

Employability Skills Training (EST)

How to refer



Step 1

- On the Participate – Summary page, click on **Placements** on the left –hand side.
- In the **Placements** section, click on **Add a placement**, this will take you to the **Activities Placement Page**

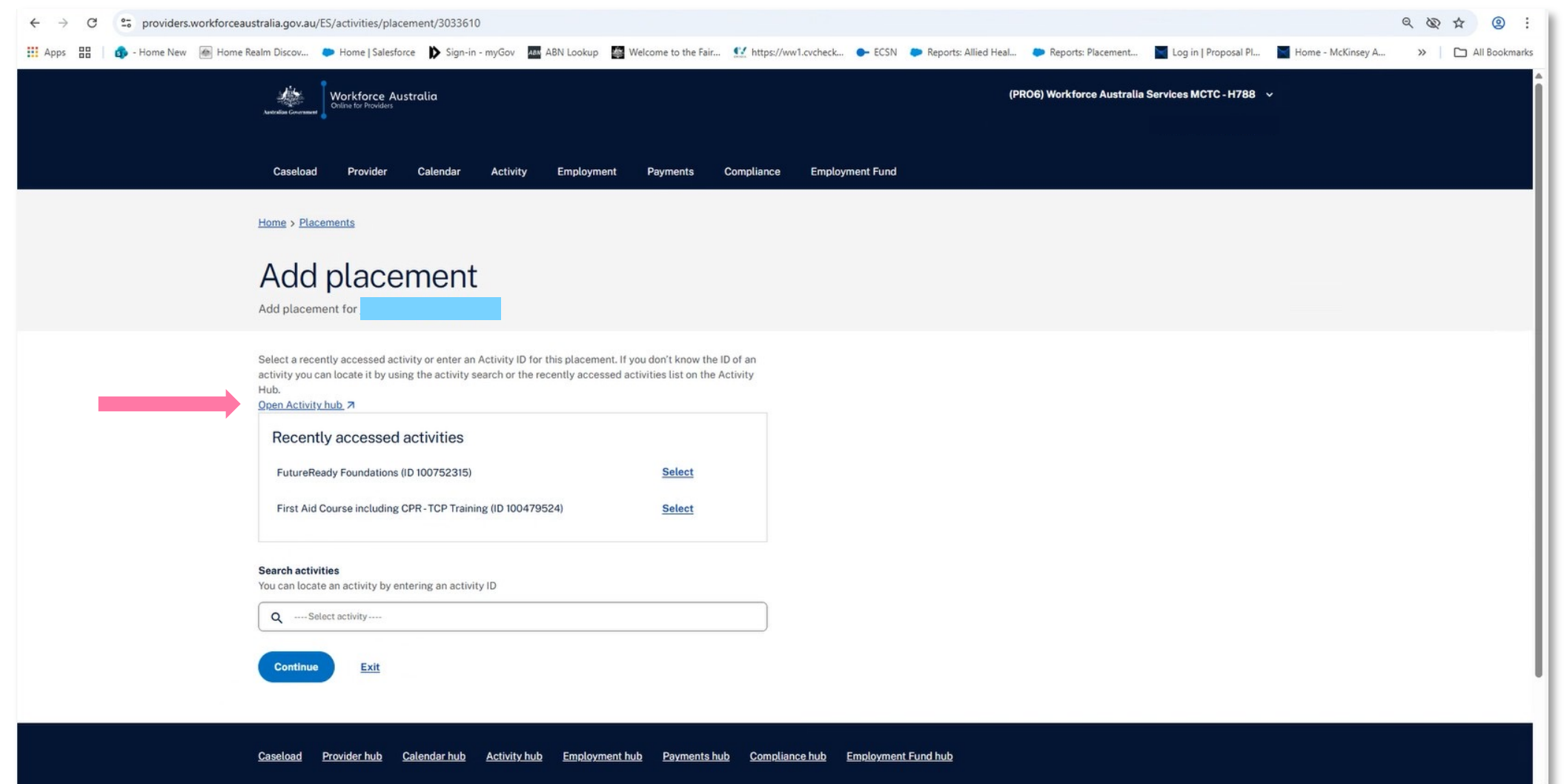
The screenshot displays the 'Providers' portal interface. The top navigation bar includes links for Caseload, Provider, Calendar, Activity, Employment, Payments, Compliance, and Employment Fund. The main content area is titled 'Placements' and features a sidebar with various participant management options. The 'Placements' section includes buttons for 'Add vacancy referral' and 'Add a placement', along with an 'Export to Excel' option. A table below lists three activity placements with their IDs and names.

