

Career Transition Assistance (CTA)

How to refer guide

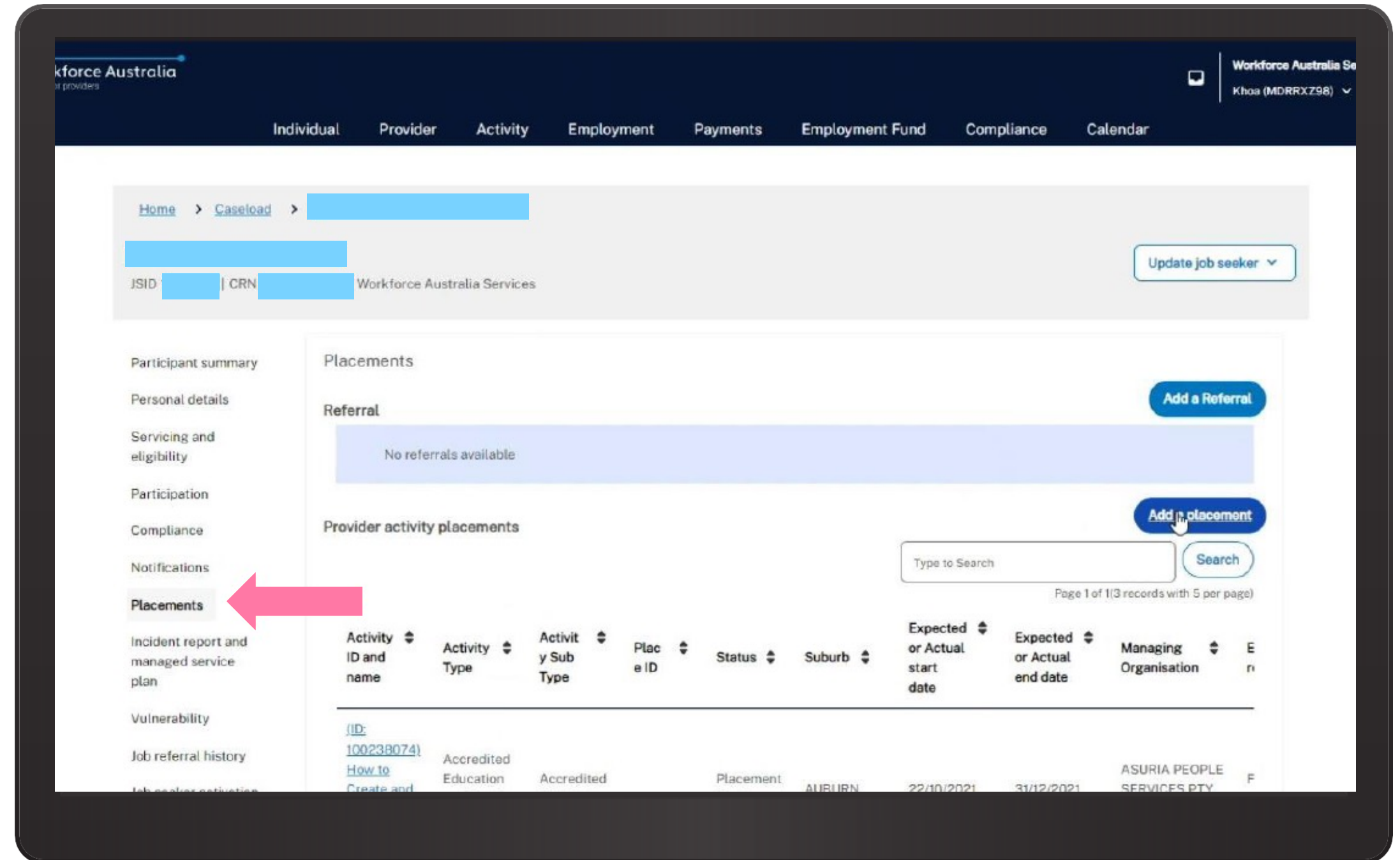


© 2025 MTC FutureReady Australia Limited. All rights reserved. This work is protected by copyright law. Unauthorised reproduction or distribution of this material, or any portion of it, is not permitted.

