility Team is here to assist with any questions you may have.

Regards,

The BuyAbility Team



# 1.0 NDS OPERATIONS

## 1.1 CONTROL PANEL

NDS dedicates a supportive administration team to ensure the reports produced for your organisation are up to date and utilising the correct tax calculation methods. We do this by updating our Control Panel.

This information is pre-filled by NDS for your convenience.

If you feel an error has been made when producing reports, please report your concerns to the BuyAbility support team at [hello@BuyAbility.org.au](mailto:hello@BuyAbility.org.au).

Control Panel		
<b>Supported Employment Tax Thresholds</b>		
<input type="button" value="Add Tax Threshold"/> <input type="button" value="Remove Tax Threshold"/>		
Taxable Income : Lower	Taxable Income : Upper	Tax On this Income
0.00	18200.00	0.00
18201.00	37000.00	0.19
37001.00	80000.00	0.32
<b>Supported Employment Reduction in Disability Support Pensions</b>		
<input type="button" value="Add Reduction In Pension"/> <input type="button" value="Remove Reduction In Pension"/>		
Fortnightly Income : Lower	Fortnightly Income : Upper	Reduction In Pension
0.00	168.00	0.00
168.00	1951.80	0.50
<b>Supported Employment Comparative Rates</b>		
Hourly Rate of Community Care	Hourly Rate of Minimum Australian wage	
25.04	18.29	

## 1.2 MANAGE ORGANISATIONS

The NDS BuyAbility team pre-fills known organisational data from the pledge application form as well as the NDS database. Our administrative team can then assist in any troubleshooting or support needs your organisation may have throughout the data entry and reporting stages.

### 1.2.1 Organisation Administrator Login

The BuyAbility administration team will provide a user name and generic password for the Organisation Administrator to initially login. Confirmation of these details will be emailed directly to the nominated figure for the organisation. Please ensure that all details for this person are accurate as they will be the key contact for NDS and the BuyAbility Impact Tools Organisation Administrator for your company.



## 2.0 DISABILITY ENTERPRISE OPERATIONS (GENERAL)

### 2.1 SET UP

#### 2.1.1 Setting up your Organisation with the BuyAbility Impact Tool

The BuyAbility administrative team manages your user name and temporary password. Once your organisation has pledged with BuyAbility, we will add initial details to the BuyAbility Impact Tool.

An email will be sent to the nominated Organisation Administrator's email with the organisation's user name and temporary password.

Ensure that all details for this person are accurate as they will be the key contact for NDS and the BuyAbility Impact Tool's Organisation Administrator for your company.

#### 2.1.2 User Accounts

**Organisation Administrator:** The Organisation Administrator has complete Administrator access to the Site and other users. The permissions of this user enable them to edit organisation profile fields, create and edit Sites, create, edit and imitate user accounts and permissions. The Organisation Administrator may be the only Administrator for the organisation as they are able to create, imitate and make changes in other accounts without the need to change user.

**Site Administrator:** Each organisation can have one or more Site Administrator users. The permissions of this user include the editing of specific Site fields, the creation and editing of users at a specified Site, the running of reports at their specified Site and the entry of Supported Employee data.

#### 2.1.3 Logging into the BuyAbility Impact Tool

- Go to <http://impact.BuyAbility.org.au/> to bring up the logon page.
- Enter your credentials as shown in the diagram (right). If this is your first time logging in, these details can be located in the introductory email we have sent to your nominated email account (Organisation Administrator).

Alternatively, please contact your Organisation Administrator to obtain your login details.

Please Enter Your Credentials to Log in

User name

Password

Remember me?



### 2.1.4 Initializing a new financial year

Organisation Administrators will be able to select the new financial year from the drop down **Reporting Year** menu. This is populated at the commencement of the financial year by NDS staff.

Once the new financial year is selected at the organisational level it must then be initialised on a site level.

1. Under select **Initialise new financial year**.
2. This will provide the next financial year as a drop down selectable option.

**Tip:** Initialising a new financial year will automatically transpose a copy of data from the previous financial year to the new financial year and age the employees by one year.

3. Select the new financial year date from the drop down to update the new financial years data.





## 2.2 EDIT PROFILE

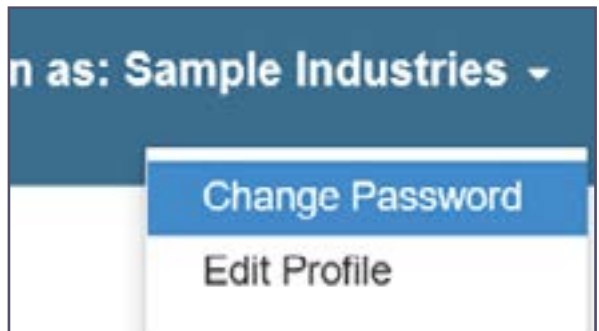
Once logged in, your profile information will be available via the drop down menu in the top right hand corner.

### 2.2.1 Changing Password

To change your password, select the drop down menu, next to the organisation name and select **Change Password**.

Enter your old password and your new password, then select **Change Password**.

A confirmation of this change should display on your screen.



Change Password

Current password

New password

Confirm new password

### 2.2.2 Edit Profile

From the organisation drop down menu, select '**Edit Profile**'. This will redirect you to the edit profile page.

Enter the details you wish to change and select **Edit Profile**.

