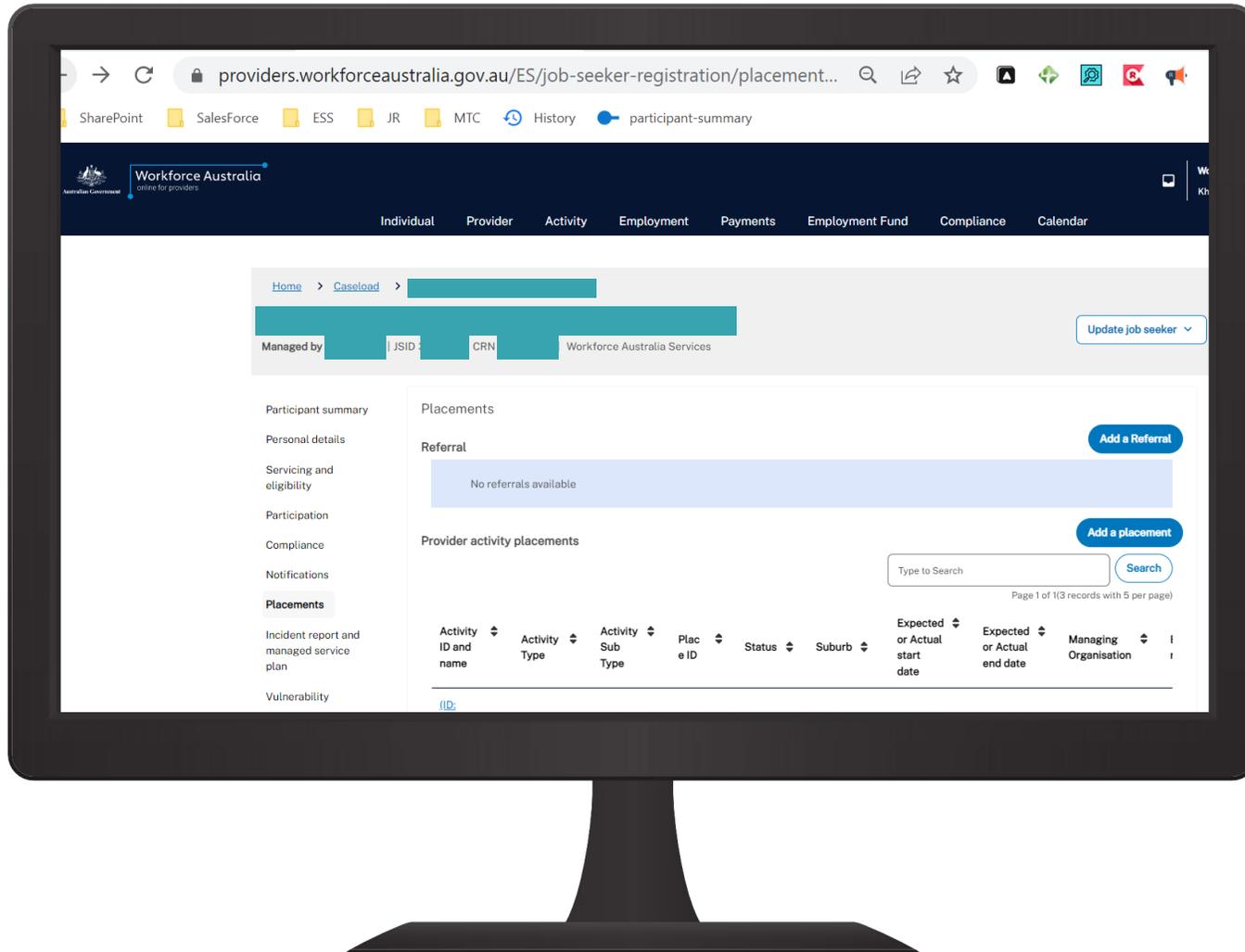


Employability Skills Training (EST)