mtc 
FutureReady

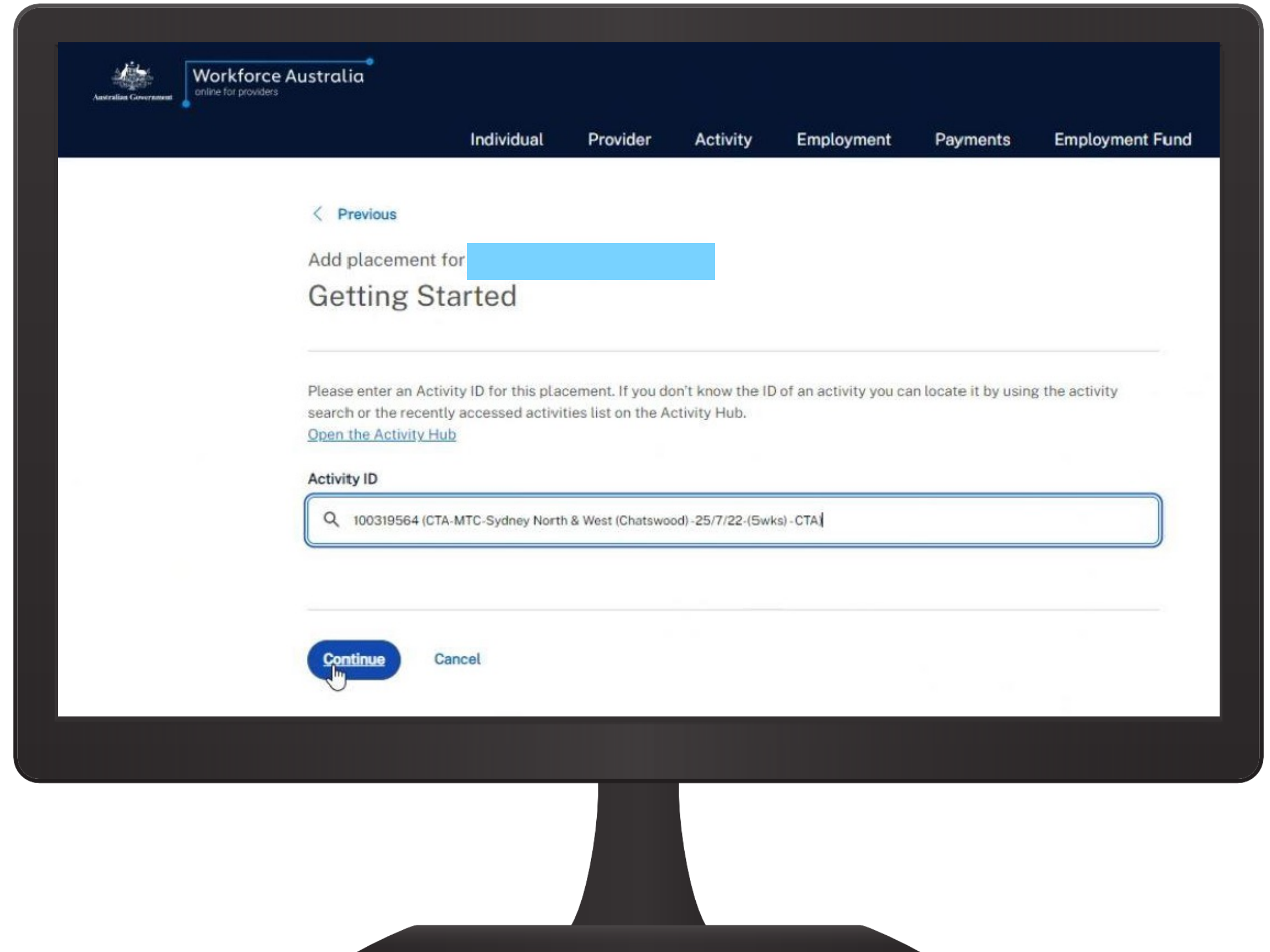
Step 1

- 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**.



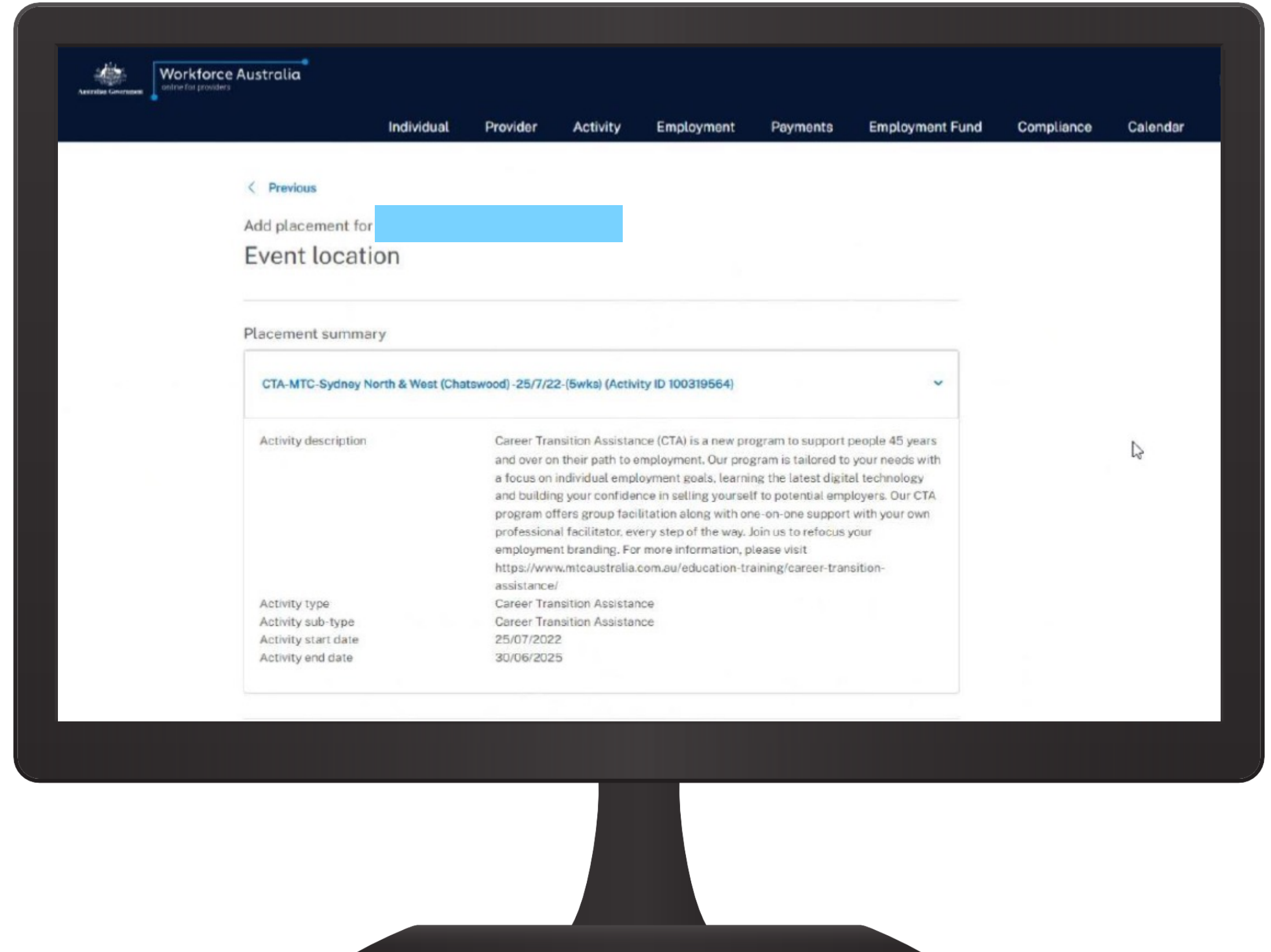
Step 2

- Select Activity ID 100319564 in the search box and click **CONTINUE**.