Confirmation of your change should appear near the heading as **Your profile has been changed.**



Edit Profile

Current password

First Name

Last Name

User Name

Email Address

## 3.0 ORGANISATION ADMINISTRATOR OPERATIONS

### 3.1 MANAGE ORGANISATION


Select the Manage Organisation Tab from the top bar.


Follow the below steps to accurately update your company information.



### Manage Organisation

Organisation Name: Macro Document Solutions

Organisation Logo:  Click to change

Quality Certification:  Click to change

Free text for additional organisation information: 

We provide meaningful employment to adults with a disability, in doing so the organisations employees are able to gain a sense of equality and also understand the importance of working for a better...

1. Check that the organisation's legal name is correct and amend if required.

2. Organisation Logo

- Select the **Click to change** button
- Select **Choose file** and browse your images for the correct company logo
- Select logo and open file
- Once satisfied with your selection, select **'Save'**

3. Quality Certification

Follow steps in (2), selecting all certifications your company holds in quality control. If unsure see 'Certification' in the Glossary

4. Add additional information surrounding the operation and benefits of your company (optional).








## 3.2 MANAGE SITES

### 3.2.1 Create New Site

All organisations will have at least one Site where their business takes place. From the **Manage Organisations** Tab, scroll down and select '**Add New**' link on the right side of the table. You may create as many Sites as required.

**TIP:** Complete data specific only to the Site you are adding.

### Manage Sites

Name	Location	
NDS Canberra	Canberra ACT	<a href="#">Add New</a>   

#### Add Site

Site Name

Locality

#### Social and Economic Impact Calculator

Business Line

Number of Support Staff

Total Support Funding Per Annum

Number of Customers

Value of Customer Purchase

Value of Unfunded Capital Purchase

Wage Tool Used

Operating Cost




Free text for additional organisation information

175 characters

Select **Save** once all details have been entered.



### 3.2.2 Assign Contact to Site

Once a Site is created and saved, these icons will be available next to each Site.   


To **assign a Site contact**, select 

This will bring up an 'Add User' page. Fill in the relevant details for the **Site Administrator**.

This function allows the **Organisation Administrator** to set passwords and login details for other users.

Select **Save** to store the user.



### 3.2.3 Edit Existing Site

To edit an existing Site select  on the right hand side of the Site listing.


This will allow you to change and edit the Site fields as required. Once the details have been updated, select **Update** to save your progress.

To delete a Site select the trash can icon on the right panel, next to the Site  and follow the prompts.

## 3.3 MANAGE USERS (IMITATE SITE ADMINISTRATOR OPERATIONS)

This tab allows you to view, manage and imitate active users. The edit  and delete  functions can be used here to update contacts or delete users. Select Save once amendments have been made.



The  icon can be used by the Organisation Administrator to access the Site Administrator account. This should be done to verify data when there are multiple users or to input organisation data as required.

**Tip:** Remember that you are logged in as the Organisation Administrator. If you need to return to this account at any time or to view an organisation-only function, such as an update or restricted organisation overview, report select **Back to myself** to return to your account.

## 3.4 REPORTS

The Reports tab will show reporting options: Supported Employee Social and Economic Impact Report, Customer Report, MP Report and Generate Custom Report. See **Reports** on page 16 of this guide for more information on these reporting functions. Each section is populated by **Site Administration** user access.



## 4.0 SITE ADMINISTRATOR OPERATIONS

**Warning:** Before commencing any function, edit, or calculation, ensure that the Reporting year is set to the desired period. Select from the drop down menu



### 4.1 HOME OPTIONS

The **Home** menu allows easy navigation to data entry, reporting and seeking support portals. Select from the below menu to be directed to the appropriate data entry point or report.



**Tip:** If this is your first time using the Impact Tool, select 'I want to enter Supported Employee data' and follow 4.1.1 for instructions.

#### 4.1.1 I want to enter Supported Employee data

**Tip:** We recommend importing your employee data using the downloadable template built into the tool for initial data entry or big updates. For small edits or adding individual employees, use the 'Manually Enter Employee Data' function.

#### How to Download/Import Template Data

- **Download Template**



- Select '**download template**'. The template should automatically download in your browser.
- Double click to open the template.
- Transfer your data to this template. All fields must be completed as per the format below. If a field is left blank, the template will not upload.

	A	B	C	D	E	F	G	H
	Employee ID (optional)	DMI Level	Hourly Rate	Avg Hrs/Week	SES Award Level	Age	Gender	Disability Type

#### A. Employee ID

Input the employee number to track employee records. This can be any whole number. If you choose to not include employee numbers, please pre-fill numbers, starting at 1, for each employee you have.

Eg. 1, 2, 3. These need to be numbers that your organisation can clearly assign to employees for future updates and reference.

Type the first two to three numbers in a series to create a pattern. Select the patterned numbers, then select and drag from the bottom right hand corner.

	A
1	Employee ID (optional)
2	1
3	2
4	3
5	4
6	5

### B. DMI Level

Where a DMI Level has been calculated prior to the implementation of the NDIS, enter the calculated level. Otherwise select No DMI Assessment or NDIS Average Funding where the organisation has transitioned to NDIS funding.

### C. Hourly Rate

Enter a numeric value including decimals.

### D. Avg Hrs/Week

Enter a numeric value that best represents the average weekly hours worked by the employee.

### E. SES Award Level

Enter a numeric value from 1 to 6, or N/A where this field is not applicable. Do not include the word 'level'.