Activity ID and name	Activity Type
(ID: 100762079) Unsure of your next career steps? Explore, Prepare and Practice with MTC FutureReady's EST course!(Online Only)	Employability Skills Tr
(ID: 100577309) BEING A TEAM PLAYER	Non-vocational assist
(ID: 43405862) Paid Employment- general use code	Part Time/Casual paid



Step 2

- On the **Activities Placement** page: If you have the **Activity ID**, enter it and to skip to **STEP 7**.
- Otherwise, search for the **Activity ID** by clicking on Open the Activity Hub. This will open a new tab for you search for the Activity ID.



providers.workforceaustralia.gov.au/ES/activities/placement/3033610

Workforce Australia
Online for Providers

(PRO6) Workforce Australia Services MCTC - H788

Caseload Provider Calendar Activity Employment Payments Compliance Employment Fund

Home > Placements

Add placement

Add placement for [redacted]

Select a recently accessed activity or enter an Activity ID for this placement. If you don't know the ID of an activity you can locate it by using the activity search or the recently accessed activities list on the Activity Hub.

[Open Activity hub](#)

Recently accessed activities	
FutureReady Foundations (ID 100752315)	Select
First Aid Course including CPR-TCP Training (ID 100479524)	Select

Search activities
You can locate an activity by entering an activity ID

Search: [Select activity]

[Continue](#) [Exit](#)

Caseload Provider hub Calendar hub Activity hub Employment hub Payments hub Compliance hub Employment Fund hub



Step 3

- On the Activities page, enter the Activity ID or click on Activity search.

providers.workforceaustralia.gov.au/ES/activities

Workforce Australia
Online for Providers

(PRO6) Workforce Australia Services MCTC - H788

Caseload Provider Calendar Activity Employment Payments Compliance Employment Fund

Home

Activity hub

Quickly find what you are looking for (optional)
Search by name or activity ID

Search activities

Recently accessed activities

Activity	Actions
FutureReady Foundations (ID: 100752315)	Open activity Pin
First Aid Course including CPR - TCP Training (ID: 100479524)	Open activity Pin
Financial Literacy Program (ID: 100780880)	Open activity Pin
Bachelor of traditional chinese medicine program code 4710 (ID: 100729516)	Open activity Pin
Skills for Tomorrow (ID: 100752099)	Open activity Pin

Quick links

- [Create activity](#)
- [Activity search](#)
- [Contact management](#)
- [Host management](#)



Step 4

On the **Activities Search** page, enter the required details:

- Select Employability Skills Training in the Activity type dropdown list;
- Tick the Include other organisation's activities? check box;
- Select the Region option in the Location range dropdown list;
- Select Employment region in the Region type dropdown list
- Select (5SYD) Sydney East Metro in the Region name dropdown list.

Then click **SEARCH**.

The screenshot shows the 'Activity search' page on the Workforce Australia portal. The search criteria are as follows:

- Search by: Activity type
- Activity type: Employability Skills Training
- Activity sub-type (optional): ----select sub-type----
- Include other organisation's activities:
- Search button: Search
- Clear search button: Clear search
- Search by exact activity ID link: Search by exact activity ID

The filters section shows:

- Applied filters (2): Organisation: (MCTC) MTC FutureReady, Return active activities only:
- Filter by: [Search box]
- Organisation: (MCTC) MTC FutureReady
- Site: (H788) MTC FutureReady HURSTVILLE

The search results section shows:

- Buttons: Export selected (0 selected), Export all, Create an activity
- Table headers: Activity name, ID, Activity type, Status, Org-Site, Start date, End date, Created by
- Message: There are no records to show



Step 5

On the Search Results page:

- Scroll to select the relevant activity.

The screenshot shows the search results page for the Workforce Australia portal. The URL is providers.workforceaustralia.gov.au/ES/activities/search?term=. The page is divided into a 'Filters' section on the left and a 'Search results' section on the right. The 'Filters' section includes an 'Apply filters' button, a 'Reset' link, and a list of 'Applied filters (2)'. The filters are: 'Organisation : (MCTC) MTC FutureReady' and 'Return active activities only'. Below this, there are sections for 'Filter by', 'Organisation', 'Site', 'Location range', 'Region type', and 'Region name'. The 'Search results' section has buttons for 'Export selected (0 selected)', 'Export all', and 'Create an activity'. Below these buttons is a table with columns: 'Activity name', 'ID', 'Activity type', 'Status', 'Org-Site', 'Start date', 'End date', and 'Created by'. The table is empty, with the text 'There are no records to show' below it.