How to Refer Guide



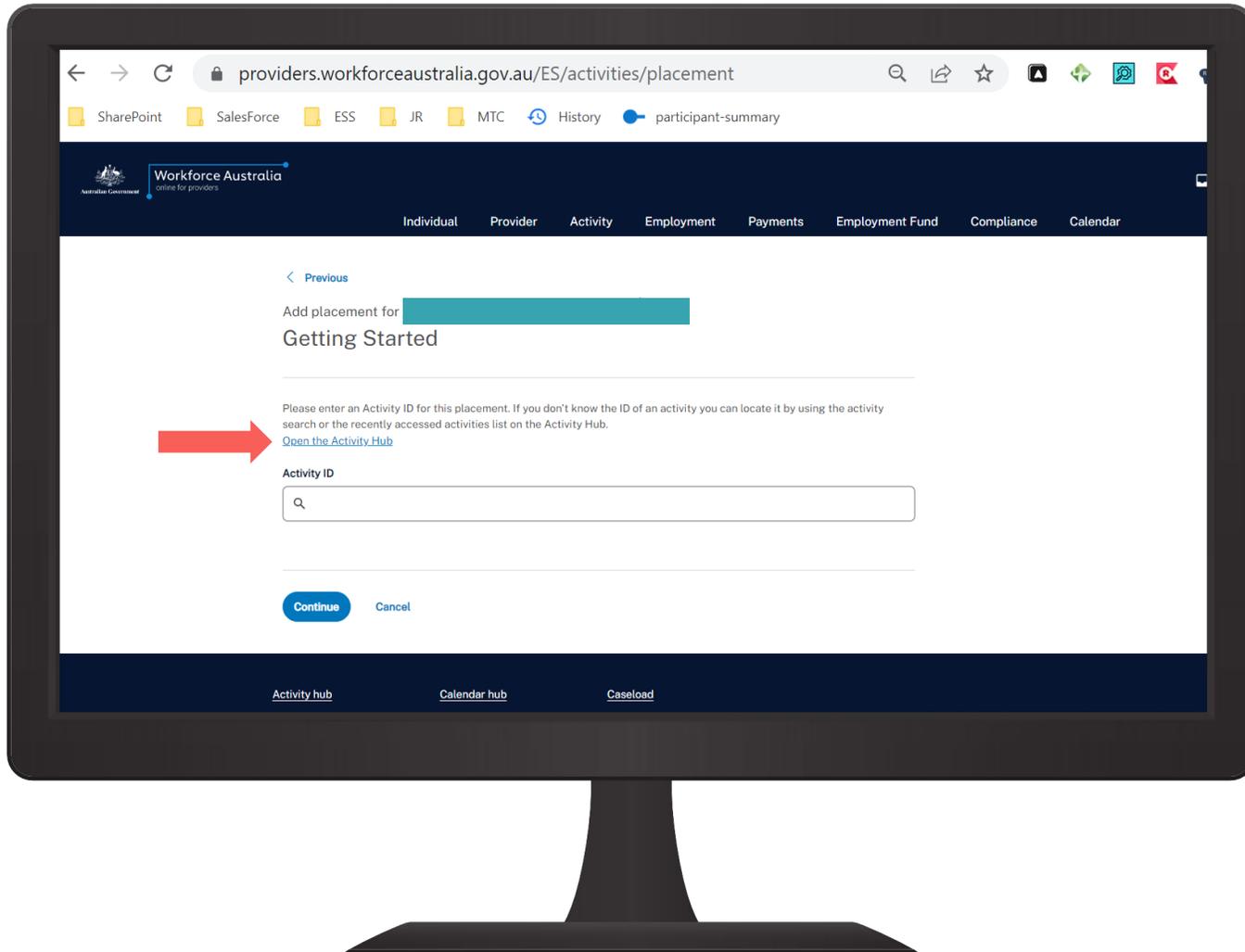
Step 1



- 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

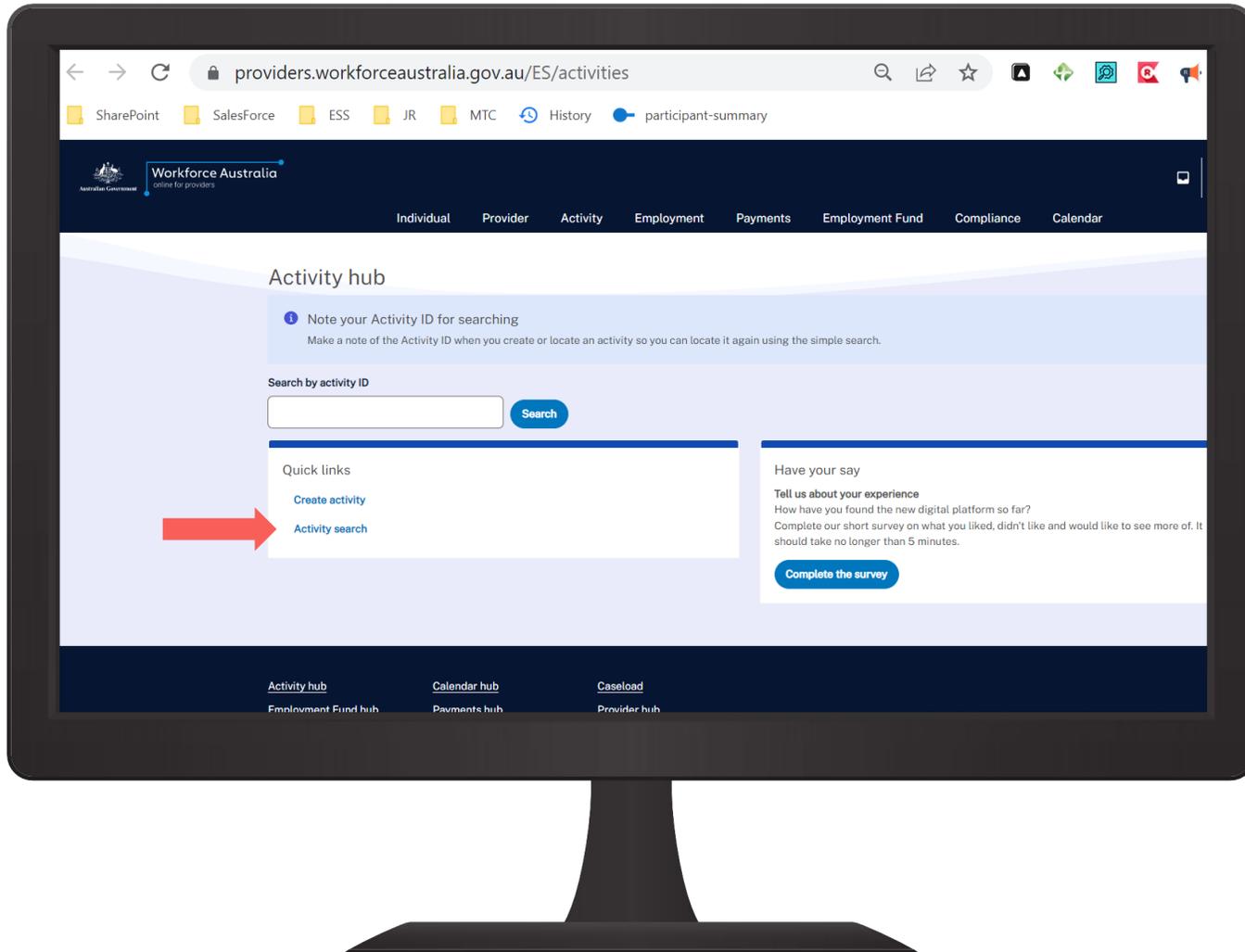


On the *Activities Placement* page:

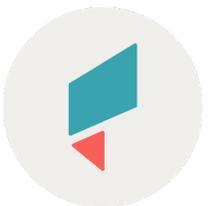
- If you have the **Activity ID**, enter it and to skip to STEP 7 .
- Otherwise, search for the **Activity ID** by clicking on *Open the Activity Hub*. This will open a new tab for you search for the Activity ID.