### F. Age

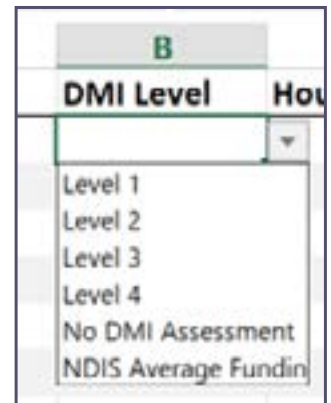
Enter a numeric value only.

### G. Gender

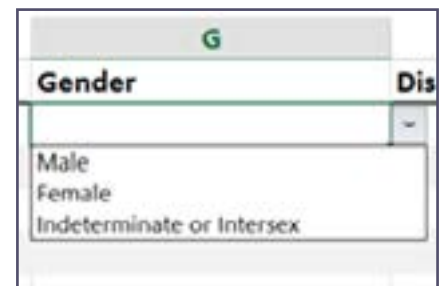
This is a drop down menu. Select the employee's gender from the menu or ensure the entries match possible options from the drop down list.

### H. Disability Type

This is a drop down menu. Select the field which best describes the employee's primary disability from the menu. If unsure, please select 'Not Stated'.



B	
DMI Level	Hourly Rate
Level 1	
Level 2	
Level 3	
Level 4	
No DMI Assessment	
NDIS Average Fundin	



G	
Gender	Disability Type
Male	
Female	
Indeterminate or Intersex	

**Tip:** If any field is left blank or completed incorrectly, it will not import the incorrect or blank data line.

### • Import from Spreadsheet

Importing information from the spreadsheet template will update current data when the Employee ID matches and add new data where no previous employee record can be found.

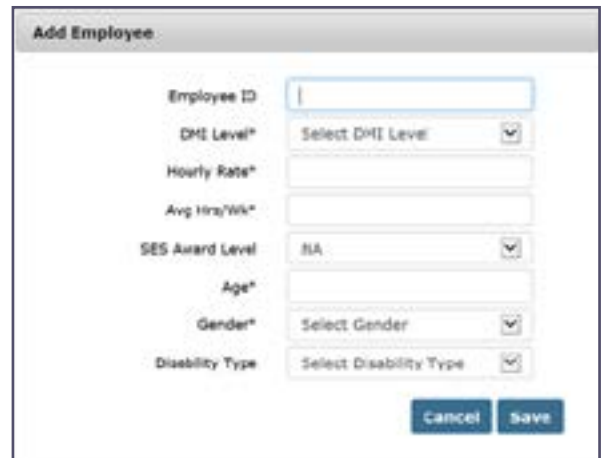


- Select **import from spreadsheet**
- Open the saved spreadsheet file – The program will automatically update the data on the tool
- Select **Save** to confirm changes.

### • Manually Enter Employee Data

If you wish to manually enter your employee's details, select **Add New** from the top right row.

- Complete the employees details in the form (right) and select **Save**.
- Repeat for all employees.
- Use the **edit** and **delete** functions to update employees already listed. These can be found on the right hand side, under the **Add New** button.



### • Export Employees

Updates made easy!

At the end of the financial year or when big changes occur in the organisation, you may need to mass edit employee records. Export employees is an easy to use function that will make bulk amendments and importing simple.



1. Select **export employees**
2. An xlsx file will automatically start downloading
3. Open file by double clicking on the download
4. Edit the spreadsheet as required and **save** document.
5. **Import** once edits are complete. Import instructions are on page \_\_\_ of this manual.

### Your Employee Data is complete!

Select '**Satisfaction Surveys**' shortcut from the bottom right hand side or '**I want to enter Satisfaction Survey Data**' from the **Home** menu on the main ribbon.

### 4.1.2 I want to enter Satisfaction Survey data

Survey data can be entered for each, individual employee or as an aggregate for all employees. The survey will appear as below:

Supported Employee Satisfaction	1	2	3	4	5	6
I get on well with my workmates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have made new friends at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My income from work means I can buy more things I need or want	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I like where I work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I like what I make or do at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can try new jobs and learn new things	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Aggregate Entry

1. Enter aggregate results as a singular numeric figure from 1 to 6 below each survey question.
2. To apply the aggregate result, ensure the box on the left hand side is ticked.
3. Entries will save automatically when the box is checked.

**Tip:** This result will need to be updated as each new employee is added.

Complete: Go to Reports by selecting the shortcut '**Reports**' from the bottom right hand side of the page or select the **Reports** menu from the main ribbon. You can also access reports from the Home page '**I want to view a report**'.

Enter aggregate scores					
I get on well with my workmates	I have made new friends at work	My income from work means I can buy more things I need or want	I like where I work	I like what I make or do at work	I can try new jobs and learn new things
<input checked="" type="checkbox"/> 4.00	<input checked="" type="checkbox"/> 4.00	<input checked="" type="checkbox"/> 5.00	<input checked="" type="checkbox"/> 4.00	<input checked="" type="checkbox"/> 4.00	<input checked="" type="checkbox"/> 4.00

#### Individual Entries

1. If entering the individual scores for employees first select the employee number from the drop down list.
2. Enter the employee's survey results.
3. Select Save.
4. Each employee must be entered manually if using this method.

Individual employee survey responses	
Select Employee	1

Complete: Move to Reports by selecting shortcut '**Reports**' from the bottom right hand side of the page or select the **Reports** menu from the main ribbon. You can also access reports from the Home page '**I want to view a report**'.