The screenshot shows the search results page for the Workforce Australia portal. The URL is providers.workforceaustralia.gov.au/ES/activities/search?term=. The page is divided into a 'Filters' section on the left and a 'Search results' section on the right. The 'Filters' section includes an 'Apply filters' button, a 'Reset' link, and a list of 'Applied filters (4)'. The filters are: 'Organisation : (MCTC) MTC FutureReady', 'Return active activities only', 'Site : (H788) MTC FutureReady HURSTVILLE', and 'Region name : (SSYD) Sydney East Metro'. Below this, there are sections for 'Filter by', 'Organisation', and 'Region name'. The 'Search results' section has buttons for 'Export selected (0 selected)', 'Export all', and 'Create an activity'. Below these buttons is a table with columns: 'Activity name', 'ID', and 'Activity type'. The table contains 27 records, with the first few rows visible. The text 'Page 1 of 27 (394 records with 15 per page)' is visible in the top right corner of the table area.

Activity name	ID	Activity type
Enter the Growing Health Sector with Signature Training College - Administration Skills for Health & Allied Health	100798202	Employ
Enter the Growing Health Sector with Signature Training College - Administration Skills for Health & Allied Health	100798201	Employ
Enter the Growing Health Sector with Signature Training College - Administration Skills for Health & Allied Health	100798200	Employ
Enter the Growing Health Sector with Signature Training College - Administration Skills for Health & Allied Health	100798199	Employ
Secure Your Future in Aged Care & Community Services with Signature Training College - Job-Ready Industry Skills	100798197	Employ
Secure Your Future in Aged Care & Community Services with Signature Training College - Job-Ready Industry Skills	100798196	Employ



Step 6

Once you click on the relevant activity, you will be taken to the **Activity Management Summary** page.

This page will show you the **Activity ID**. Copy this ID and return to the **Activities Placement** page.

The screenshot shows a web browser window displaying the 'Activity Management Summary' page for ID 100796813. The page header includes the Workforce Australia logo and navigation tabs: Caseload, Provider, Calendar, Activity, Employment, Payments, Compliance, and Employment Fund. The main content area features a promotional message: 'Want to build your employability skills & get a job? Join MTC FutureReady at Hurstville to refine & apply your skills. We'll explore in demand jobs & industries and get you future ready.' Below this, the activity details are listed: 'Approved ID 100796813 | Employability Skills Training Employability Skills Block Two -3 weeks'. A sidebar on the left contains a list of menu items: Details, Locations, Sessions, Placements, Documents, and Activity history. The main content area is titled 'Activity summary' and includes a 'Change status' button. The summary is organized into three columns: Activity dates (starts: Mon 13 Apr 2026, ends: Fri 01 May 2026, approved: Tue 24 Mar 2026), Created by (VCJVB63 on Tue 24 Mar 2026), Site (NL58) MTC FutureReady HURSTVILLE, Organisation (MCTC) MTC FutureReady, Contract (0213934G | EST6 5SYD TRB2 MTC AUSTRALIA LIMITED | EST Services 2022), Training category (Generalist), Includes accredited training? (No), Required checks (None), and Delivery format [location] (Online).

Activity dates	Site	Training category
starts: Mon 13 Apr 2026 ends: Fri 01 May 2026 approved: Tue 24 Mar 2026	(NL58) MTC FutureReady HURSTVILLE	Generalist
Created by VCJVB63 on Tue 24 Mar 2026	Organisation (MCTC) MTC FutureReady	Includes accredited training? No
	Contract 0213934G EST6 5SYD TRB2 MTC AUSTRALIA LIMITED EST Services 2022	Required checks None
		Delivery format [location] Online



Step 7

Copy or paste the Activity ID into the box and click **CONTINUE**.

The screenshot shows the 'Add placement' page in the Workforce Australia system. The page has a dark blue header with the Workforce Australia logo and navigation links: Caseload, Provider, Calendar, Activity, Employment, Payments, Compliance, and Employment Fund. The breadcrumb trail is 'Home > Placements'. The main heading is 'Add placement', followed by a dropdown menu for 'Add placement for'. Below this is a section for 'Recently accessed activities' with two entries: 'FutureReady Foundations (ID 100752315)' and 'First Aid Course including CPR - TCP Training (ID 100479524)', each with a 'Select' button. There is also a 'Search activities' section with a search bar containing the text '100796813 (Want to build your employability skills & get a job? Join MTC FutureReady at Hurstville to refine & ...'. At the bottom of the form area, there is a blue 'Continue' button and an 'Exit' link. The footer contains links for Caseload, Provider hub, Calendar hub, Activity hub, Employment hub, Payments hub, Compliance hub, and Employment Fund hub.



Step 8

On the **Placement Management Location** page, scroll down until you see the session detail.