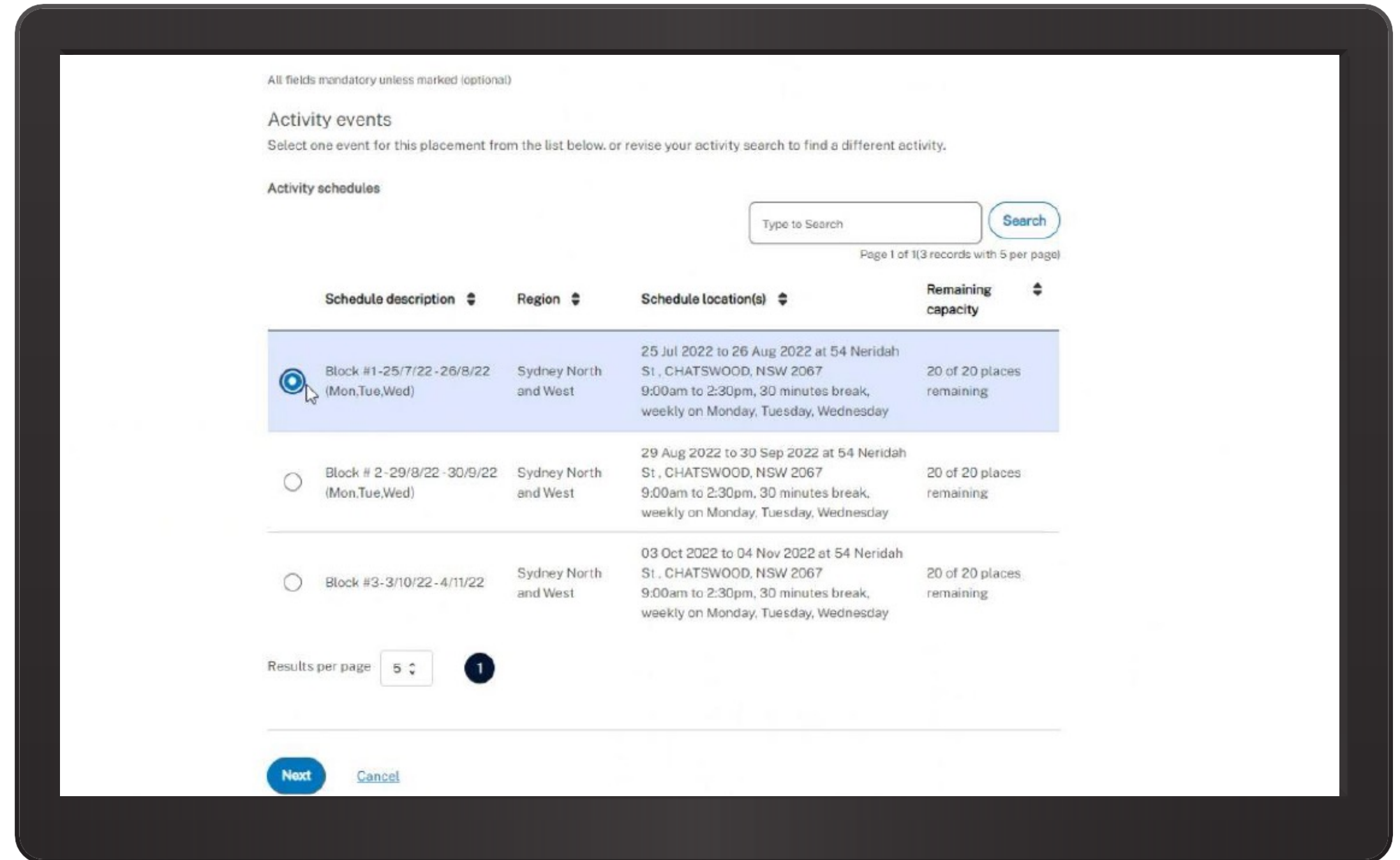
Step 3

- You will be taken to the activity details.