### 4.1.3 I want to view a report

This view allows the user to see an overview of the raw data report. This may either be exported to Excel or Generated into a Custom Report.

#### To Export Data:

1. Select **Export to Excel** from the right of the panel.
2. The download will begin automatically.
3. Double-click or open downloads to view.

#### To Generate Report:

1. Select **Generate Report** from the right of the panel.
2. This will automatically direct the user to the Generate Report Custom Builder template. See Generate Report (Builder) on page 20 for more details.

### 4.1.4 I need support

Current listings of key contacts and support staff will be listed here. These may vary from the guide as they are more readily updated.

If in doubt about where to direct your enquiry, call 02 6283 3206 or email [hello@buyability.org.au](mailto:hello@buyability.org.au).

## 4.2 MANAGE SITE



The **Site Administrator** is able to update and edit details for the assigned account only. This data is usually pre-populated when created by the **Organisation Administrator**.

- Confirm the details are correct.
- Populate any figures that are missing or need to be updated.

Manage Site	
Site Name	Simple Arts and Crafts
Locality	Perth
Social and Economic Impact Calculator	
Business Line	Craft material production
Number of Support Staff	14
Total Support Funding Per Annum	526000.00
Number of Customers	230
Value of Customer Purchase	460000.00
Value of Unfunded Capital Purchase	15500.00
Wage Tool Used	Enterprise Agreement
Operating Cost	50000.00
Free text for additional organisation information	Local and national shipping for all your arts and crafts supplies.

## 4.3 MANAGE USERS

This tab is used to add, edit and delete Site Administrators for a specific Site only and may be accessed by other Site Administrators at the Site.

Select '**Add New**' to add a new Site Administrator and complete the required details. The edit  and delete  functions can be used here to update contacts or delete users.

Select **Save** to store user.

**Tip:** Site Administrators can only access data and user accounts related to their specific sites. This restriction allows the **Organisation Administrator** control over sites and the input of data and its verification.

## 4.4 REPORTS

The reports tab will show reporting options: Supported Employee Social and Economic Impact Report, Customer Report, MP Report and Generate Custom Report. See Reports on page 16 of this guide for more information on these reporting functions.

### Organisation Reports

The **Organisation Administrator** is the only account with permissions to create an overall organisation level report. More information on reports can be found in the **Reports** section of this guide.

Reports ▾
Supported Employee Social and Economic Impact Report
Customer Report
MP Report
Generate Custom Report

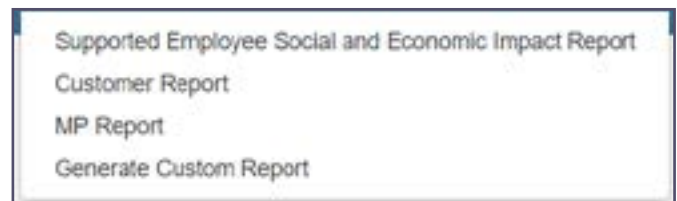




## 5.0 REPORTS

The **Organisation Administrator** may produce reports about the entire organisation or specific Sites. **Site Administrators** can only produce reports specific to their Site access.

Ensure you have the correct access for the report you would like to produce before proceeding:



Report Type	Organisation Administrator	Site Administrator
Supported Employee Social Impact and Economic Report	Organisation reports Site Reports – no imitation required	Can only report on Site assigned
Customer Report	Organisation Reports Site Reports (imitating Site Administrator required)	Can only report on Site assigned
MP Report	Organisation Reports Site Reports (imitating Site Administrator required)	Can only report on Site assigned
Generate Custom Report	Organisation Reports Site Reports More +++	Can only report on Site assigned

### 5.1 SUPPORTED EMPLOYEE SOCIAL AND ECONOMIC IMPACT REPORT

- Select Reporting Year before commencing report.  
The Basic Data Report will display once the type of report is selected from the report drop down from the main ribbon.
- Select **Generate Report**
- Build report following Generate Report directions on page 20.



## 5.2 CUSTOMER REPORT

1. Select Reporting Year before commencing report.
2. Complete the required fields to generate a tailored Customer Report.


**Tip:** The total figures are based on data entered by your organisation.

You can change:

- Customer name
- Purchase amounts
- FTE Employees that worked on the project
- Support funding
- Unfunded capital purchases
- Operating costs

Or use averages to provide customers the most accurate return on investment figures.

3. Select **Generate Report** to display the Basic Data Report.
4. Export this data to excel or select:

 Generate Report

5. Follow **Generate Report** directions on page 20.

### Customer Report

Customer Name

Value of Customer Purchase  
  
 Total \$10,000.00

Number of FTE Employees  
  
 Total 20

Total support funding per annum  
  
 If left blank average values will be used. (Total \$220,000.00)

Value of unfunded capital purchases  
  
 If left blank average values will be used. (Total \$2,000.00)

Operating cost  
  
 If left blank average values will be used. (Total \$8,000.00)

## 5.3 MP REPORT

1. Select Reporting Year before commencing report.
2. Complete the required fields to generate a tailored MP Report.


**Tip:** The total figures are based on data entered by your organisation.

You can change:

- Electorate name
- Purchase amounts
- FTE Employees that worked on the project
- Support funding
- Unfunded capital purchases
- Operating costs

Or use averages to provide the most accurate return on investment figures.