The screenshot shows the 'Add placement' page in the Workforce Australia Online for Providers system. The page is titled 'Add placement' and includes a breadcrumb trail 'Home > Placements'. A progress bar indicates '0 of 5 steps completed', with the first step, 'Event location', currently active. The 'Event Location' section contains a 'Placement summary' box with the following details:

- Placement summary:** Want to build your employability skills & get a job? Join MTC FutureReady at Hurstville to refine & apply your skills. We'll explore in demand jobs & industries and get you future ready. (ID 100796813)
- Activity description:** This Online Employability Skills Training course is for people aged 15 years and older to build skills and to be ready to get work in their desired industry. Participant outcomes include but not limited to: Understand the local job market & find opportunities, Meet local employers & find out what employers are looking for, Job search & interview skills, Communication skills for work, How to make the right impression at work, Training & education pathways, Skills for career planning. You will also take part in a range of Industry Awareness Experiences to explore workplaces and get hands-on experience using workplace skills, including online employer presentations, outbound workplace tours & local events. We'll provide targeted employability skills training & employment opportunities in local job markets across a range of industries.
- Activity type:** Employability Skills Training



Step 9

Select the available session and click **NEXT** at the bottom of the page.

providers.workforceaustralia.gov.au/ES/activities/placementmanagement

Steps
0 of 5 steps completed

- 1 Event location
- 2 Placement details
- 3 Review requirement dates
- 4 Notification
- 5 Review and submit

Activity events
Select one event for this placement from the list below.

Sort by Filter
All locations Type to search Apply

Page 1 of 1 (1 records with 5 per page)

Scheduled activity location

HURSTVILLE
Sydney East Metro

13 Apr 2026 to 13 Apr 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

14 Apr 2026 to 14 Apr 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

15 Apr 2026 to 15 Apr 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

16 Apr 2026 to 16 Apr 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

20 Apr 2026 to 20 Apr 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

28 Apr 2026 to 28 Apr 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

29 Apr 2026 to 29 Apr 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

30 Apr 2026 to 30 Apr 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

01 May 2026 to 01 May 2026
ONLINE ONLY
Online
Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220
9:00 am to 3:45 pm, 30 minutes break (no recurrence)
6 hours 15 minutes

Continue Exit

Caseload Provider hub Calendar hub Activity hub Employment hub Payments hub Compliance hub Employment Fund hub

Provider portal Find solutions to common problems Get technical support Ask a policy related question Feedback survey Privacy policy

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, water and community. We pay our respects to the people, the cultures and the elders past, present and emerging.



Step 10

- You will be taken to the **Placement Management Details** page.
- Scroll down the page to complete the activity referral.

providers.workforceaustralia.gov.au/ES/activities/placementmanagement

Workforce Australia
Online for Providers

(PRO6) Workforce Australia Services MCTC - H788

Caseload Provider Calendar Activity Employment Payments Compliance Employment Fund

Home > Placements

Add placement

Add placement for [redacted]

Steps
1 of 5 steps completed

- 1 Event location
- 2 Placement details**
- 3 Review requirement dates
- 4 Notification
- 5 Review and submit

[Previous step](#)

Placement summary

Want to build your employability skills & get a job? Join MTC FutureReady at Hurstville to refine & apply your skills. We'll explore in demand jobs & industries and get you future ready. (ID 100796813)

Online

Additional location details	ONLINE ONLY
Address	Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW, 2220
Employment Region/ESA	Sydney East Metro
Delivery format	Online
Location contact	Oz Dincer
Contact number	0492805305
Email address	estinfo@mtcfutureready.org.au
Range of recurrence	13 Apr 2026 to 13 Apr 2026, ONLINE ONLY, Online, Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220, 9:00 am to 3:45 pm, 30 minutes break (no recurrence), 6 hours 15 minutes
	14 Apr 2026 to 14 Apr 2026, ONLINE ONLY, Online, Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE,



Step 11

- Please enter the relevant details and click **NEXT**.

The screenshot shows a web browser window with the URL `providers.workforceaustralia.gov.au/ES/activities/placementmanagement`. The page displays a progress bar on the left with five steps: 1. Event location (completed), 2. Placement details (current step), 3. Review requirement dates, 4. Notification, and 5. Review and submit. The main content area is titled 'Placement details' and contains the following fields:

- A checked checkbox: I agree that I will pay any relevant EST Charge to the EST Provider in accordance with any Guidelines
- Placement status**: A dropdown menu with 'Expected to Start' selected.
- Placement type**: A dropdown menu with 'Full Time' selected.
- Placement dates**: A grey box indicating 'Activity duration From 13 April 2026 to 01 May 2026'.
- Expected start date**: A date input field with '13/04/2026' and a calendar icon.
- Expected end date**: A date input field with '01/05/2026' and a calendar icon.
- Participant delivery mode (optional)**: A dropdown menu with '----select an option ----' selected.
- Comments (optional)**: A text area with a '8000 characters left' indicator.

At the bottom of the form, there are two buttons: a blue 'Continue' button and a blue 'Exit' link.



Step 12

- In the **Placement Requirement Dates** section, scroll down and check the training days and click **NEXT**.