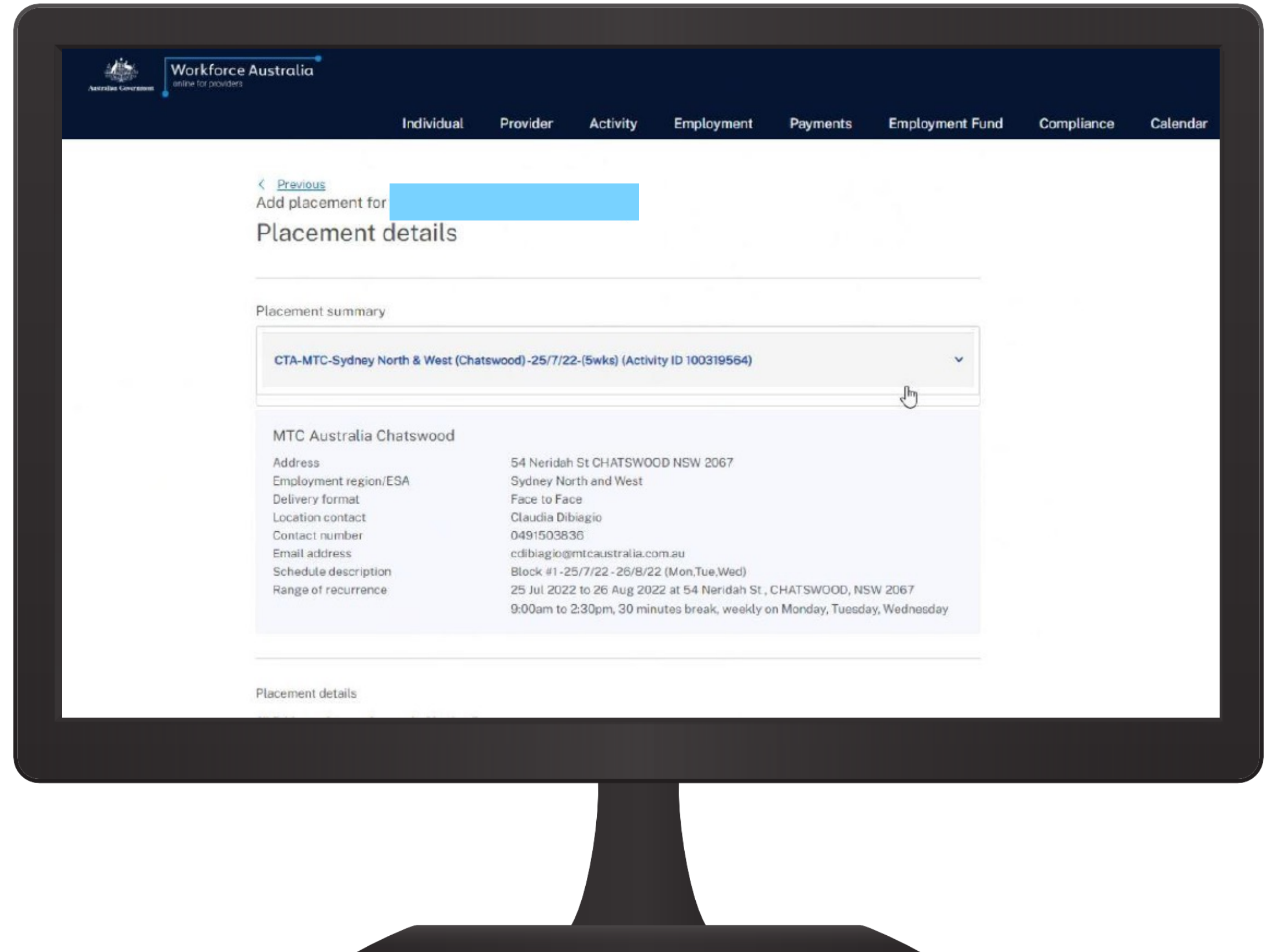
Step 4

- Select the relevant block for this activity.



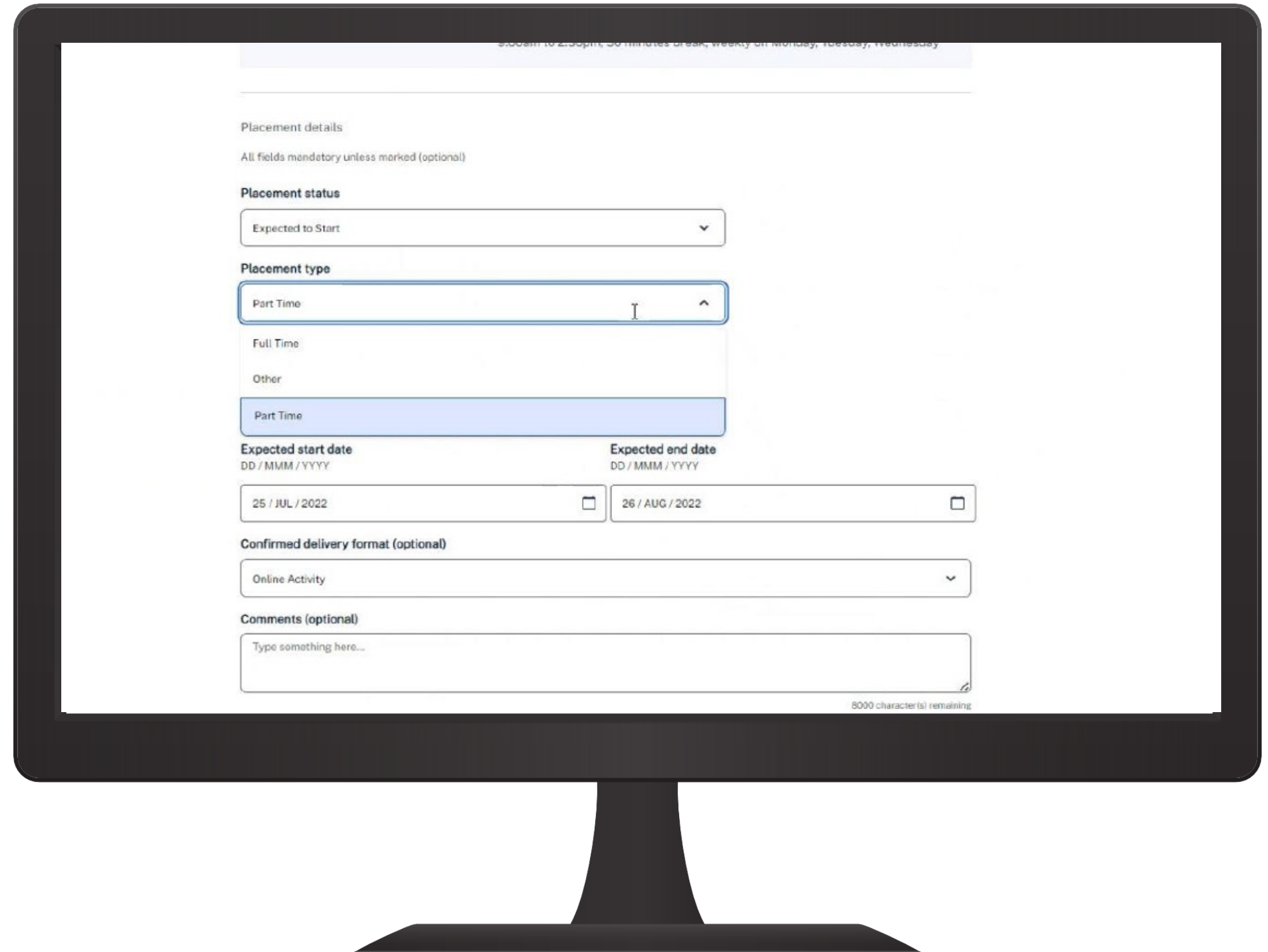
Step 5

- Review the activity and block details.