3. Select **Generate Report** to display the Basic Data Report.
4. Export this data to excel or select:

 Generate Report

6. Follow **Generate Report** directions on page 20.

### MP Report

Electorate or Council Name

Value of Customer Purchase  
  
 Total \$10,000.00

Number of FTE Employees  
  
 Total 20

Total support funding per annum  
  
 If left blank average values will be used. (Total \$220,000.00)

Value of unfunded capital purchases  
  
 If left blank average values will be used. (Total \$2,000.00)

Operating cost  
  
 If left blank average values will be used. (Total \$8,000.00)

## 5.4 GENERATE CUSTOM REPORT

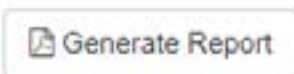
1. Select Reporting Year before commencing report.



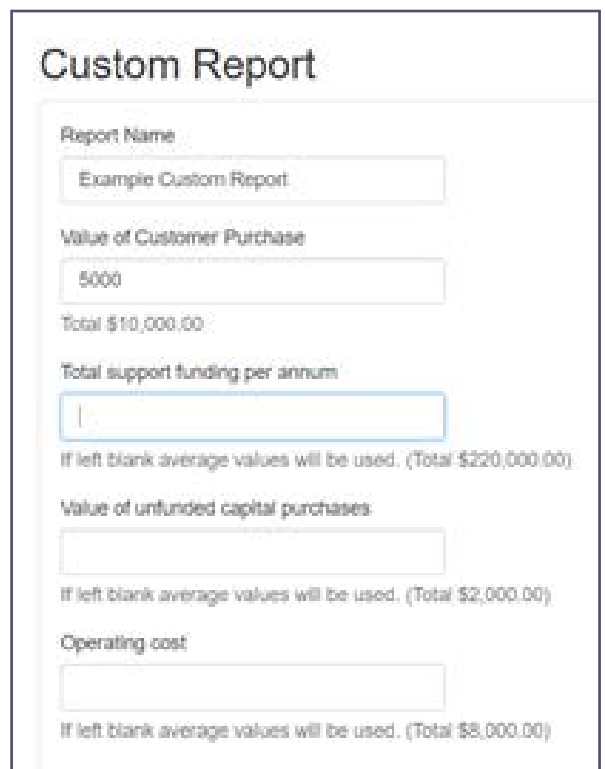
2. Choose Employees to Report on and **Apply Filter**.



3. Complete the Custom Report Fields.
4. Select all Supported Employees to be included in the report.
5. Select **Generate Report** to display the Basic Data Report.
6. Export this data to excel or select:



7. Follow **Generate Report** directions on page 20.



## 5.5 GENERATE REPORT (BUILDER)

Build your custom report using the values in the right hand column.

### 5.5.1 Add and Edit

To add a section:

Change **Hidden** selection to **Visible**; or



A dialog box with a title bar that says "Title" and a small "Edit" icon. Below the title bar, there are two radio buttons: "Hidden" and "Visible". The "Visible" radio button is selected.

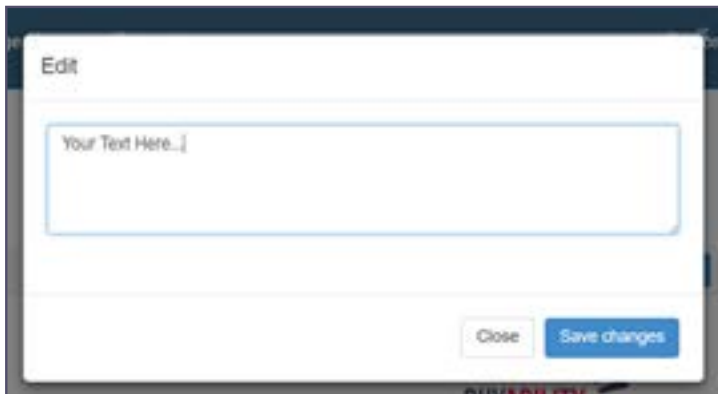
Change **Hidden** selection to **Left** or **Right** (this will position it on the left or right of the page).



A dialog box with a title bar that says "Direct economic benefit to society". Below the title bar, there are three radio buttons: "Hidden", "Left", and "Right". The "Left" radio button is selected.

Some features will populate data for you. Others will allow you to edit (as seen in Title).

Select **Edit** to change the text.



An "Edit" dialog box with a text input field containing the placeholder text "Your Text Here...". At the bottom right, there are two buttons: "Close" and "Save changes".

**Save Changes** to update.

Add as many sections as you would like to include in your report.

### 5.5.2 Positioning

Most of the features can be moved, hidden or edited.

#### Left/Right

Adding the feature can allow the selection of left or right.



#### Up/Down (Order)

Swapping the order of features using the single arrows on the right of the feature.

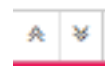
Eg.



Select either the down arrow from green  or the up arrow from red. 

#### Up/Down (Position)

To move the features incrementally up and down to remove white space or create a buffer use the double arrow on the right of the feature.



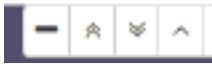
These allow for approximately 5 pixels of movement up and down when clicked.