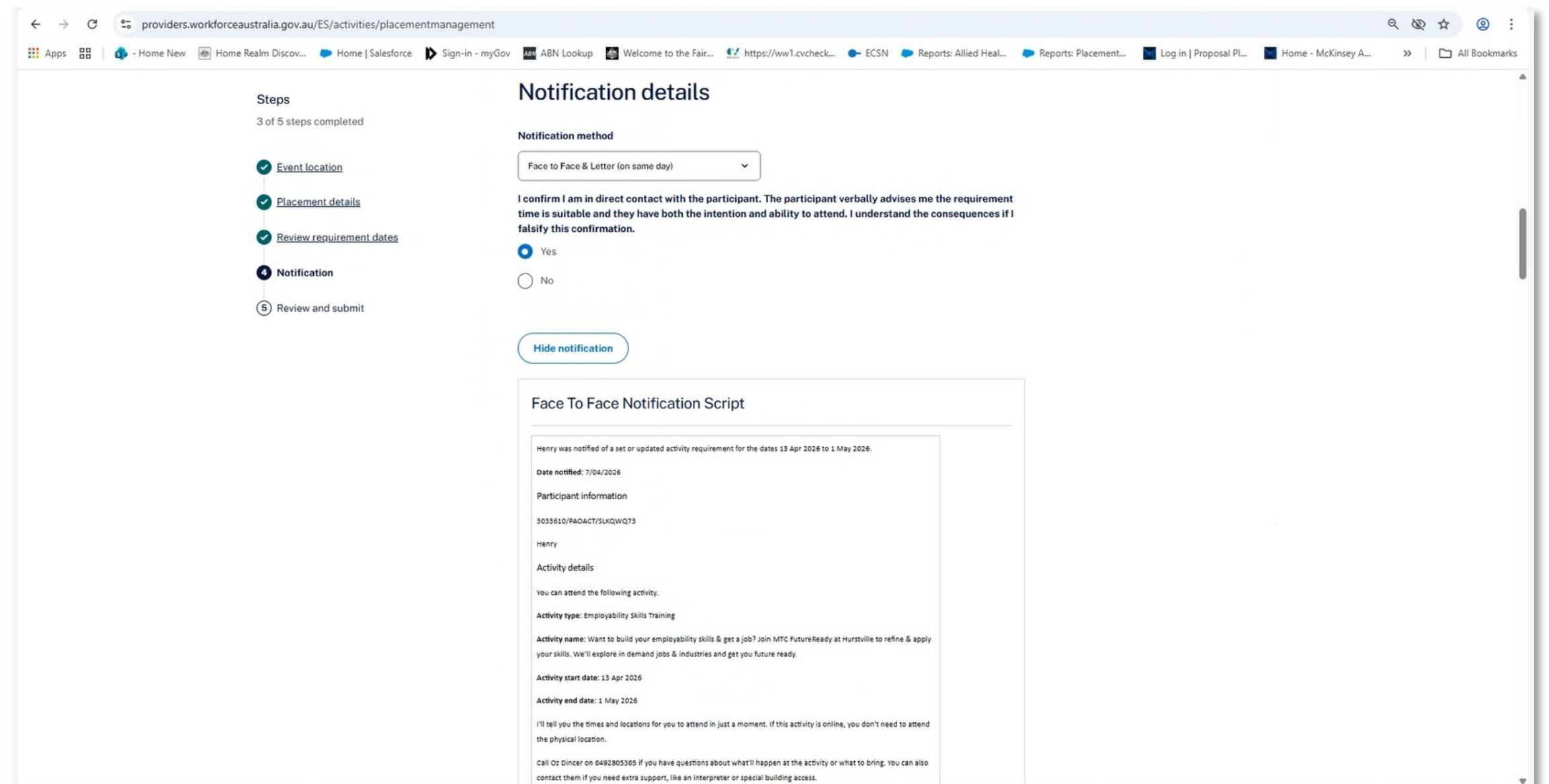
The screenshot shows the 'Review requirement dates' page in the Workforce Australia portal. The page is titled 'Review requirement dates' and includes a sub-header 'Select all appropriate requirement days from the requirements dates list.' Below this, there is a section for 'Required placement dates' with the range 'From 13 April 2026 to 01 May 2026'. The main content is a table of 'Requirement dates' with 12 records. All records are checked, indicating that all dates are selected. The table has columns for Date, Day, Address, Time, Break, and Conflicting appointments. The address for all dates is 'Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220'. The time is '9:00 am to 3:45 pm' and the break is '30 minutes break'. The page is on 'Page 1 of 1 (12 records with 50 per page)'.