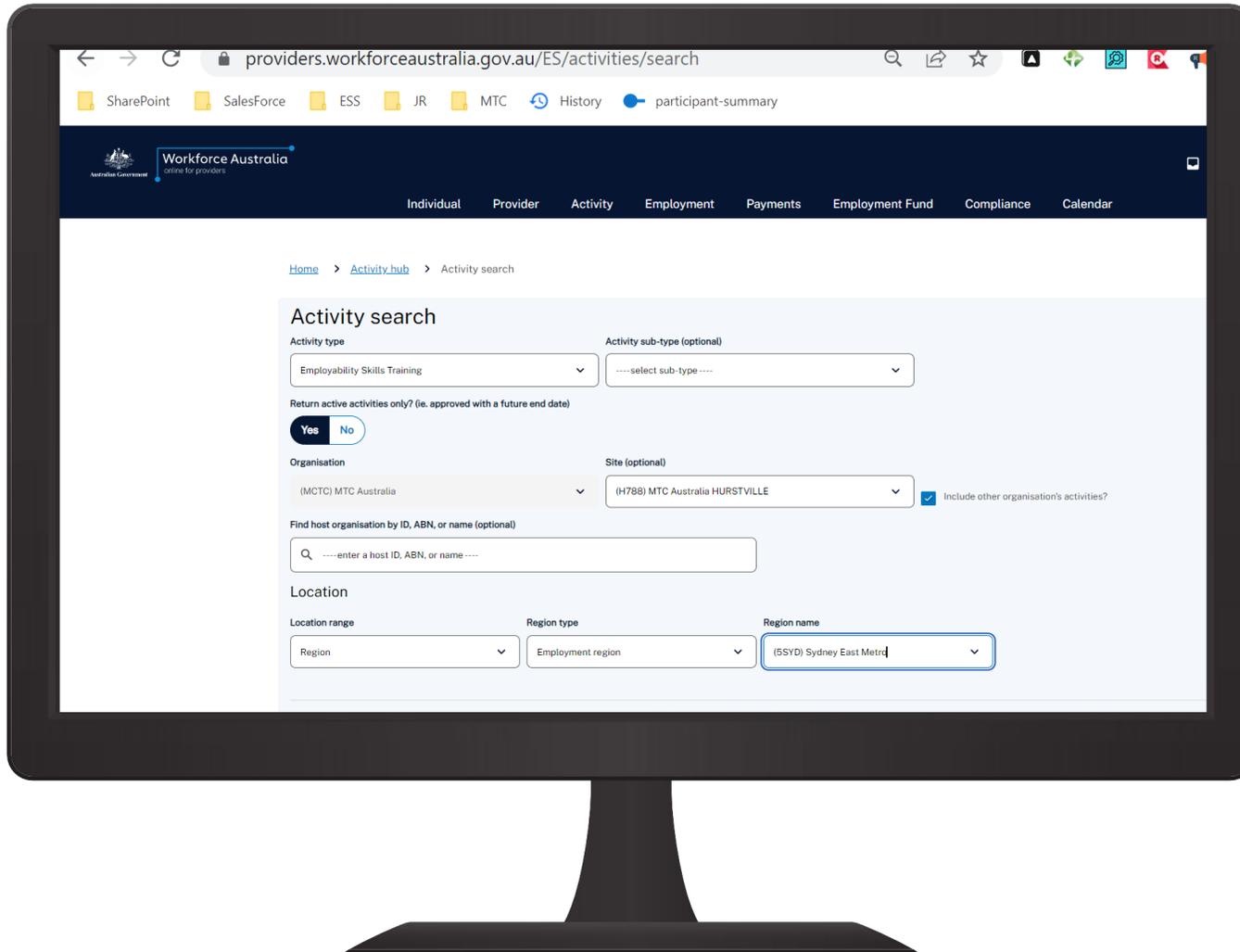
Step 3



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



Step 4



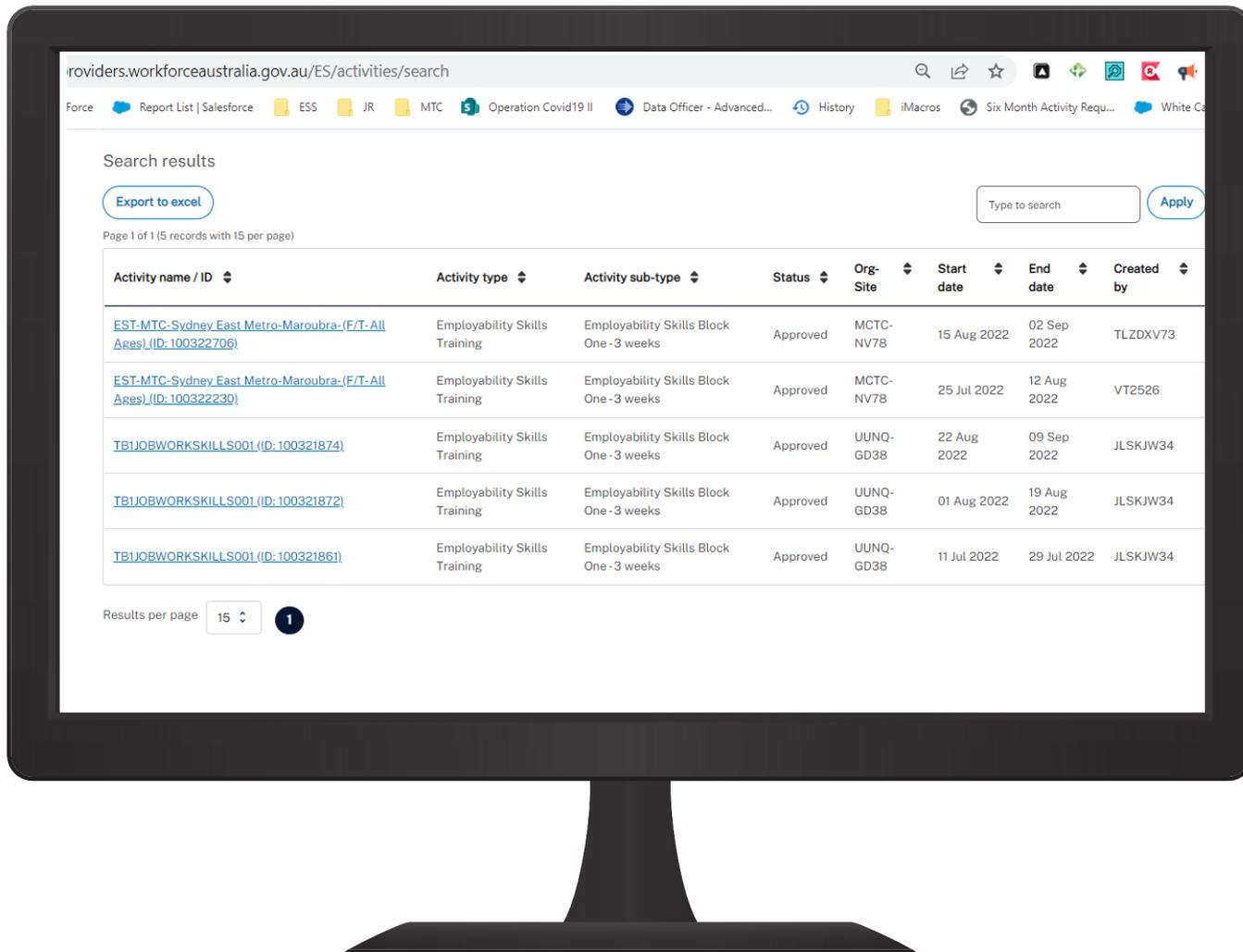
On the *Activities Search* page, enter the required details:

- 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**.



Step 5

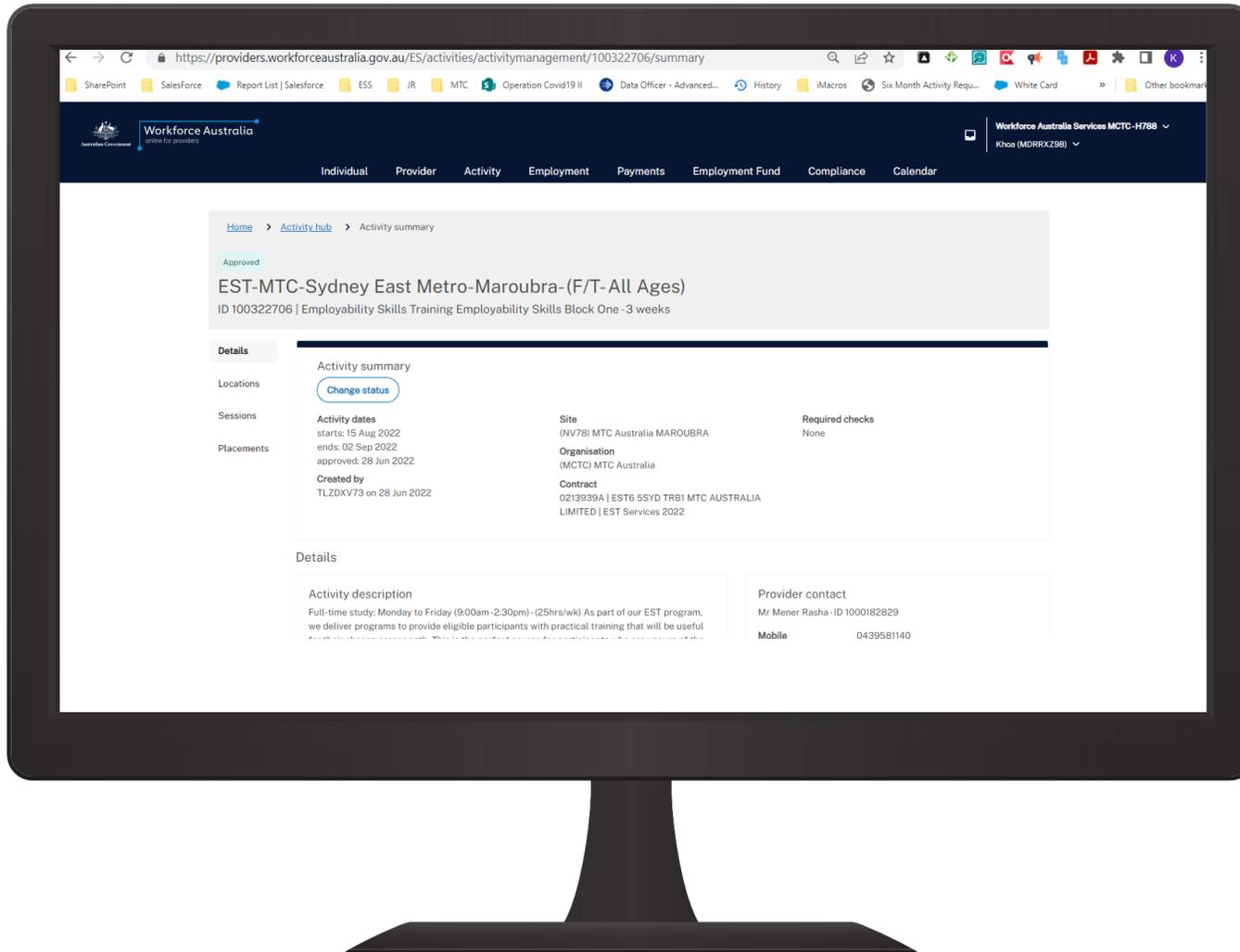


On the Search Results page:

- Scroll to select the relevant activity.