Step 6

- Enter the placement details for the referral.



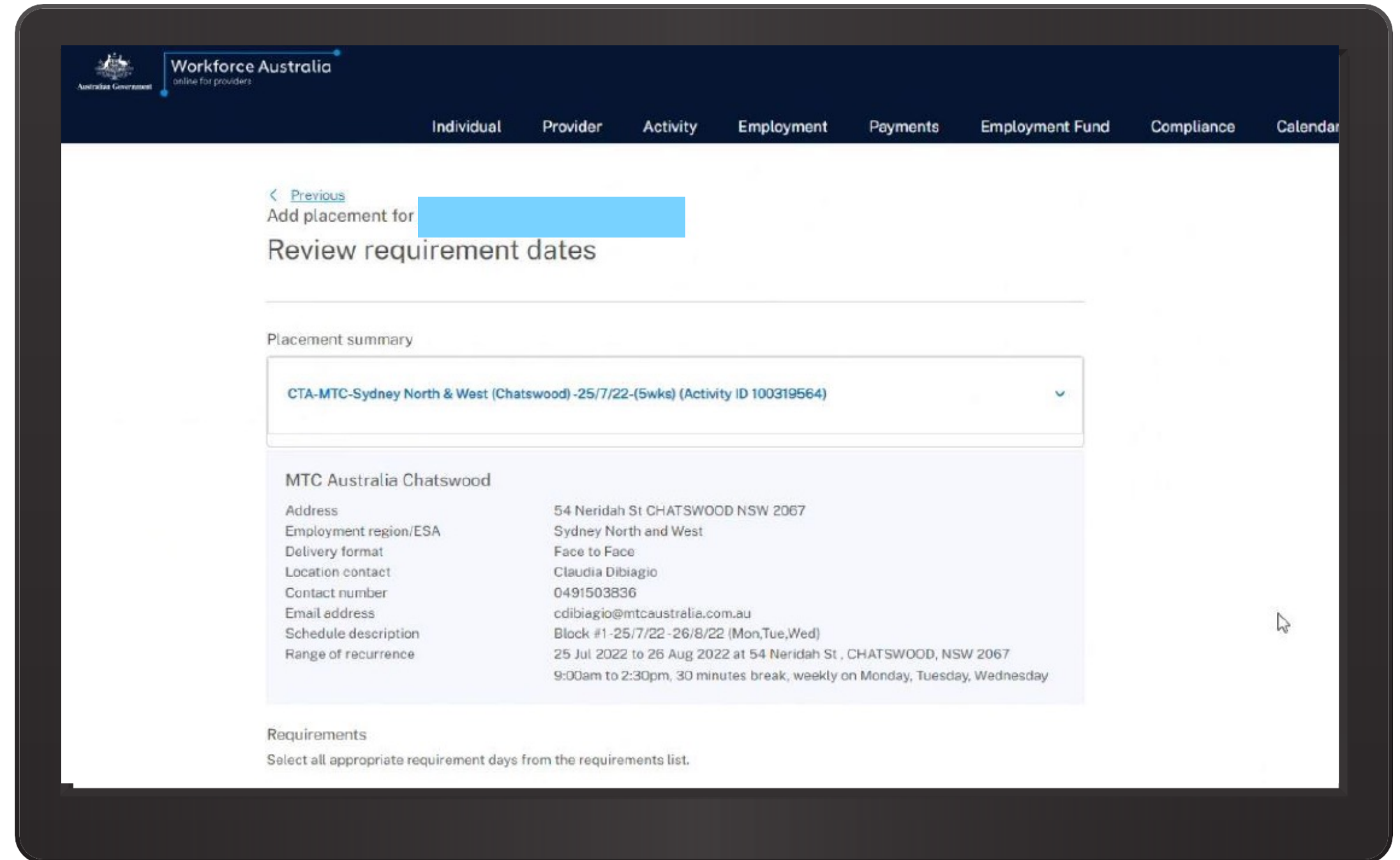
The screenshot shows a web form titled "Placement details" with the instruction "All fields mandatory unless marked (optional)". The form contains the following fields:

- Placement status:** A dropdown menu with "Expected to Start" selected.
- Placement type:** A dropdown menu with "Part Time" selected. The menu is open, showing options: "Part Time", "Full Time", "Other", and "Part Time" (highlighted).
- Expected start date:** A date picker field showing "25 / JUL / 2022".
- Expected end date:** A date picker field showing "26 / AUG / 2022".
- Confirmed delivery format (optional):** A dropdown menu with "Online Activity" selected.
- Comments (optional):** A text area with the placeholder "Type something here...". A character count "8000 character(s) remaining" is visible at the bottom right of the text area.



Step 7

- Select all the dates on the **Review requirement dates** page, then click **NEXT**.



Step 8

- Complete the Job Seeker notification method box.