<input checked="" type="checkbox"/>	Date	Day	Address	Time	Break	Conflicting appointments
<input checked="" type="checkbox"/>	13/04/2026	Monday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	14/04/2026	Tuesday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	15/04/2026	Wednesday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	16/04/2026	Thursday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	20/04/2026	Monday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	21/04/2026	Tuesday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	22/04/2026	Wednesday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	23/04/2026	Thursday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	28/04/2026	Tuesday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	29/04/2026	Wednesday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	
<input checked="" type="checkbox"/>	30/04/2026	Thursday	Suite 4 Level 4, 4-B Woodville St, HURSTVILLE, NSW 2220	9:00 am to 3:45 pm	30 minutes break	



Step 13

- Complete the details on the **Placement Management Notification** Page.
- Please ensure that you click on the **Preview Notification** button before clicking on **NEXT**.



The screenshot shows a web browser window with the URL `providers.workforceaustralia.gov.au/ES/activities/placementmanagement`. The page is titled "Notification details" and shows a progress bar with 5 steps: 1. Event location, 2. Placement details, 3. Review requirement dates, 4. Notification (current step), and 5. Review and submit. The "Notification method" is set to "Face to Face & Letter (on same day)". A confirmation statement is displayed: "I confirm I am in direct contact with the participant. The participant verbally advises me the requirement time is suitable and they have both the intention and ability to attend. I understand the consequences if I falsify this confirmation." The "Yes" radio button is selected. A "Hide notification" button is visible. Below this is a "Face To Face Notification Script" section containing the following text:

Henry was notified of a set or updated activity requirement for the dates 13 Apr 2026 to 1 May 2026.

Date notified: 7/04/2026

Participant information

5035610/PAOACT/SLKQWQ73

Henry

Activity details

You can attend the following activity.

Activity type: Employability Skills Training

Activity name: Want to build your employability skills & get a job? Join MTC FutureReady at Hurstville to refine & apply your skills. We'll explore in demand jobs & industries and get you future ready.

Activity start date: 13 Apr 2026

Activity end date: 1 May 2026

I'll tell you the times and locations for you to attend in just a moment. If this activity is online, you don't need to attend the physical location.

Call Oz Dincer on 0492805365 if you have questions about what'll happen at the activity or what to bring. You can also contact them if you need extra support, like an interpreter or special building access.



Step 14

- Please check the box and click **NEXT**.

MTC will not charge any fees for referral to the EST program but this box must be checked to complete the referral.

Placement details

I agree that I will pay any relevant EST Charge to the EST Provider in accordance with any Guidelines

providers.workforceaustralia.gov.au/ES/activities/placementmanagement

Steps
3 of 5 steps completed

- Event location
- Placement details
- Review requirement dates
- Notification
- Review and submit

28 Apr 2026 to 28 Apr 2026, ONLINE ONLY, Online, Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220, 9:00 am to 3:45 pm, 30 minutes break (no recurrence), 6 hours 15 minutes

29 Apr 2026 to 29 Apr 2026, ONLINE ONLY, Online, Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220, 9:00 am to 3:45 pm, 30 minutes break (no recurrence), 6 hours 15 minutes

30 Apr 2026 to 30 Apr 2026, ONLINE ONLY, Online, Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220, 9:00 am to 3:45 pm, 30 minutes break (no recurrence), 6 hours 15 minutes

01 May 2026 to 01 May 2026, ONLINE ONLY, Online, Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220, 9:00 am to 3:45 pm, 30 minutes break (no recurrence), 6 hours 15 minutes

Notification details

Notification method
Face to Face & Letter (on same day)

I confirm I am in direct contact with the participant. The participant verbally advises me the requirement time is suitable and they have both the intention and ability to attend. I understand the consequences if I falsify this confirmation.

Yes
 No

Preview notification

Continue Exit

Caseload Provider hub Calendar hub Activity hub Employment hub Payments hub Compliance hub Employment Fund hub



Step 15

- On the **Placement Management Review**, scroll down and click **Add placement**

Steps
4 of 5 steps completed

- Event location
- Placement details
- Review requirement dates
- Notification
- Review and submit**

		Woodville St, HURSTVILLE, NSW 2220	- Want to build your employability skills & get a job? join MTC FutureReady at Hurstville to refine & apply your skills. We'll explore in demand jobs & industries and get you future ready.
Thursday, 30/04/26	9:00 am-3:45 pm	Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220	Employability Skills Training - Want to build your employability skills & get a job? join MTC FutureReady at Hurstville to refine & apply your skills. We'll explore in demand jobs & industries and get you future ready.
Friday, 1/05/26	9:00 am-3:45 pm	Suite 4 Level 4, 4-8 Woodville St, HURSTVILLE, NSW 2220	Employability Skills Training - Want to build your employability skills & get a job? join MTC FutureReady at Hurstville to refine & apply your skills. We'll explore in demand jobs & industries and get you future ready.