Step 6



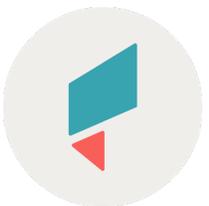
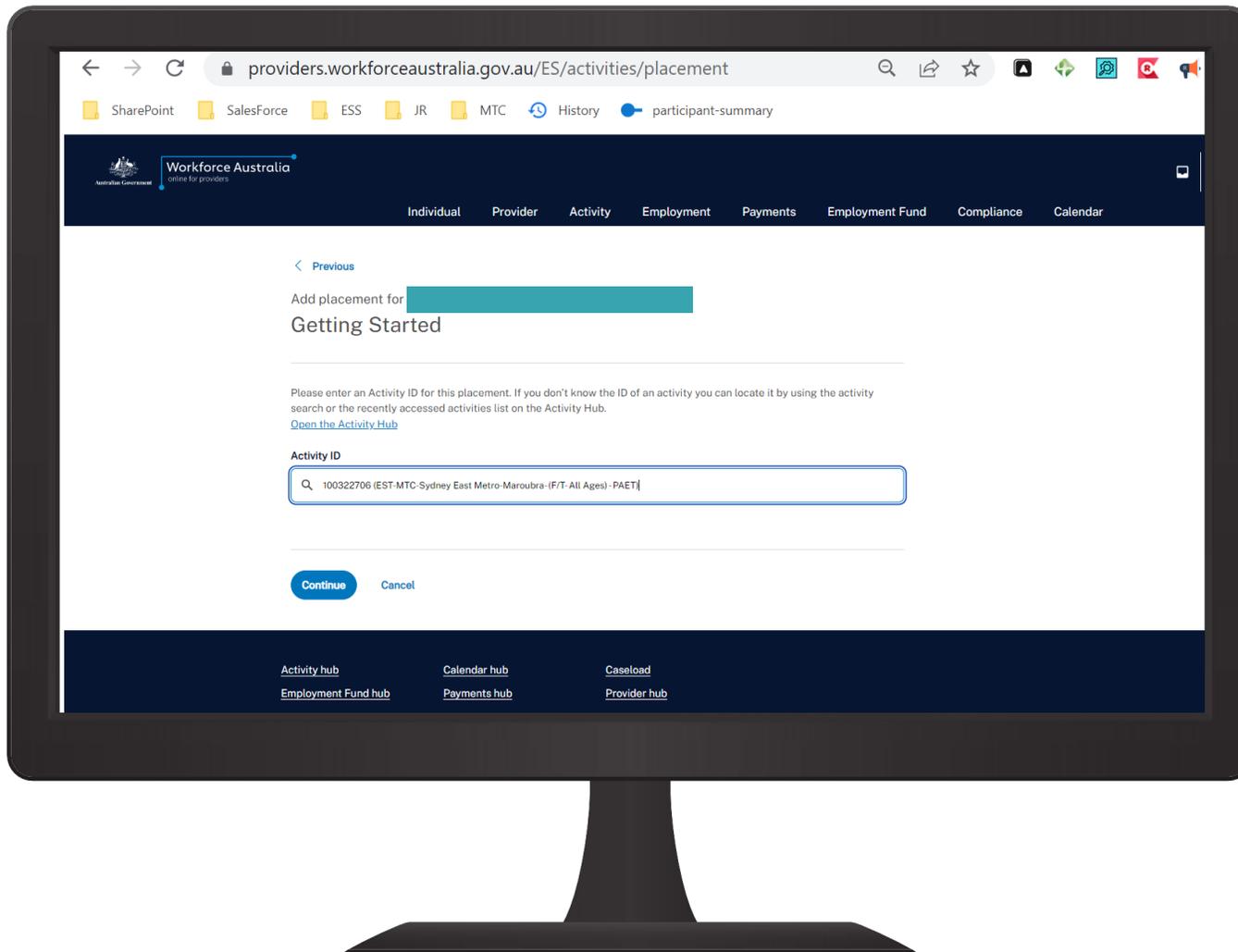
Once you click on the relevant activity, you will be taken to the *Activity Management Summary* page.