Previous

Add placement for [redacted]

Job Seeker notification

Placement summary

CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks) (Activity ID 100319564)

MTC Australia Chatswood

Address	54 Neridah St CHATSWOOD NSW 2067
Employment region/ESA	Sydney North and West
Delivery format	Face to Face
Location contact	Claudia Dibiagio
Contact number	0491503836
Email address	cdibiagio@mtcaustralia.com.au
Schedule description	Block #1 -25/7/22 -26/8/22 (Mon,Tue,Wed)
Range of recurrence	25 Jul 2022 to 26 Aug 2022 at 54 Neridah St , CHATSWOOD, NSW 2067 9:00am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday

Notification Details

All fields mandatory unless marked (optional)

Notification method

Face to Face & Letter (on same day)

Acknowledgements

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.

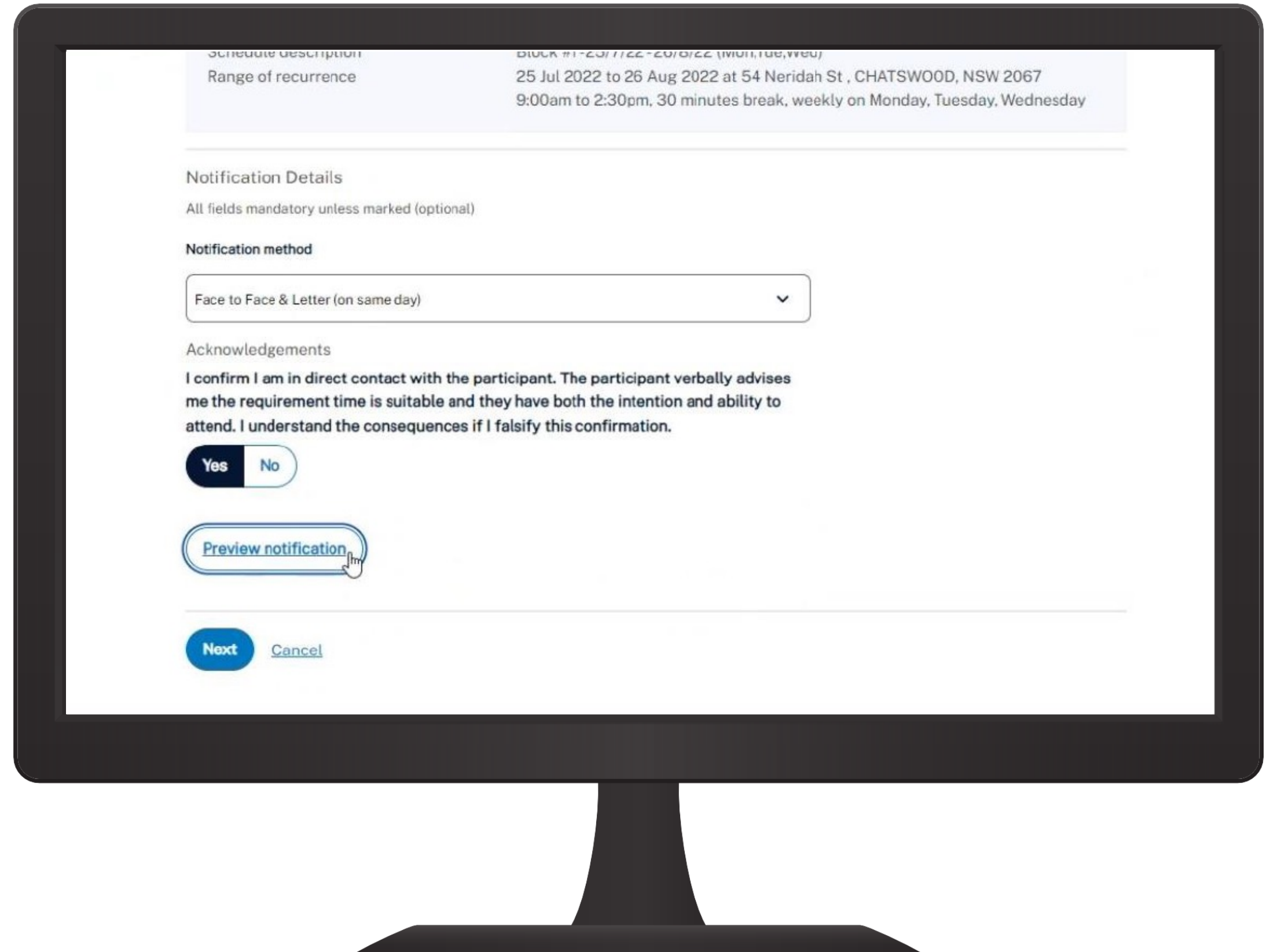
Yes No

Next Cancel



Step 9

- Please ensure that you click on the **preview notification** before clicking Next to complete this section of referral.