### 5.5.3 Page Break

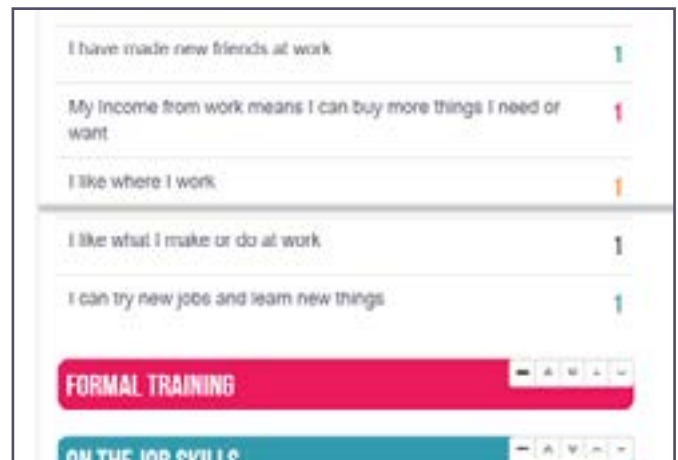
If a line appears through your feature (see example below), this indicates that it goes over two pages. Consider rearranging your report to appear on a single page or dividing features between the two pages.

**NOTE:** The Page Break line is a guide. The PDF will clearly show the page divisions before needing to save this to your computer or print.

To add a page break above a function, select the minus symbol. This will push the feature onto the next page.



This will not show on the work page but will be clear in the preview and on the PDF.





## 5.5.4 Features

### Headings

Feature	Description	Edit Functions	Movement
<b>Title</b>	Dark Purple – All Capitals	Text is editable	Fixed Position
<b>Date &amp; Time</b>	Black - Prepopulated based on current date and time report commenced	Text is Editable – Allows predate and time edits/removal	Fixed Position
<b>Introduction</b>	Dark Purple Ribbon, White Text	Text is Editable	Up and Down (position), Page Break
<b>Organization Logo</b>	Customised logo	Editable image	Fixed Position
<b>Customer Logo</b>	Customised logo	Editable image	Fixed Position

### Body/ Pre-Populated

Feature	Description	Edit Functions	Movement
<b>People with Disability</b>	Red Background, automatically populates number of Supported Employees	Fixed	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Direct economic benefit to society</b>	Turquoise Background, automatically populates direct economic saving	Fixed	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Heading</b>	Turquoise Background, White capitalized text	Text is Editable	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Information</b>	Turquoise Text	Free Text Field	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Value of Customer Purchase</b>	Dark Purple, White Text, automatically populates revenue from customers	Fixed	Left or Right, Up and Down (Order), Up and Down (position), Page Break






<b>Certificate Logo</b>	Customised logo with small intro blurb	Editable image only	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Survey Summary</b>	Dark Purple Background, automatically populates satisfaction survey results	Fixed	Left or Right, Up and Down (Order), Up and Down (position), Page Break


### Additional Features

Feature	Description	Edit Functions	Movement
<b>Image</b>	Customisable Image	Customisable Image (size dependent on file)	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Free Text</b>	Turquoise Text	Free Text Field	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Average Hours Worked</b>	Dark Purple/Purple, Wage Calculator – automatically generated figures	Fixed mage	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Supported Employee Gender</b>	Dark Purple Banner, automatically generated employee figures	Fixed	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Disability Type</b>	Dark Purple Banner, automatically generated employee figures	Fixed	Left or Right, Up and Down (Order), Up and Down (position), Page Break
<b>Third Party Verification</b>	Dark Purple Ribbon, White Text	Text is editable as a footer	Up and Down (position), Page Break
<b>Footer</b>	Dark Purple Ribbon, White Text	Text is editable	Up and Down (position), Page Break

## Sample Report 1


The Link Group contributes strongly to our economic and social outcomes through our commercial partnership



Your business with us contributes to meaningful employment for

# 10


**PEOPLE WITH DISABILITY**



Our partnership contributed to us generating

# \$206,400


**OF DIRECT ECONOMIC BENEFIT TO AUSTRALIA**




Last year we generated

# \$225,000

**IN REVENUE FROM OUR PARTNERSHIP WITH THE LINK GROUP**

 <p><b>AVERAGE HOURS WORKED PER WEEK</b></p> <h1 style="font-size: 2em; margin: 0;">10.51</h1>	<p><b>AVERAGE WEEKLY WAGE</b></p> <h1 style="font-size: 2em; margin: 0;">\$72.20</h1> <p>+</p> <p><b>PENSION AND BENEFITS</b></p> <h1 style="font-size: 2em; margin: 0;">\$354.95</h1> <p>=</p> <p><b>TOTAL WEEKLY INCOME</b></p> <h1 style="font-size: 2em; margin: 0;">\$427.15</h1>
<p><b>AVERAGE HOURLY WAGE</b></p> <h1 style="font-size: 2em; margin: 0;">\$6.87</h1>	

We ensure each job we do meets the highest possible standard. To assist with this we have achieved the following accreditation:



**SUPPORTED EMPLOYEE GENDER**

Male	7	70%
Female	2	20%

**DISABILITY TYPE**

Acquired Brain Injury	0	0.0%
Autism	0	0.0%
Intellectual	6	66.7%
Neurological	0	0.0%
Physical	1	11.8%
Psychiatric	1	16.1%
Sensory / Speech	0	4.3%
Specific Learning / ADD	0	0.0%
Not Stated	0	1.1%



**SUPPORTED EMPLOYEE SATISFACTION SURVEY RESULTS**

SCORE IS THE AVERAGE OF RESPONSES EXPRESSED AS A PERCENTAGE

I get on well with my workmates	61.2%
I have made new friends at work	72.2%
My Income from work means I can buy more things I need or want	61.2%
I like where I work	77.8%
I like what I make or do at work	61.2%
I can try new jobs and learn new things	77.8%

The methodology used in the BuyAbility Impact Tool to calculate the economic and social benefit of supported employment has received Third Party Verification from ACIL Allen consultants.