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



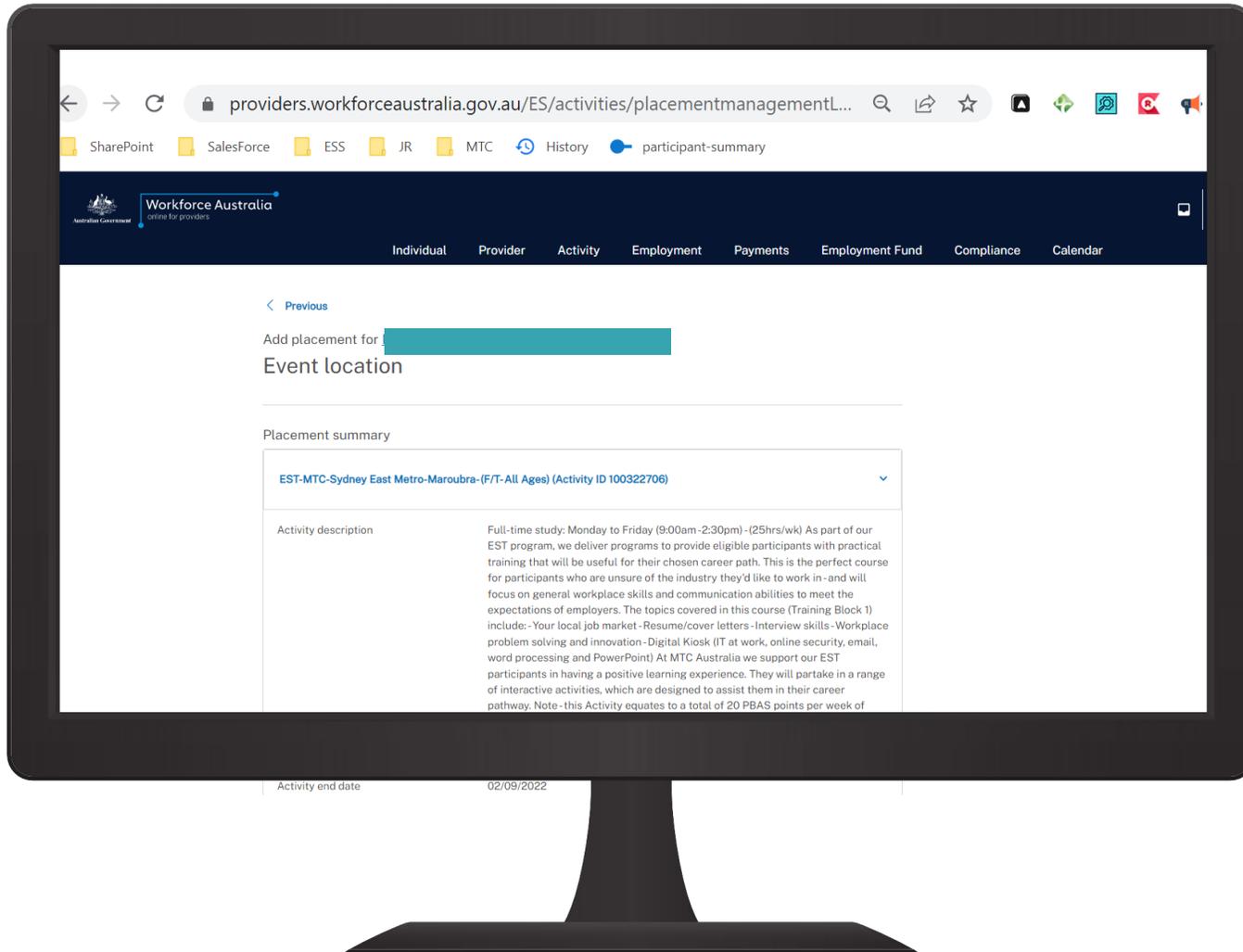
Step 7

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

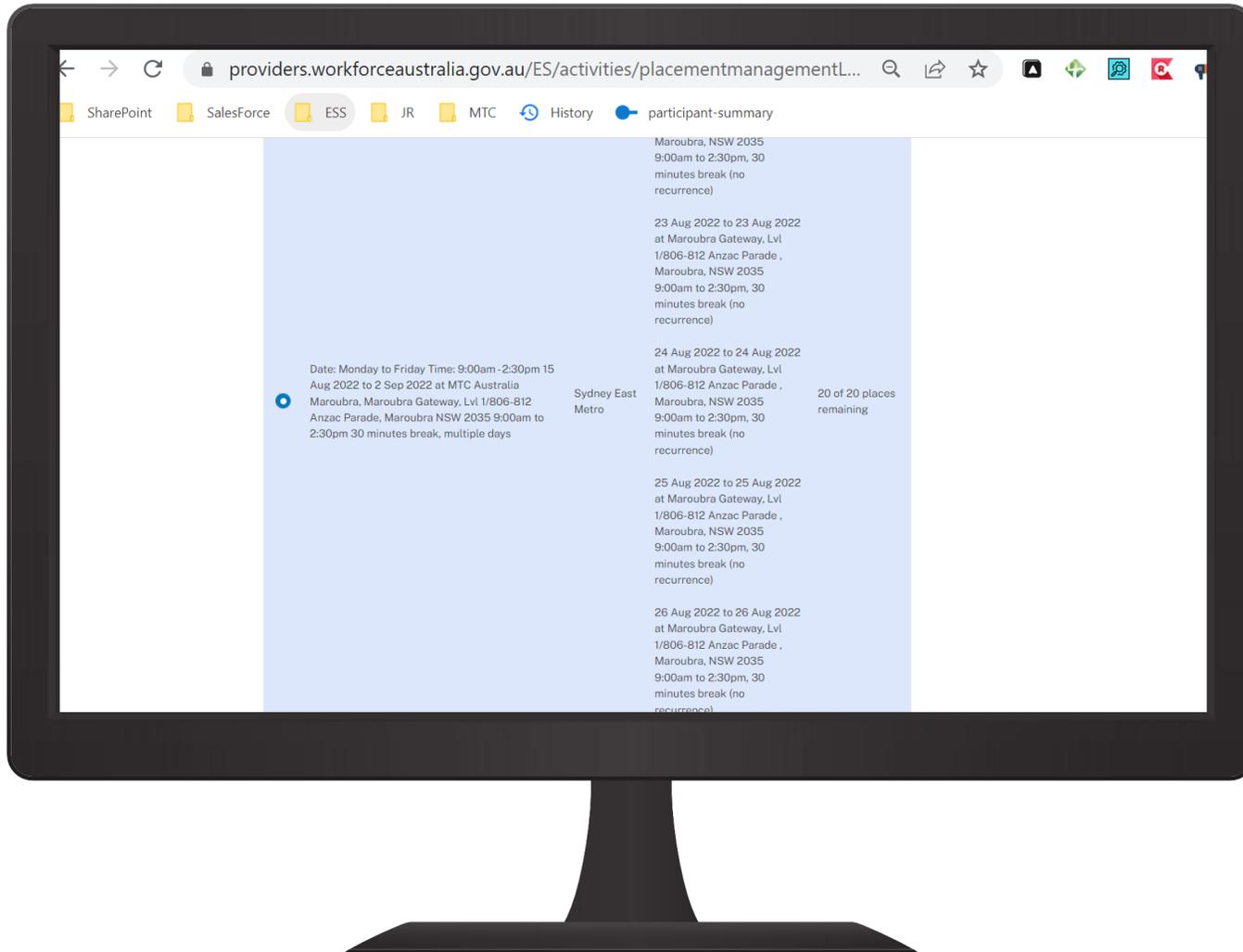


Step 8

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



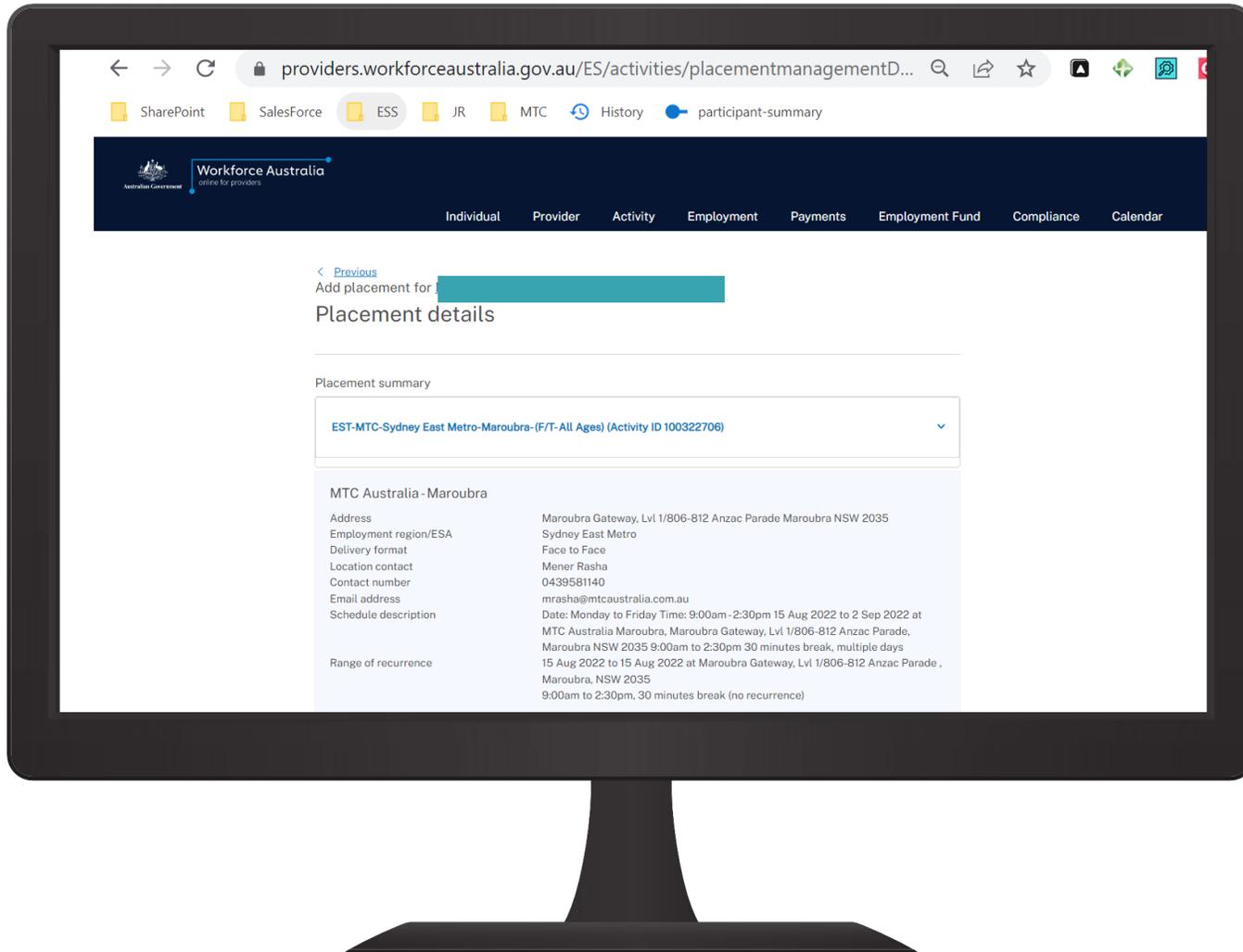
Step 9



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



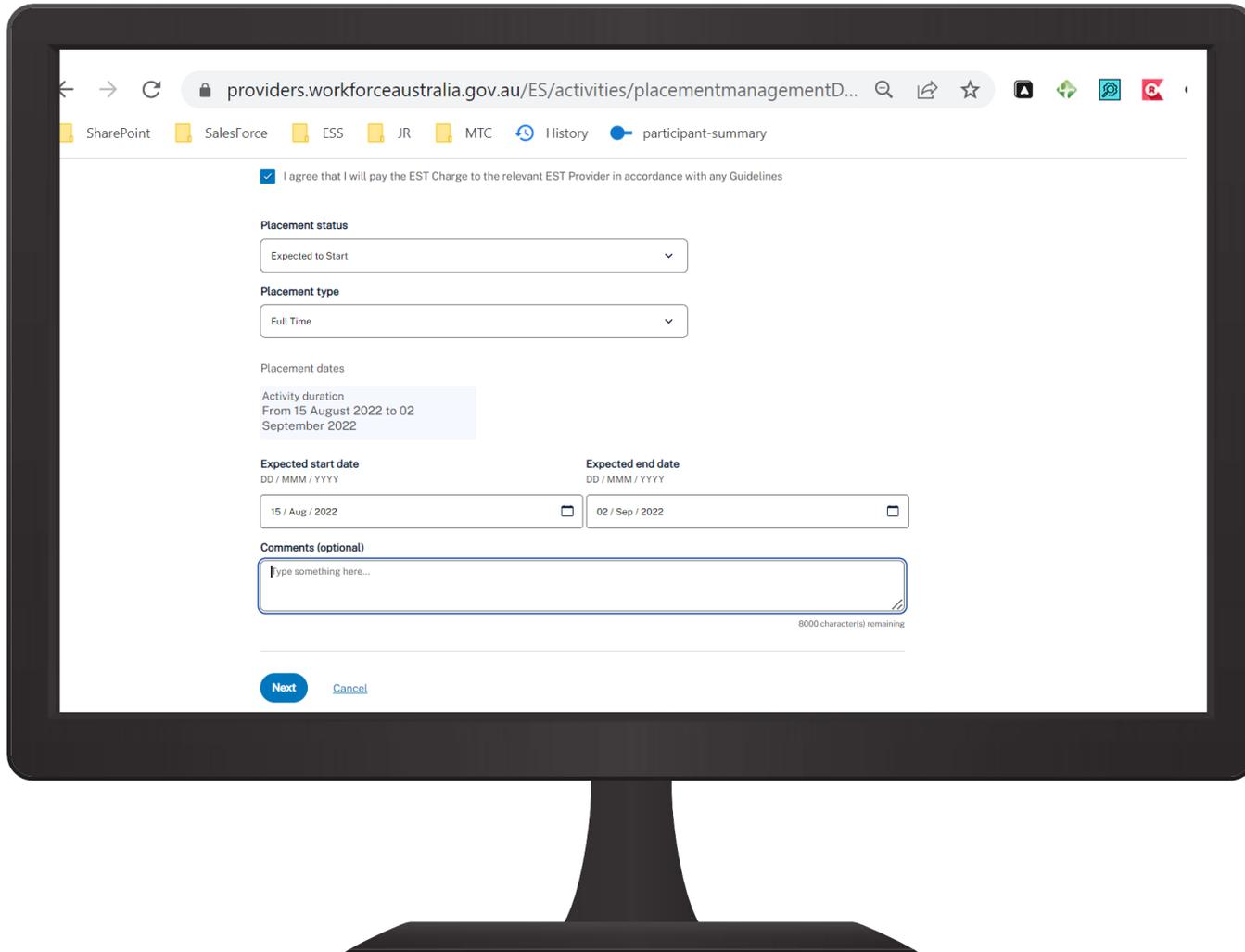
Step 10



