



Learning the skills to self-manage

Your guide to selecting self-management capacity building supports

This information is for NDIS participants who are self-managing some or all of the funds in their plan.

Self-managing any part of your NDIS funding or budget gives you choice and control over the people or services that you pay to support you.

Self-management means you are responsible for requesting and paying the invoices related to the supports you have received through your NDIS plan.

Self-managing gives you the opportunity to purchase supports from suppliers that have not registered with the NDIA. This can include any type of support provided these supports have been incorporated in your NDIS Plan

Self-management capacity building

If you are self-managing some or all of the funds in your Plan Budget, or preparing to transition to self-management, you can choose to purchase supports from your Core Supports budget through a support item called: Self-management capacity building.

The self-management capacity building item provides you with greater flexibility to purchase services to strengthen your abilities and assistance to self-manage your funds and supports. It is designed to complement other capacity building supports to help participants to develop skills to have choice and control over their Plan.

Developing skills to self-manage your budget

Self-management involves a range of different skills. The self-management capacity building support item provides you with the choice to purchase supports to develop skills in areas you have identified, from individuals or services who have expertise and skills in those areas. Examples of the types of assistance you could purchase through self-management capacity building include:

- Developing administrative skills to manage budgets, records, and coordinate services
- Assistance to source or negotiate the purchase of supports
- Assistance to explore or find more options to achieve your goals
- Help to get you ready to directly employ support staff, such as how to recruit, training, manage employment contracts, and your obligations as an employer
- Advice to support quality and safeguarding standards
- The purchase of a payroll service to pay support staff
- Assistance to build and develop community supports

How does it work?

Good budget management and understanding of costs are an important part of self-managing. Participants wanting to build these skills should use self-management capacity building support item, as part of your Core Supports budget.

If you decide that you would like to use the self-management capacity building support item, you should use the NDIA price guide and follow the same processes as per other supports and services included in your plan.

If you choose to use self-management capacity building support item the funding needs to come from your existing budget. You do not receive additional funding for the self-management capacity building in your Plan.

Your NDIS funding for personal and community supports includes a number of components that form the hourly funding rates listed within the NDIA price guide. These components include direct salary costs, program management and administration costs e.g. superannuation, work cover and leave, and corporate overheads e.g. back office and capital costs. The self-management capacity building support item provides flexibility so you can directly access and use the non-direct salary components of your funding to purchase.

Price of a support = Costs \$A + \$B + \$C

\$A is direct salary costs

\$B is program management and administration

\$C is management overheads

For example, if you are self-managing your plan and directly employing your own support workers you may decide to purchase some assistance to help with the recruitment of staff. You would need to understand the difference between the amount you are directly paying to your workers (inclusive of provisions such as superannuation and other salary related costs) (\$A direct salary costs) and the total amount you are funded for which includes the provision for components such as corporate overheads (\$B program management and administration + \$C management overheads). The difference between these two amounts is what you may choose to use for self-management capacity building such as the recruitment support. The [directly engaging my own staff](#) document provides additional information on the obligations of a self-managing participant who acts as an employer.

In situations where you are able to purchase supports at a rate lower than your funded amount, this also allows you to use the difference or saving for purchasing supports.

For example, if you are funded for house and/or yard maintenance at a rate of \$42.05 per hour but can get this support at a total cost of \$35 then the difference \$7.05 could go towards the purchase of other supports including self-management capacity.

i.e. \$42.05 (price in budget) – \$35 (actual cost) = \$7.05 – this amount can go to other supports

Additional Information

In the [participant section](#) of the NDIS website, there are resources on self-direction and self-management.

A number of resources have also been developed through the Sector Development Fund (SDF) which are available on our website. These include:

- [Plan development resources](#)
- [Plan management resources](#)
- [Advocacy / Decision making resources](#)

Material within these links is not professional advice. Before relying on any of the material in the SDF section of the NDIS website, users should obtain appropriate professional advice.

Contact Us

If you have any further questions about the information outlined within this document, please talk to your Support Coordinator, Local Area Coordinator, Plan Manager, if you have one, or contact us:

- By phone 1800 800 110 or if you are a TTY user, phone 1800 555 677 and then ask for 1800 800 110.
- By writing to us through our website form available on our website
- By emailing us at enquiries@ndis.gov.au
- For other ways to contact us, [visit our website](#)