Sample Report 2

20/11/2017 11:37 AM

## CUSTOMER REPORT SAMPLE

Introduction




Our partnership contributed to us generating

# \$1,699,549

OF DIRECT ECONOMIC  
BENEFIT TO AUSTRALIA

This calculation is based on income tax paid by supported employees, Disability Support Pension and disability support savings and self-funded capital investment, less our funding received to provide on-the-job support.


 AVERAGE HOURS WORKED PER WEEK  <h2 style="margin: 0;">10.51</h2>	AVERAGE WEEKLY WAGE  <h2 style="margin: 0;">\$72.20</h2>	+ PENSION AND BENEFITS  <h2 style="margin: 0;">\$421.84</h2>	= TOTAL WEEKLY INCOME  <h2 style="margin: 0;">\$494.04</h2>
AVERAGE HOURLY WAGE  <h2 style="margin: 0;">\$6.87</h2>			

Last year we generated

# \$456,000

IN REVENUE FROM  
OUR 230 CUSTOMERS


Your business with us contributes to meaningful employment for



# 93

PEOPLE WITH DISABILITY

We ensure each job we do meets the highest possible standard. To assist with this we have achieved the following accreditation:



The methodology used in the BuyAbility Impact Tool to calculate the economic and social benefit of supported employment has received Third Party Verification from ACIL Allen consultants.

### Sample Report 3





## SAMPLE QUARTERLY REPORT

Sample Overview Report of Our Organisation

**FEATURE STORY - MESSAGE FROM THE CEO**

Free Text for your message!

This is an opportunity for you to share a key achievement or message from your organisation. Consider your audience and what material you would like to read in a newsletter.

Would you like to hear from the CEO? A supported employee? A valued customer?

[Include a picture](#)





Our partnership contributed to us generating

# \$1,699,549

OF DIRECT ECONOMIC  
BENEFIT TO AUSTRALIA

**FORMAL TRAINING**

Sample Arts helped me complete a Certificate III in Graphic Design. The certificate is nationally recognised and I am hoping it will help me gain employment in a wide range of roles within the commercial design sector. The course equipped me with the practical skills and knowledge to achieve a promotion in the workplace.

Visit [www.example-madeupsite.com.au](http://www.example-madeupsite.com.au) to find out more.

**BUSINESS ACTIVITY**



Our Work in Action was a great success! Great work to all involved

**MEET AN EMPLOYEE**



Sample Arts gives me lots of support to help me to achieve my goals. My confidence and ability to talk with people has really improved and I have learned a lot about how to do my job.

**SUPPORTED EMPLOYEE SATISFACTION SURVEY RESULTS**

SCORE IS THE AVERAGE OF RESPONSES EXPRESSED AS A PERCENTAGE

I get on well with my workmates	61.2%
I have made new friends at work	72.2%
My Income from work means I can buy more things I need or want	61.2%
I like where I work	77.8%
I like what I make or do at work	61.2%
I can try new jobs and learn new things	77.8%



## 6.0 GLOSSARY

### **Audience Logo**

The associated Site or organisation logo. This may include sub-brands or services logos.

### **BuyAbility**

An NDS campaign initiative to promote the social and economic benefit of Supported Employment Enterprises.

### **Capital Purchase**

Payments made by a business or organisation to obtain physical assets or improve capital.

### **Quality Assurance (QA) Certification**

All supported employment enterprises must meet the National Disability Services Standards for employment. There are six standards and supported employment enterprises are fully audited against these standards every three years (surveillance audits are carried out in the intervening years). The Certification and QA audit process is conducted by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ). Supported employment enterprises must meet the QA Certification process in order to maintain their funding agreement and continue to receive funding to support people with disability in employment.

### **Disability Enterprise**

Organisations that employ around 20,000 people with disability, known as Supported Employees. Currently, all Supported Employment Enterprises are operated by not-for-profit organisations. There are around 185 organisations funded to operate Supported Employment Enterprises nationwide, through over 600 business outlets. They have a dual focus to their operations – they provide employment for people with a disability as well as operating a commercial business.

### **Disability Maintenance Instrument (DMI)**

The DMI is a mechanism used to assess the on the job support an employee with disability requires to maintain their employment. The DMI determines the level of DSS funding provided to in order to maintain the employee's ongoing employment.

### **Disability Support Pension (DSP)**

DSP is a welfare benefit for people who are permanently blind or who have a physical, intellectual or psychiatric condition that constitutes a significant barrier to employment.

### **Disability Support Services (DSS) Funding**

Supported Employment Services receive funding from the Department of Social Services (DSS) to provide ongoing employment for people with disability through the Disability Employment Assistance (DEA) Program. As the NDIS is rolled out, people who are eligible for the NDIS who retain their supported employment are exited from the DSS agreement and their support funding is provided via their NDIS plan. DSS also provides funding through the DEA agreement for Rural and Remote Subsidies and for the costs of Quality Assurance accreditation.