[← Edit notification details](#)

[Submit](#) [Exit](#)

[Caseload](#) [Provider hub](#) [Calendar hub](#) [Activity hub](#) [Employment hub](#) [Payments hub](#) [Compliance hub](#) [Employment Fund hub](#)

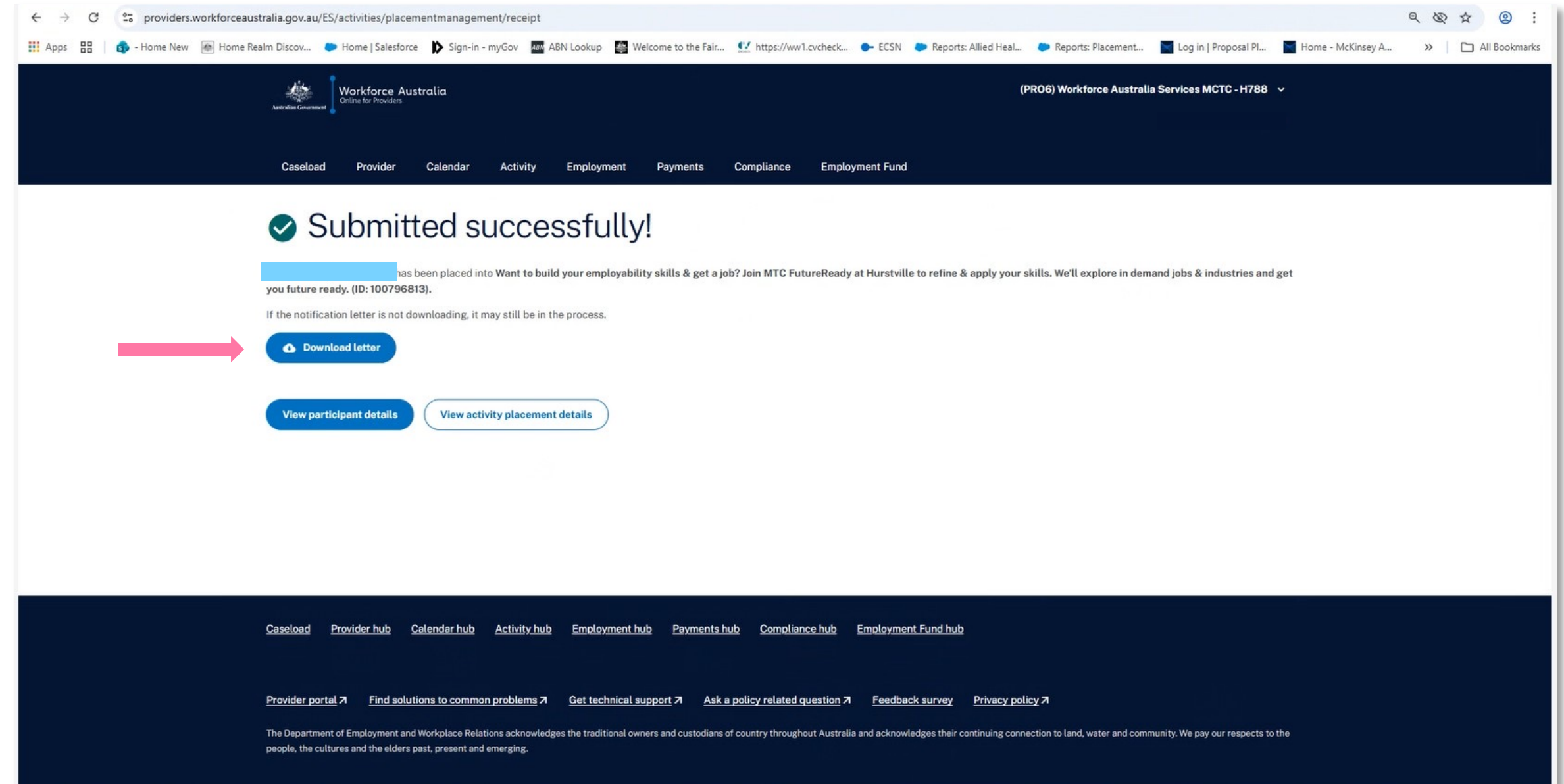
[Provider portal ↗](#) [Find solutions to common problems ↗](#) [Get technical support ↗](#) [Ask a policy related question ↗](#) [Feedback survey](#) [Privacy policy ↗](#)

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, water and community. We pay our respects to the people, the cultures and the elders past, present and emerging.



Step 16

- A notification will be generated to show that the referral was successful.
- You can download the notification letter for your client.