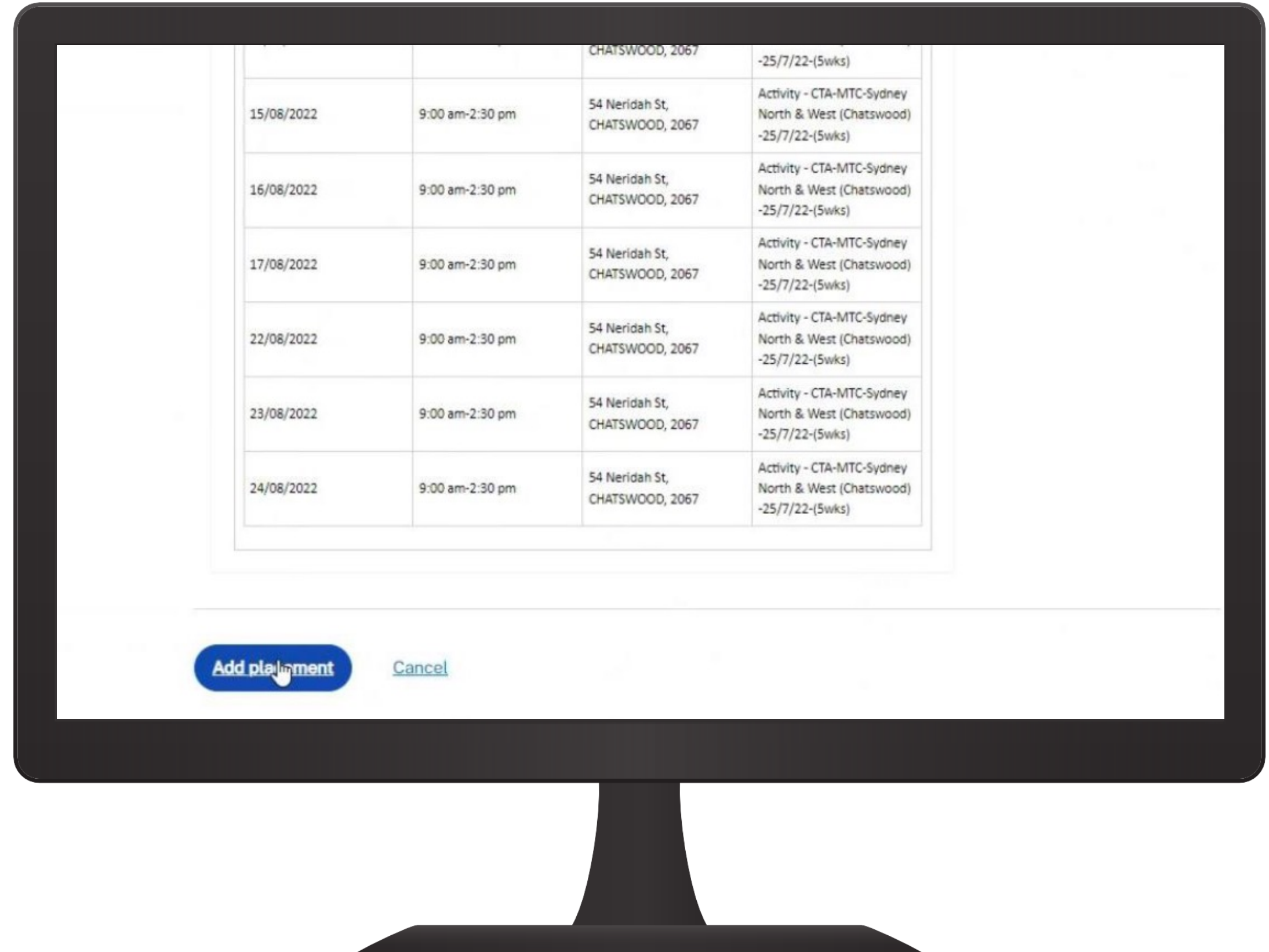


The screenshot shows a web form for scheduling a referral. At the top, there is a section for 'Schedule description' with the following details: 'BLOCK #1 - 20/7/22 - 20/8/22 (MON, TUE, WED)', '25 Jul 2022 to 26 Aug 2022 at 54 Neridah St , CHATSWOOD, NSW 2067', and '9:00am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday'. Below this is the 'Notification Details' section, which includes a note that 'All fields mandatory unless marked (optional)'. The 'Notification method' is set to 'Face to Face & Letter (on same day)'. Under 'Acknowledgements', there is a confirmation statement: '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.' Below this statement are two radio buttons, 'Yes' and 'No', with 'Yes' selected. A 'Preview notification' button is highlighted with a mouse cursor. At the bottom of the form, there are 'Next' and 'Cancel' buttons.