## Employees

**FTE:** Full Time Employee: Employment terms specify a full time position in the contract.

**Support Employee (Staff):** A person employed to assist with the safety and supervision of Supported Employees - see Supported Employee.

**Supported Employee:** A person with disability employed on a supported capacity with funding specifically provided for supported employment.

## Icons

	Add User
	Delete
	Edit
	Imitate User

## Impact Tool

The BuyAbility Impact Tool is a first-of-its-kind database tool that measures the economic and social impact of supported employment enterprises in Australia.

## National Disability Insurance Scheme (NDIS)

The NDIS is a Government scheme to provide supports and services for Australian people with disability, their families and carers.

## National Disability Services (NDS)

National Disability Services is Australia's peak body for non-government disability service organisations, representing more than 1,100 non-government service providers. Collectively, NDS members operate several thousand services for Australians with all types of disability. Around 150 organisations providing supported employment are NDS members.

## Reports

### Basic Data Report

An overview report containing all the raw data figures without the flourishes of outwards-generated reporting. This report is generated prior to exporting to excel or Generate Report stages – See Generate Report.

### Customer Report

A report that allows tailored review based on an individual customer purchase. This can be titled to a specific customer and include calculations based on one or more transactions. The number of full time employees that worked on the project, total support funding, Unfunded Capital Purchase figures and operating costs for the project or service can also be included for a more accurately tailored report. Alternatively, the report will use average values from data previously entered into the tool.

### Generate Custom Report

Completely customisable report that allows for the inclusion of individual employees based on DMI level, disability



type, age, gender, Site or employee number. This report allows for select groups of employees data to be reported on.

### **Generate Report**

The custom report builder allows the inclusion of free text, images and calculations from the tool to be fed together to create a unique downloadable report.

### **MP Report**

A report that allows tailored review based on an individual electorate or council. This can be titled to a specific MP or Electorate and include calculations based off one or more transactions. The number of full time employees that worked on the project, total support funding, Unfunded Capital Purchase figures and operating costs for the project or service can also be included for a more accurately tailored report. Alternatively, the report will use average values from data previously entered into the tool.

### **Organisation Report**

An Organisation Overview Report, presenting the organisations collective social and economic impact. Production of this report is limited to the Organisation Administrator Account.

### **Site Report**

An overview report of a specific Site's (see Sites for definition) social and economic impact. Production of this report is limited to the Organisation Administrator and the Site Administrator for the reporting Site Accounts.

### **Supported Employee Social and Economic Impact Report**

This function allows the reporting of Organisation and Site Reports – See Organisation and Site Reports.

### **RGB Photograph Format**

Refers to the Red, Green, Blue colour spectrum required for the viewing of certain web content. For the purpose of this guide, all images specified to require the RGB format need to be saved and uploaded in PNG or AI format.

### **Site**

Refers to a location of organisation operations. A single organisation may have multiple Sites. Site are not limited to the base of operations but can be refined to be specific products or services produced by the company.

### **Social Impact Story**

A social interest story from an employee, group of employees or employer's perspective surrounding formal training, on the job skills, employee satisfaction, employee outcomes, additional benefits or meeting an employee.

### **Supported Employment Services (SES) Award 2010**

The Modern Award that provides industrial coverage for the Supported Employment Enterprise sector. Not all Supported Employment Enterprises are respondents to the Award (those that aren't have enterprise agreements), however the Award, along with the National Employment Standards, sets out the minimum salary and conditions for all employees of Supported Employment Enterprises.

### **Unfunded Capital Purchase**

See Capital Purchase.



## Users

### **Data Entry User**

Version 1.0 user. No longer a relevant user for this version. Data Entry Users are limited to entering Supported Employee data. Organisations may choose to create many users. Data Entry User profiles are created by the Organisation Administrator or Site Administrator Users.

### **Organisation Administrator**

Each organisation will have one Organisation Administrator. The permissions of this user include the editing of Organisation profile fields, the creation and editing of Sites, the creation and editing of users for any Site and the running of reports for the organisation or any Site location.

### **Site Administrator**

Each organisation can have one or more Site Administrator Users. The permissions of this user include the editing of a specific Site fields, the creation and editing of users at a specified Site, the running of reports at their specified Site and the entry of Supported Employee Data.





## 7.0 COLLECTING DATA (CHECKLIST)

### Employee Data

- DMI / NDIS transitioned
- Employee ID
- Hourly rate
- Ave hours per week
- SES Award level
- Age
- Gender
- Disability type

### Financial Statements (Organisation / Site)

- Total revenue from your customers
- Unfunded capital purchases
- DSS/NDIS employment support funding received
- Number of Customers per annum
- Operating Costs per site

### Promotional Information

- Good news stories / Feature Articles
- Logos (Organisation, Customer, Quality Certification)
- Photos

### Accounts and Permissions

- Organisation Administrator (Complete Access)
- Site Administrators (Optional/ Limited Access)

### Employee Satisfaction Survey

- (Option) Aggregate result
- (Option) Individual Entries



# SUPPORTED EMPLOYEE SATISFACTION SURVEY PRINT VERSION

EMPLOYEE ID:

## SUPPORTED EMPLOYEE SATISFACTION

	Strongly Disagree	Disagree	Moderately Disagree	Moderately Agree	Agree	Strongly Agree
I get on well with my workmates						
I have made new friends at work						
I like where I work						
I like what I made or do at work						
I can try new jobs and learn new things						
My income from work means I can buy more things that I need or want						