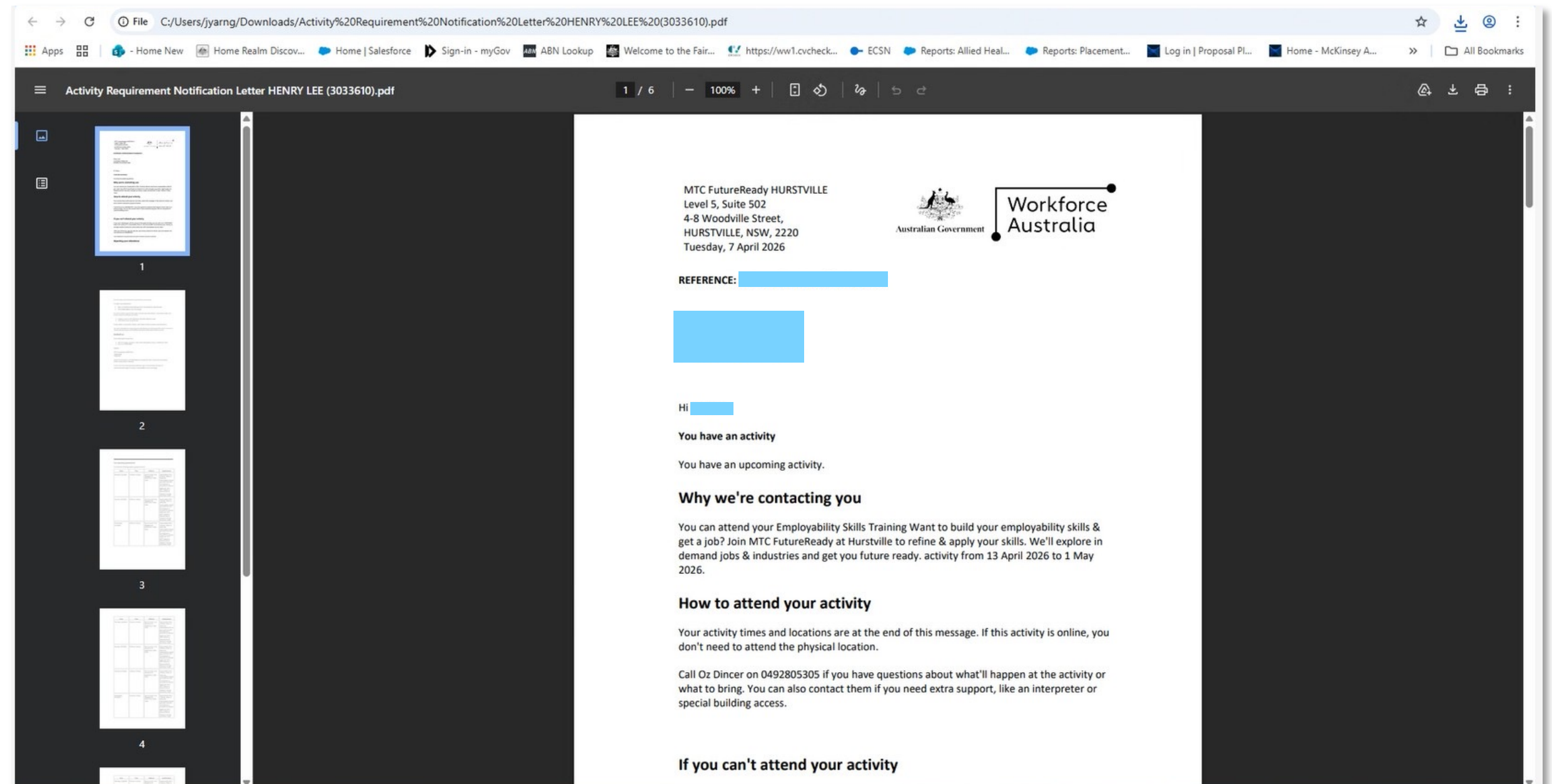


The screenshot shows a web browser window with the URL `providers.workforceaustralia.gov.au/ES/activities/placementmanagement/receipt`. The page header includes the Workforce Australia logo and navigation links: Caseload, Provider, Calendar, Activity, Employment, Payments, Compliance, and Employment Fund. The main content area displays a green checkmark icon and the text "Submitted successfully!". Below this, a notification message states: "[Redacted] has been placed into Want to build your employability skills & get a job? Join MTC FutureReady at Hurstville to refine & apply your skills. We'll explore in demand jobs & industries and get you future ready. (ID: 100796813).". A pink arrow points to a blue button labeled "Download letter". Below this button are two other buttons: "View participant details" and "View activity placement details". The footer contains additional navigation links: Caseload, Provider hub, Calendar hub, Activity hub, Employment hub, Payments hub, Compliance hub, and Employment Fund hub. At the bottom, there are links for "Provider portal", "Find solutions to common problems", "Get technical support", "Ask a policy related question", "Feedback survey", and "Privacy policy". A small disclaimer at the very bottom reads: "The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, water and community. We pay our respects to the people, the cultures and the elders past, present and emerging."



Step 17

- And a notification letter can be downloaded for your client.





Thank you.

1300 232 663

info@mtcfutureready.org.au

mtcfutureready.org.au