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



Step 11



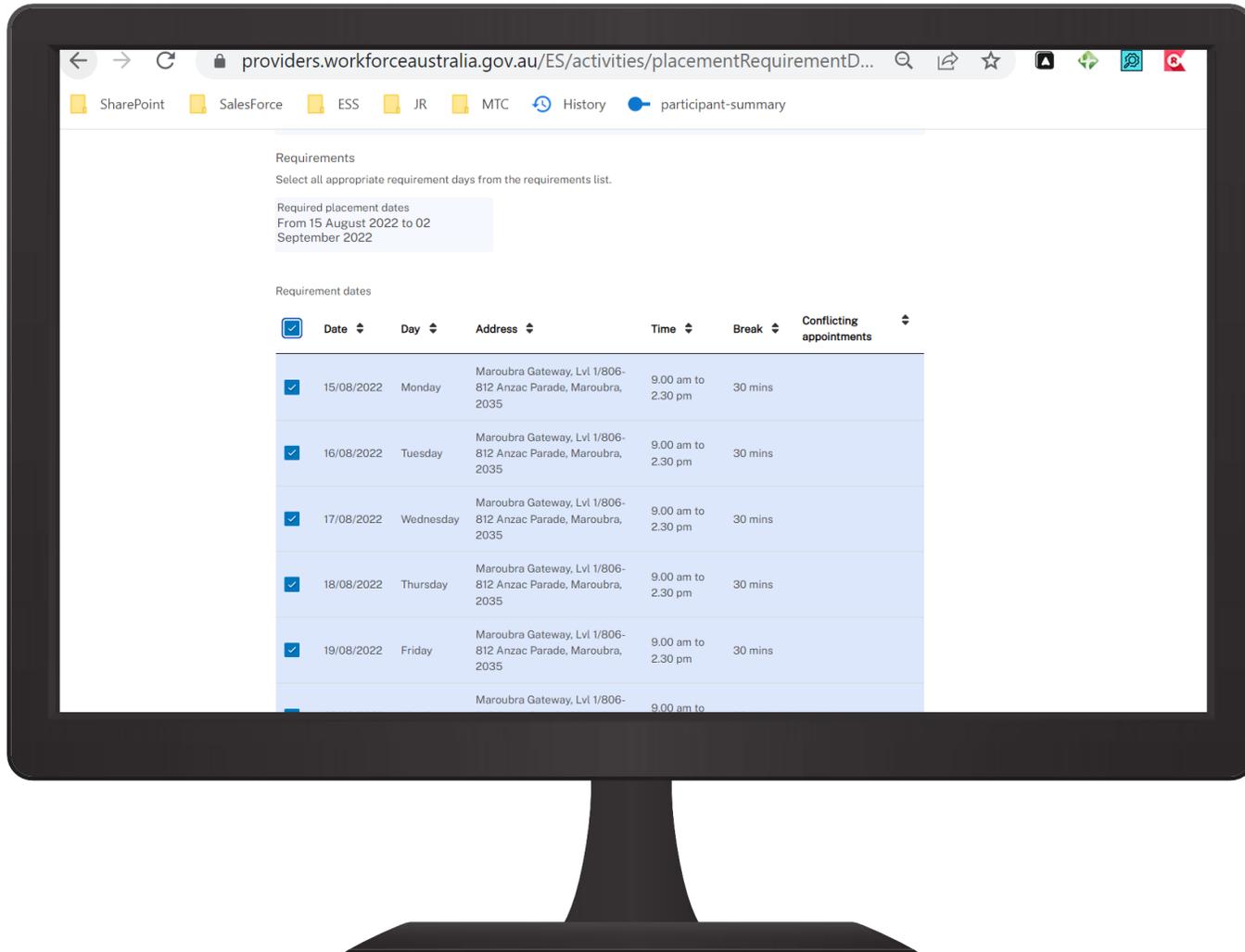
The screenshot shows a web browser window with the URL `providers.workforceaustralia.gov.au/ES/activities/placementmanagementD...`. The browser's address bar and tabs are visible, including tabs for SharePoint, Salesforce, ESS, JR, MTC, History, and participant-summary. The main content area of the browser displays a form with the following elements:

- A checked checkbox with the text: "I agree that I will pay the EST Charge to the relevant EST Provider in accordance with any Guidelines".
- A dropdown menu labeled "Placement status" with the selected value "Expected to Start".
- A dropdown menu labeled "Placement type" with the selected value "Full Time".
- A section titled "Placement dates" containing the text: "Activity duration From 15 August 2022 to 02 September 2022".
- Two date input fields: "Expected start date" (DD / MMM / YYYY) with the value "15 / Aug / 2022", and "Expected end date" (DD / MMM / YYYY) with the value "02 / Sep / 2022".
- A text area labeled "Comments (optional)" with the placeholder text "Type something here..." and a character count of "8000 character(s) remaining".
- At the bottom of the form, there are two buttons: "Next" (highlighted in blue) and "Cancel".

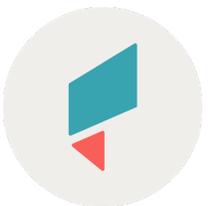
- Please enter the relevant details and click **NEXT**.



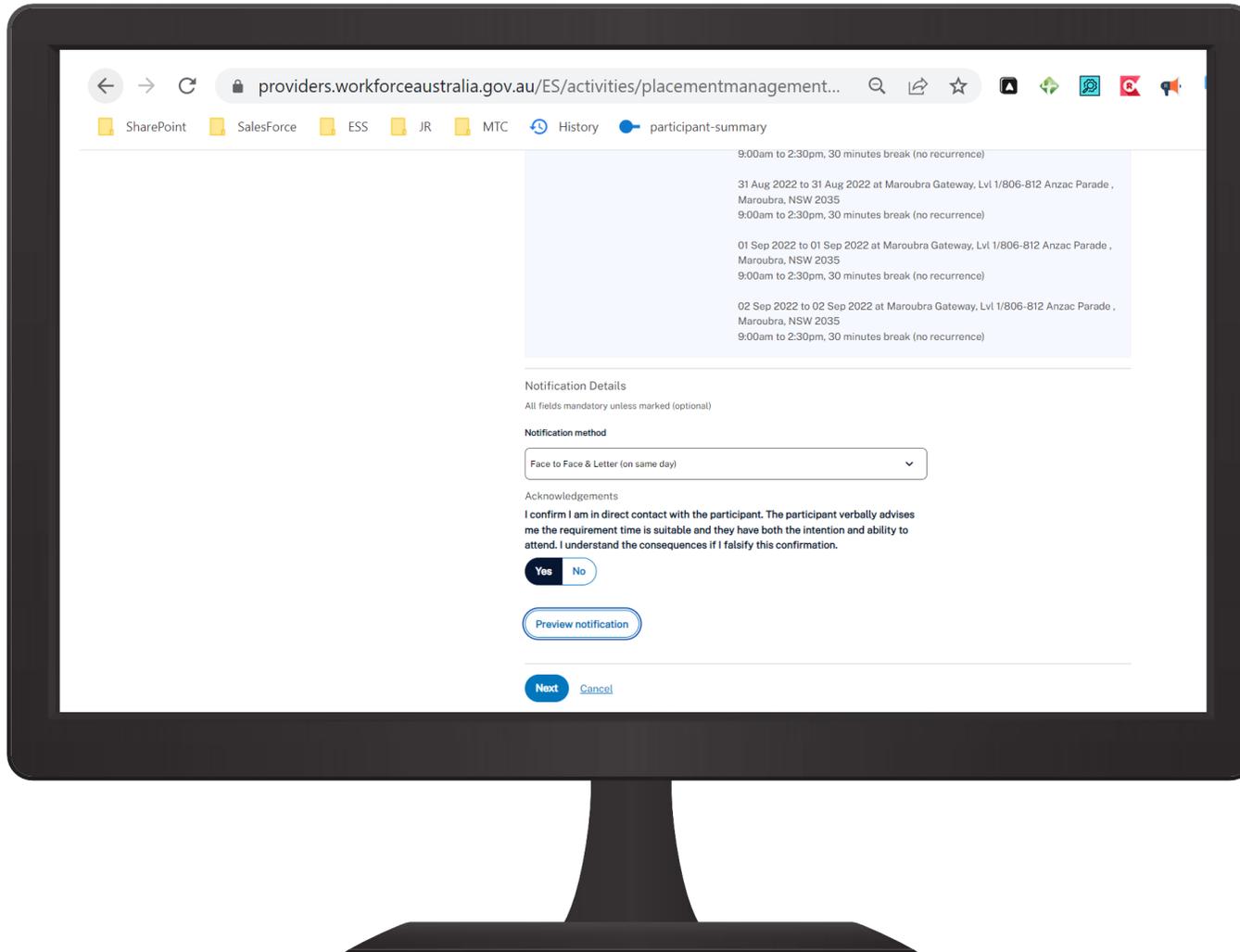
Step 12



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



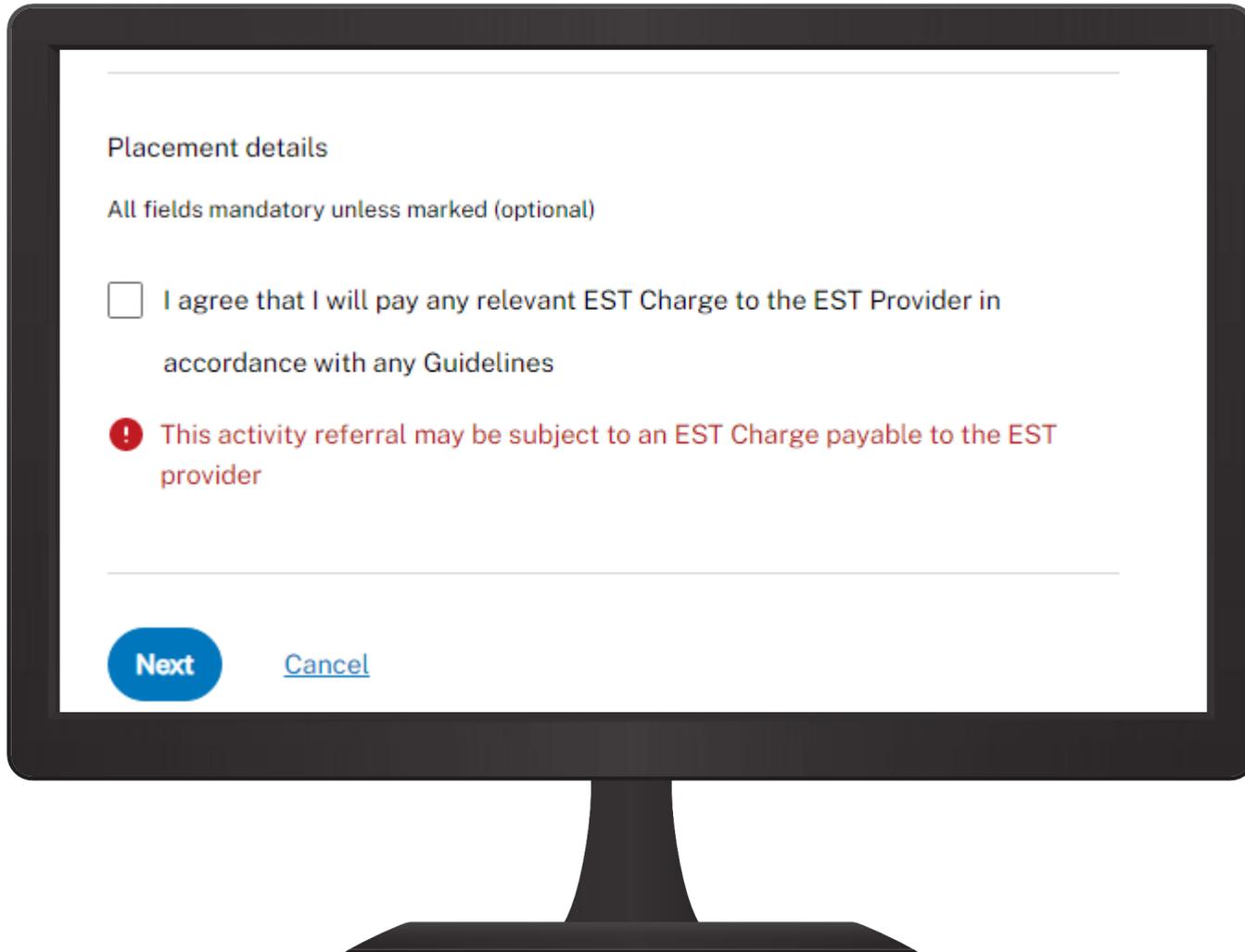
Step 13



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



Step 14



Placement details

All fields mandatory unless marked (optional)

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

! This activity referral may be subject to an EST Charge payable to the EST provider

[Next](#) [Cancel](#)

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.



Step 15