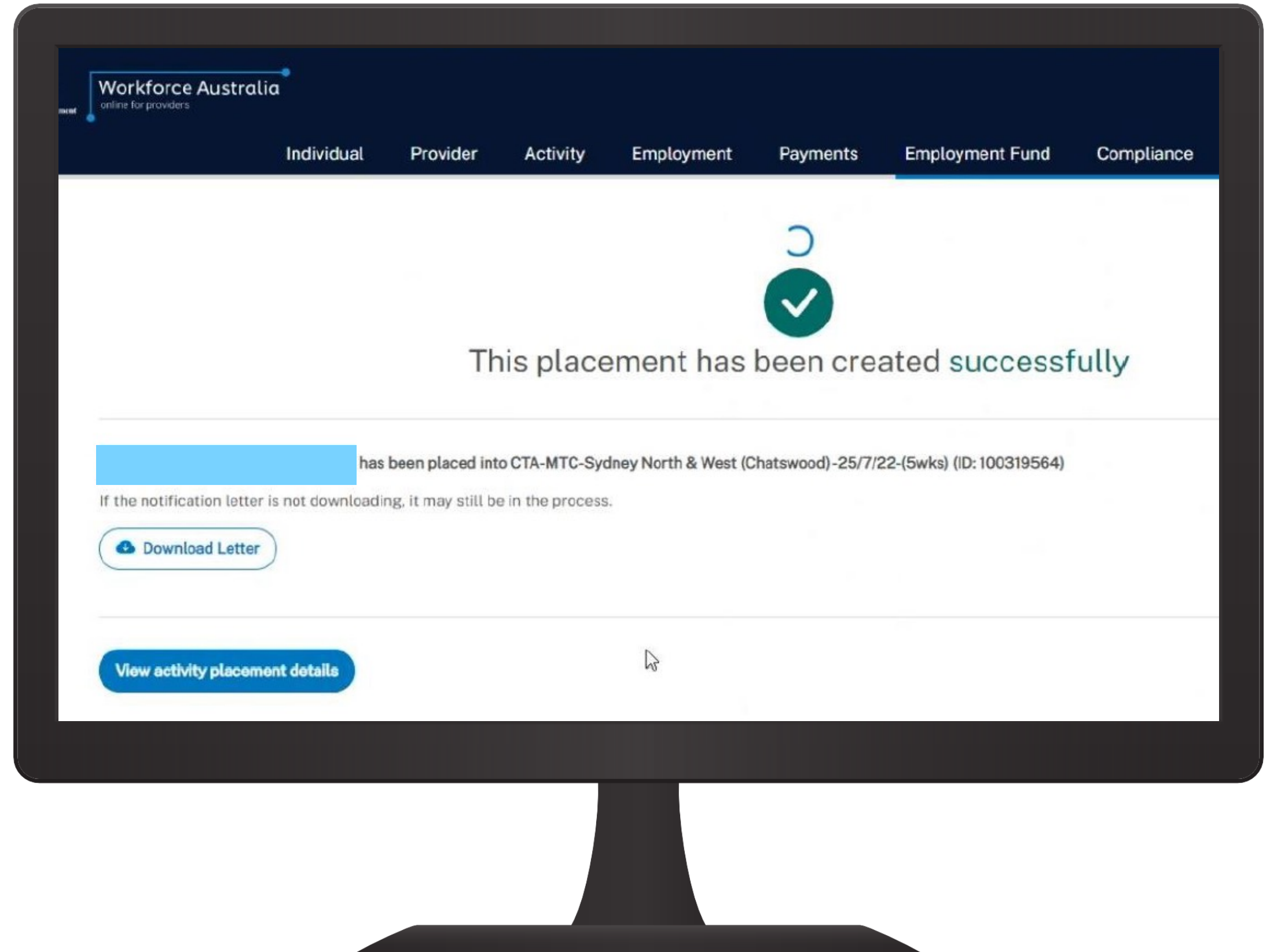
Step 10

- Please review the referral with your client before clicking **add placement** to complete the referral.



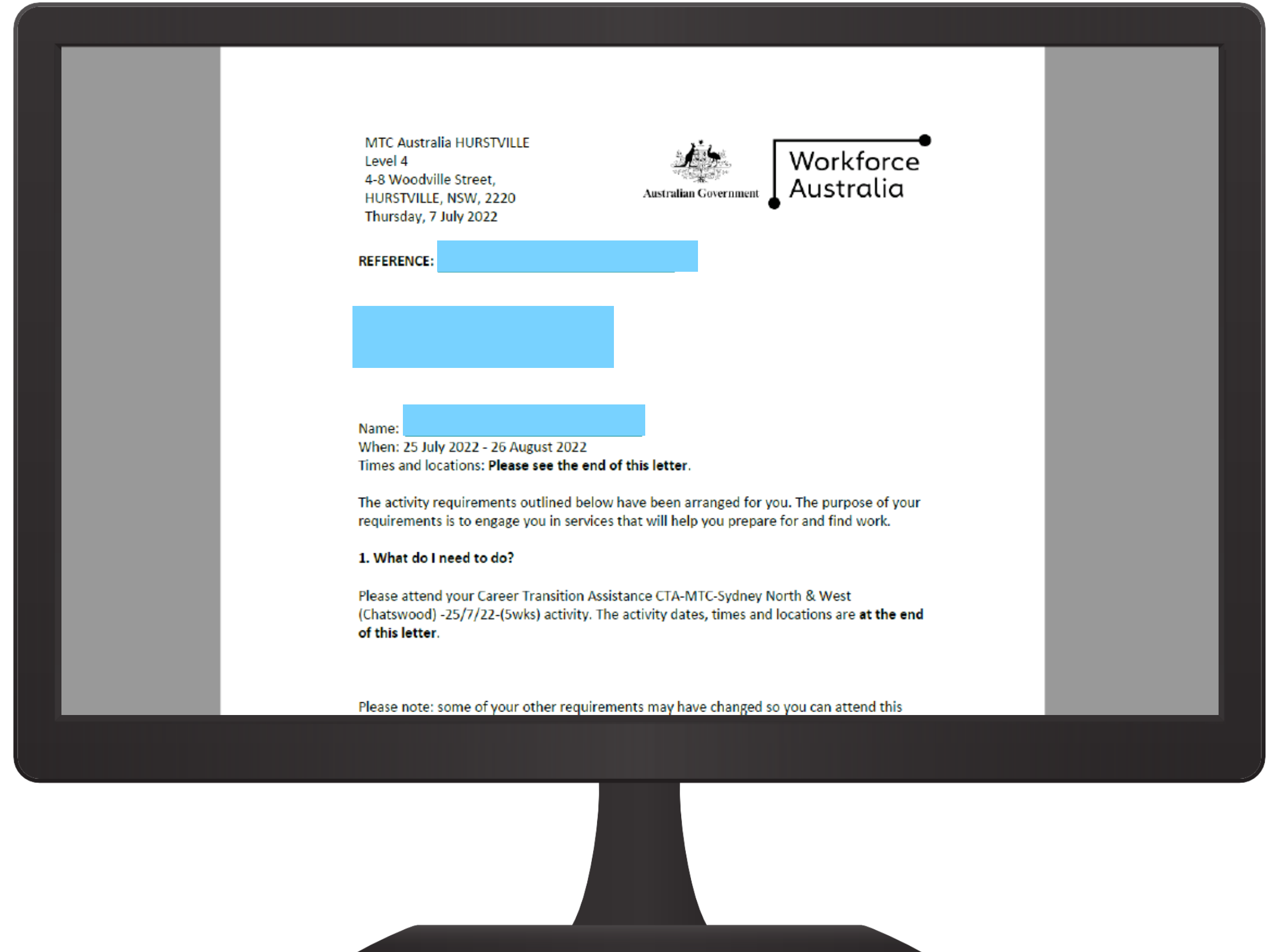
Step 11

- A notification will be generated to show that the referral was successful.



Step 12

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





Thank you.

1300 232 663
info@mtcfutureready.org.au
mtcfutureready.org.au