24/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)
25/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)
26/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)
29/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)
30/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)
31/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)
1/09/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)
2/09/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)



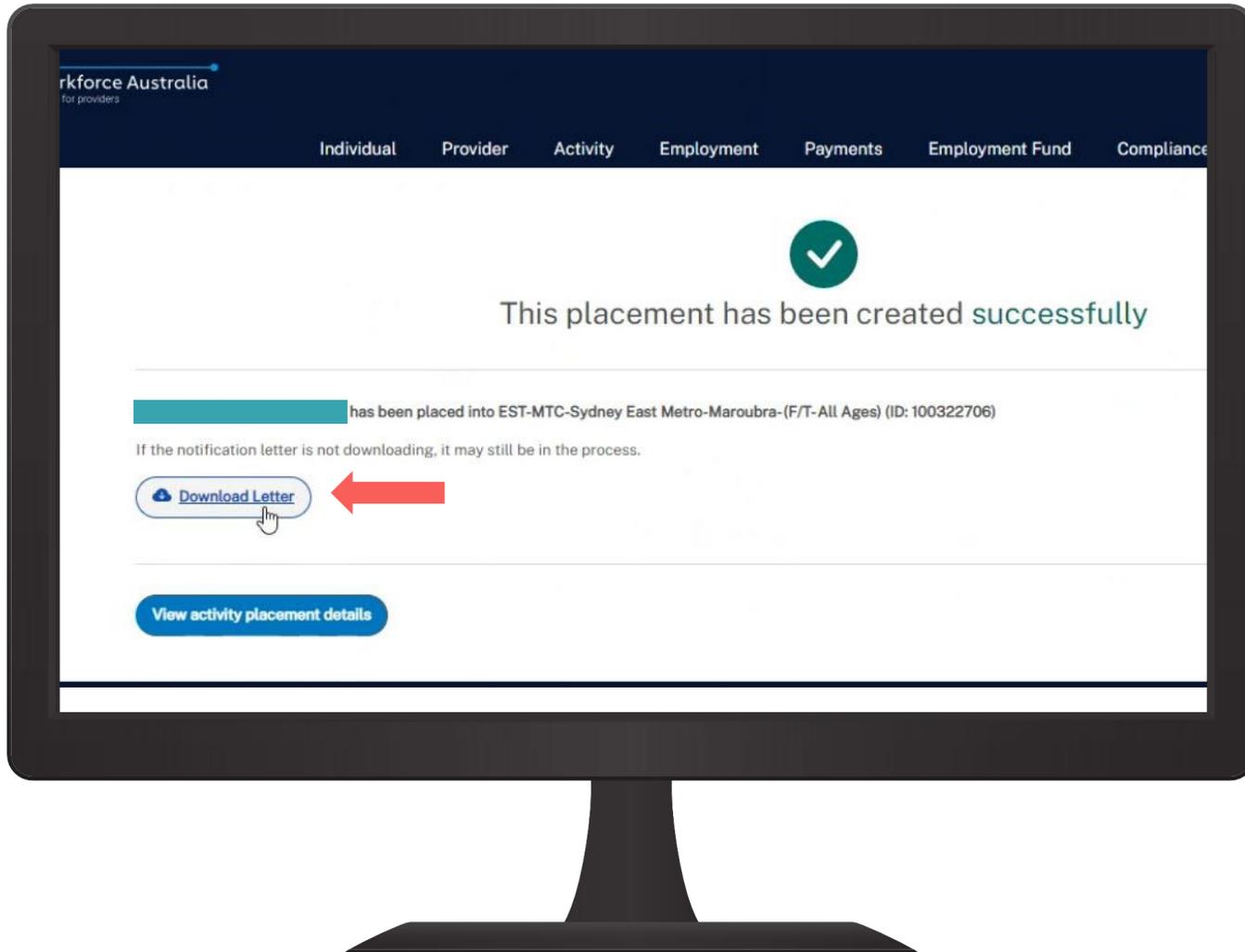
Add placement

Cancel

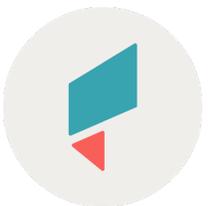
On the *Placement Management Review*, scroll down and click Add placement.



Step 16



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



Step 17

MTC Australia HURSTVILLE
Level 4
4-8 Woodville Street,
HURSTVILLE, NSW, 2220
Thursday, 7 July 2022



Workforce
Australia

REFERENCE: [REDACTED]

Name: [REDACTED]
When: 15 August 2022 - 2 September 2022
Times and locations: **Please see the end of this letter.**

The activity requirements outlined below have been arranged for you. The purpose of your requirements is to engage you in services that will help you prepare for and find work.

1. What do I need to do?

Please attend your Employability Skills Training EST-MTC-Sydney East Metro-Maroubra (F/T- All Ages) activity. The activity dates, times and locations are **at the end of this letter.**

Please note: some of your other requirements may have changed so you can attend this

And a notification letter can be downloaded for your client.

